



Friends of Madera Animal Shelter is a non profit 501(c)(3) organization run by dedicated volunteers working tirelessly to support the education of responsible pet ownership. Through donations, we spay and neuter pets in our community, reducing the number of animals being euthanized. We are sworn to saving animals in crisis, working with our rescue partners, finding qualified and loving forever homes through our adoption programs.

VOLUNTEER HANDBOOK



FMAS Volunteer Positions

FMAS welcomes volunteers with all levels of experience and who have varying time to offer. We are in need of people who have anywhere to just a few hours a week to spare to those that could lead are interested in being team leaders. And, if you have ideas for other positions please let us know.

Adoption Ambassadors

Promote adoptions at the shelter by counseling potential adopters, reviewing kennel card notations with adopters and facilitate adopter/pet introductions and take photos of adopters with their new pets. In any spare time, ambassadors may assist staff with intake photos, walk dogs and socialize timid/shy dogs. They will also

Hours: Mon-Fri, 10-4pm, Sat 10-2pm. Shifts to be minimum of 2 hours

Animal Marketing

Help get animals adopted by marketing them! This team photographs the animals for use on our website and Petfinder, gathers information about the dogs and cats and writes bios.

Socializing/Behavior -Dog

Work with our highest need dogs on manners, socialization, and basic obedience to make them more adoptable. There are several different types of dogs who may fall into this category such as: timid dogs who are scared at the shelter, dogs who do not know how to walk on a leash or perhaps rambunctious dogs who jump up.

Hours: Mon-Fri, 10-4pm, Sat 10-2pm.

Socializing/Behavior -Cat

Work under the direction of staff to socialize semi feral kittens and love and cuddle lonely cats.

Dog Walking

Ensure MCAS dogs get the walks, exercise and TLC they need (and deserve) every day. Walkers are most needed during early morning and evening shifts to get the dogs out for their first and last breaks of the day, but trained walkers are welcome all day long. Please adhere to dog walking guidelines included in this package.

Hour: Mon-Fri 10:00am – 4:00pm, Sat 10:00am – 2:00pm

Playgroup

Assist with the daily playgroups. During this time dogs are rotated thru a large play area where they improve social skills with others dogs and get a whole bunch of exercise. Playgroup is also important as it helps us assess dog temperaments.

Hours: Tues-Fri 10-12

Bay Area Adoption Events

Participate in once a month bay area adoption events. Start early in the day at 6:00 am loading animals for transport then travel with them to the bay area. Volunteers will set up the event, adoption counseling, dog introductions to adopters and completion of adoption paperwork. Volunteers return to the shelter approx. 10:00 pm. Events are held once a month.

Outreach Events

Promote FMAS's mission and recruit volunteers, fosters, adopters, and donors at special events around the county. Work at info tables and booths, and hang out with adoptable animals while representing FMAS. Schedule varies.

Maintenance and Facilities

Help with various handy-person projects and maintenance around the MCAS facility such carpentry, painting, crate repair and **etc.....** Maintenance tasks include washing food bowl and crate washing, vehicle cleaning, folding laundry and etc...

Foster

Provide temporary care for cats or dogs in your home until they can be adopted or go to rescue.

Fosters home are subject to inspection to ensure the safety of animals and people involved. Dog

fosters are needed for several different scenarios:

- Shy and timid small dogs need foster to help them become more adoptable, length of stay varies.
- Short term (less than a week) fosters are needed for dogs scheduled to go to rescue when the shelter exceeds capacity.
- Bottle baby puppies or kittens, typically a three to six-week or longer commitment
- Nursing mommas with puppies or kittens, two-six weeks or longer commitment
- Puppies or kittens, length of time varies from a week to a month typically
- Dogs and puppies scheduled for weekly or monthly adoption events

Rescue Transport Drivers and Loaders

Transport dogs from MCAS to rescues in Bay area or to Portland, OR area. Pets are also transported twice a month to Merced where they meet a transfer truck bound for Oregon. Vehicles and fuel will be provided. On long distance trips two **nights'** hotel accommodations are provided. Occasionally transports of single animals are required to local or bay area facilities which can include UC Davis, meeting other transports or adopters. These are typically done in volunteers vehicle and fuel may be reimbursed. Schedule varies. Monthly calendars will be posted on the FMAS Shelter Volunteers FB page.

Shot Clinic

Volunteer at our monthly shot clinic held once a month on a Saturday morning. Shot Clinic provides low cost vaccines to the community and is a great fundraiser for FMAS.

Clerical and Data Entry

Office help is needed with filing and data entry. This work is under the direction of FMAS office manager Shanna Weakley. Hours are Mon-Fri 8:00-5:00pm.

How do I become an FMAS! volunteer?

Follow these steps to become an **FMAS! volunteer**:

1. Fill out our **Volunteer Application**.
2. Schedule your training session if applicable and your volunteer times.
3. VOLUNTEER!

Volunteer Guidelines

We ask that volunteers always stay positive. The shelter is a great place that saves lives. Please keep your any correspondence on FB or social media positive. Negative or sad posts do not promote adoptions or FMAS.

All volunteers must sign in when they volunteer. This is very important as your time can be may counted when applying for grants. It is estimated that every hour volunteered has a value of \$17.50. Volunteers must be 18 years of age to handle animals. Children 12-18 may accompany their parent volunteering but cannot handle animals.

Please be respectful of shelter employees. They have very busy workdays and may not always be able to assist you instantly. Please also understand you are not volunteering to do their work. Of course you may be asked to lend a hand for a moment here and there but you should not be doing their jobs: kennel work, medicating, impounding animals and etc.

FMAS Volunteer Opportunities for Minors

Thank you for your interest in helping Madera County animals at your young age. We are very excited to meet the next generation of animal advocates!

Motivated teenagers 15 and older are welcome without adult supervision. If you are looking for school service credit, please first make sure your project meets your school's requirements.

Youth under 15 must be directly supervised by a parent, guardian or family member over the age of 21 while at the shelter. When you volunteer with a youth, you are considered a volunteer yourself and must submit a volunteer application.

Due to safety concerns minors are not permitted to touch any of the animals at the shelter. We cannot stress how important this is. It is a Madera County requirement.

Opportunities for All Age Groups

- Read or talk to dogs while in their kennels or while outside under the control of the appropriate adult.
- Stuff Kong toys with treats and toss them into kennels for dogs (no fingers inside).
- Play with cats using a wand toy through the top bars of cat kennels (no fingers inside).
- Foster dogs or cats in your home, and play with them all you want!
- Make homemade cat toys for shelter cats (project information available).
- Be an animal advocate in your community. Encourage your friends and family to adopt a shelter animal. Spread the word on our vaccination clinics and the benefits of spaying and neutering your pets. Microchips help get lost animals home, tell everyone you know!
- Organize a fundraiser to support shelter animals. Possibilities include a pet food drive, a pet toy drive, or a supply drive for old towels and blankets. You can also collect monetary donations or have a bake sale with proceeds to support FMAS programs. Make your cause even more personal by supporting an individual animal such as one who has been at the shelter a long time or one needing surgery.

Opportunities for 15 years and older

- Take photos and/or short videos of dogs and cats while in their kennels or outside with an appropriate adult to handle them. Please consult a volunteer supervisor in regards to the ones who need your help most.
- Use photo apps to enhance photos with words and designs for the purpose of promoting animals for adoption on social media and on Petfinder (examples available).
- Make fun and catchy write ups about individual animals for potential adopters to read. These can be used on kennels, on social media and on Petfinder (examples available).
- Get to know the staff and officers. Photograph or make a short video of staff or officers doing their job and interview them about what they are doing. Write this up for us to use on social media and on our website for everyone to see how wonderful they are!
- Assist with the monthly FMAS shot clinic at the fairgrounds. Help organize and direct people to the correct line for their needs. Help fill out paperwork. Spanish translators are always welcome.
- Assist with monthly FMAS adoption events in the San Francisco Bay Area. This is an all day event where you travel with us to one of our PetSmart adoption locations. You will assist with loading and unloading, walking dogs around the store to greet people, and discussing the needs and wants of potential adopters.

Please contact FMAS before:

- Using the FMAS logo
- Setting up fundraisers
- Asking for donated goods
- Working with the media.

Please be an advocate for FMAS. Share our FB posts and use Amazon Smile.

How to Be a Successful Volunteer

- Be proactive and patient.
- Ask for help from staff or other volunteers if you need it
- Don't over commit your time!**
- Please call with any questions!

Are there any ongoing requirements for volunteers?

We ask that all volunteers commit to at least 8 hours per month of service. We regularly remove volunteers who do not actively volunteer each month.

Contacts

FMAS Volunteer Coordinators

General Coordinator

Robin Bell – 805-674-6017 (Temporary)

Youth Coordinator

Brittany Robbins – 559-500-8139 (Temporary)

Foster Coordinators

Foster Coordinator

Shanna Weakley– 559-363-5106

Kitten Foster Specialist

Tamara Shimizu – 559-500-8139

Hands On Shelter Volunteer Contact

Includes Dog Walking, Dog and Cat Socialization, Playgroup, Adoption Ambassadors

Karen Krotter – 559-975-5753

Shot Clinic, Bay Area Adoption Events, Clerical Volunteer Contact

Shanna Weakley– 559-363-5106

Rescue Driver and Loader Coordinator

Robin Bell – 805-674-6017

Shelter Programs Coordinator

Robin Bell – 805-674-6017

MCAS Staff Contacts for Volunteers

Cindy Avila, Shelter Supervisor – 559-675-7891

Crystal Wiggins – Shelter office and Dog Behaviorist – 559-675-7891

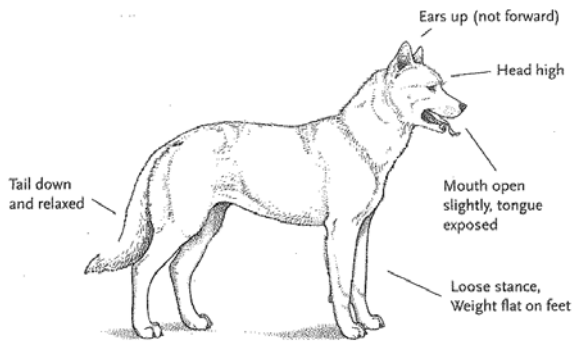
FMAS Office

Shanna Weakley 559-363-5106 (M-F)

Volunteer FB Group FMAS Volunteers!

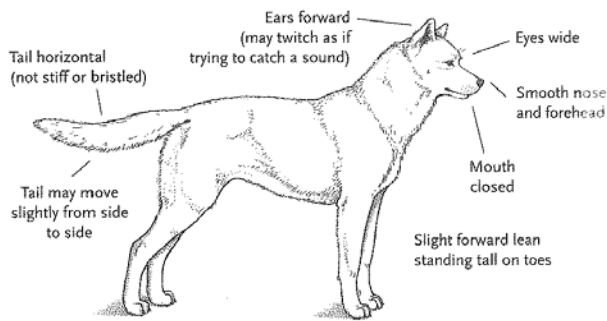
Canine Body Postures

1. Relaxed



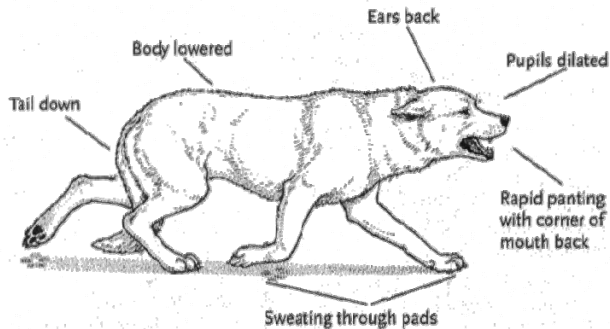
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2. Alert and Attentive



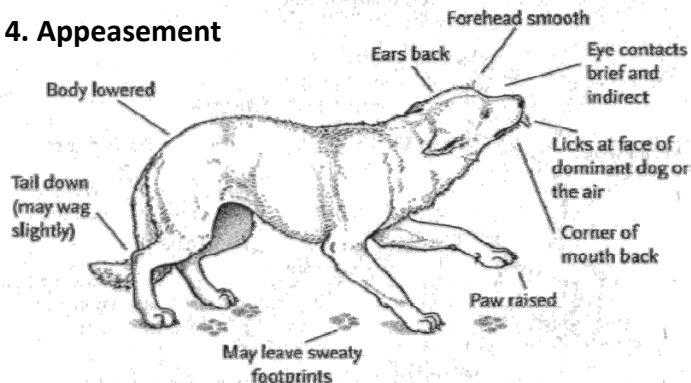
When something of interest is encountered or enters the environment, these signals communicate that attention is now being paid to them and the dog has entered a state of alertness.

3. Stress and Anxiety



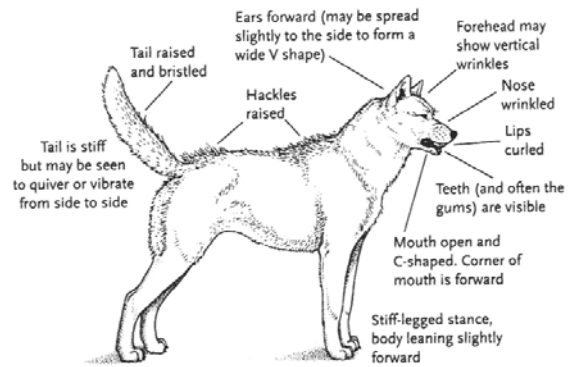
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4. Appeasement



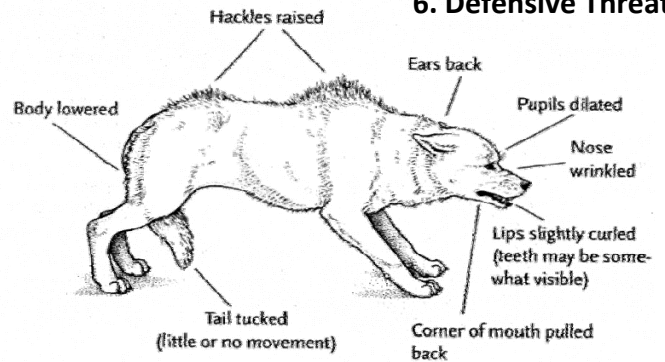
This pattern of signals communicates that the dog is somewhat fearful and trying to pacify a perceived threat.

5. Offensive Threat



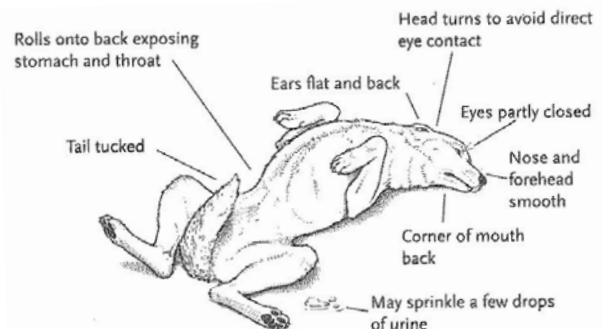
Confident dog who is threatening aggression IF pushed.

6. Defensive Threat



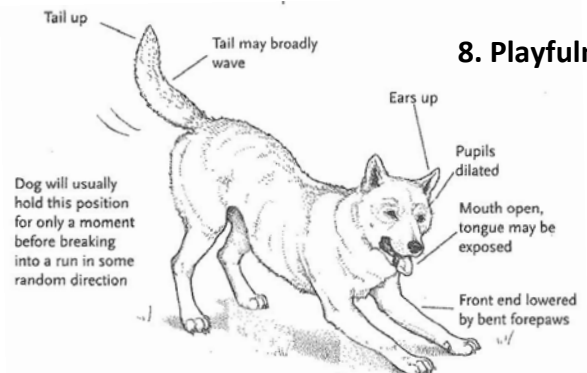
This set of signals communicates that the dog is frightened but may turn to an offensive threat if pushed too far or is cornered. Signals are directed toward threatening individual only.

7. Passive Appeasement



This pattern of signals indicates total surrender designed to avoid confrontation.





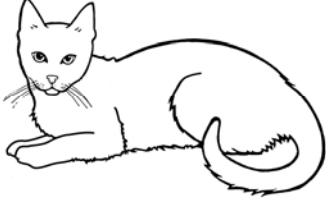

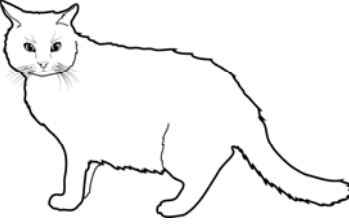
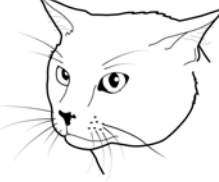
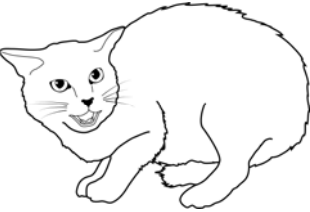



8. Playfulness



This is the basic invitation to play. May be accompanied by excited barking or used as a punctuation mark to indicate any previous rough behavior that was not meant as a threat.

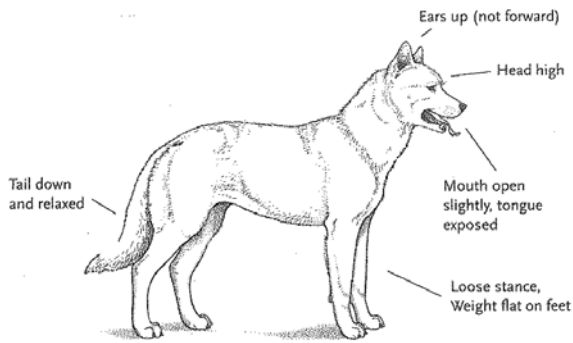
Reading your cat's "body language"

Cats use different body postures to communicate their emotions. Below are some typical postures you may observe in your cat. When observing your cat, try to get an idea of its usual attitude when alone and in contact with other animals, including people. As cats become more anxious about their surroundings, they will try to avoid contact with threats. Their score may change very quickly depending on the seriousness of the threat. The highest scores usually are seen only when escape is not possible.

Score	Body Postures	Head Postures
1 Relaxed	<p>Activity – sleeping or resting, alert or active, may be playing</p> <p>Body – lying on side, on belly or sitting; if standing or moving, back horizontal</p> <p>Breathing – slow to normal</p> <p>Legs – bent, hind legs may be laid out; when standing extended</p> <p>Tail – extended or loosely wrapped; up or loosely down when standing</p>	 <p>Head – laid on surface or over body, some movement</p> <p>Eyes – closed to open, pupils slit to normal size</p> <p>Ears – normal to forward</p> <p>Whiskers – normal to forward</p> <p>Sounds –none, purr</p> 
2 Alert	<p>Activity - resting, awake or actively exploring</p> <p>Body – lying on belly or sitting; if standing or moving the back is horizontal</p> <p>Breathing – normal</p> <p>Legs – bent; when standing extended</p> <p>Tail – on body or curved back; up or tense downwards when standing; may be twitching</p>	 <p>Head – over the body, some movement</p> <p>Eyes – open normally, pupils normal</p> <p>Ears – normal or erected to front or back</p> <p>Whiskers – normal to forward</p> <p>Sounds –none or meow</p> 
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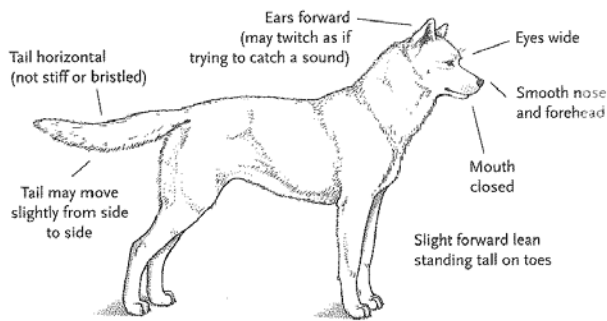
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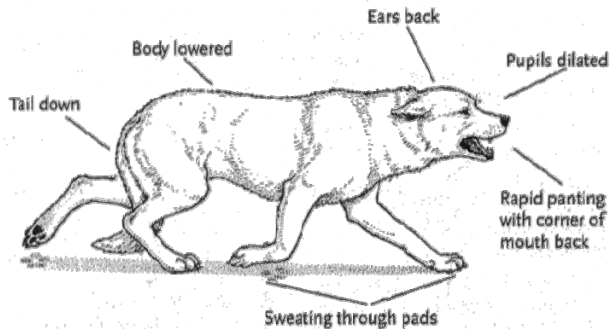
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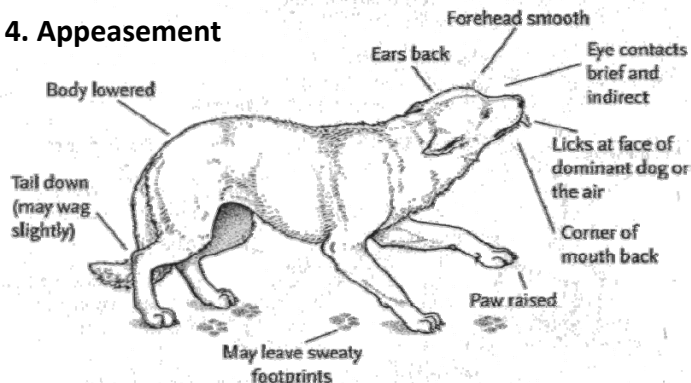
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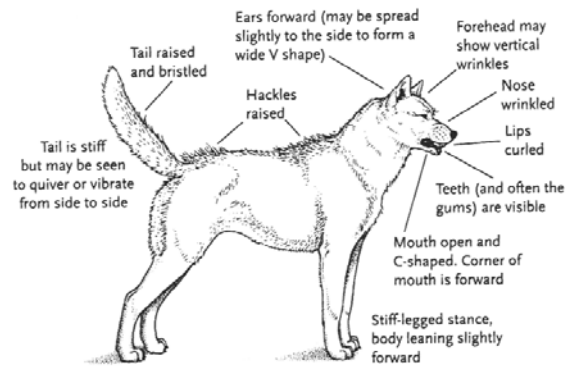
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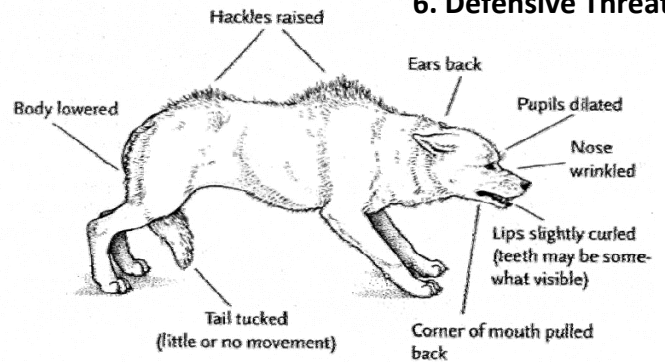
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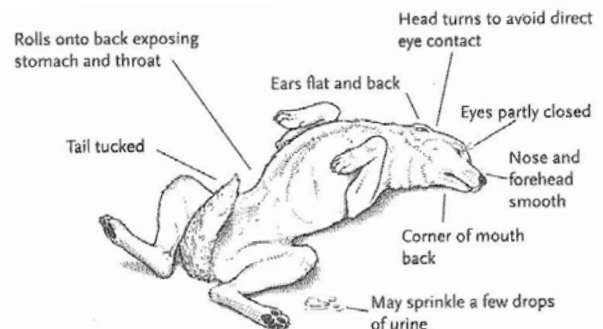
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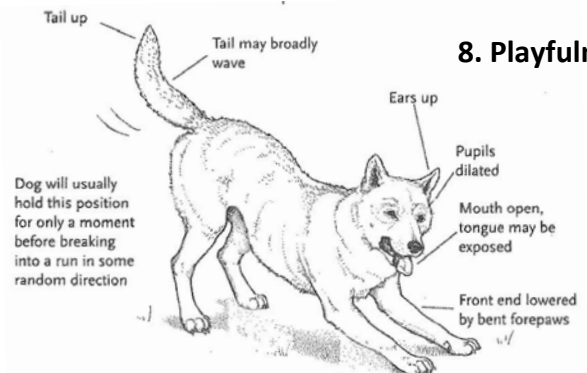
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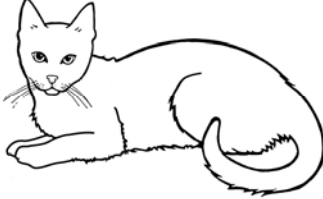



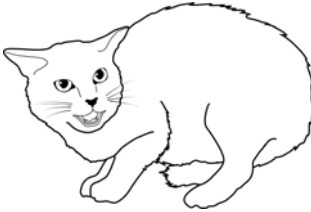



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DOGGY DO'S & DON'TS



Direct eye contact is an intimidating gesture in the canine world - show appeasement, not confrontation.



Invading the dog's space is rude and can evoke predictable aggression - turning away is a neutral gesture showing friendship.



Make your presence a positive experience that lasts by appreciating that dogs don't have to like you so don't force them to. The more treats the better!



6 TOP TIPS for DESENSITISATION

[see poster!]



Pushing dogs past their threshold often results in predictable aggressive behaviour. For non urgent treatments, use the 6 Top Tips for Desensitisation handout and reschedule the appointment.

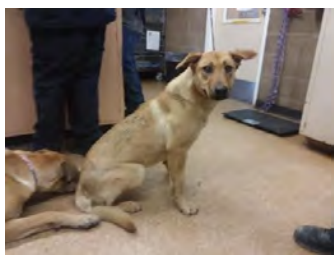


Encourage owners to build positive association with your practice by bringing the dog in for treats regularly.



Capitalise on interactions with your dog clients to help build positive association: keep treats in every room.





Adoption Center (A/C)
14269 Road 28
MADERA, CA 93638
559-675-7891

Ella

Animal #:A40763388

ARN:1992/19

Chip #:



Adopt and Protect this pet with the 24PetWatch Trial of Pet Insurance. Visit us at www.24PetWatch.com or call 1.877.291.1524.

Make sure they can always find their way home with [24PetWatch](http://www.24PetWatch.com) lost pet recovery services. For more information visit www.24PetWatch.com or call 1.866.597.2424.

Animal Description:

Stage: New Arrival (3 day hold)

Review Date: 02/15/2019
12:00AM

Location: A/C Kennels - 14

Intake Type: Seized / Custody / Field
Stray

Intake Date: 02/12/2019
03:52PM

Breeds: Retriever,
Labrador/Mix

Age: 2 y 0 m 3 d

Sex: Female

Colors: Golden/Solid

Marks:

Weight: 63.00
pound

Petango/Adoption Description:

Medical Summary

<u>Medical Record #</u>	<u>Type</u>	<u>Subtype</u>	Medical Status	Temperament Status	<u>Exam/ Surgery Date</u>	Review Date
M49163983	Exam	Incoming Health Check			02/12/2019 03:00 PM	

<u>Vaccinations</u>	Type	<u>Vaccination Date</u>	Re-Vacc Date	Pet ID	Pet ID Type	<u>Record #</u>
Bordetella Intra Nasal, Canine	Modified Live + Avirulent Live	02/12/2019 03:00PM	02/12/2020 03:00PM			M49163983
DHPP	Modified Live	02/12/2019 03:00PM	02/26/2019 03:00PM			M49163983

<u>Treatments</u>	<u>Type</u>	Dose/Recurrence	For	<u>Treatment Date</u>	Review Date	<u>Record #</u>
Topical Flea Treatment	Medication	1 app	Fleas	02/12/2019 03:00PM	03/14/2019 03:00PM	M49163983



Foster Agreement & Guidelines

Friends of Madera Animal Shelter

P.O. Box 923 • Madera, CA 93639

(559) 363-5106 • fmas.info • Find us on Facebook

If you are considering taking on the rewarding and incredibly helpful task of fostering a homeless animal for Friends of Madera Animal Shelter, you should carefully review the following guidelines, and agree to the following terms to foster animals. We will also send you home with some guidelines and tips for fostering.

Foster parents and families form the backbone of the work we do. We cannot exist as a rescue if people are not willing to bring needy animals into their homes while we search for permanent homes for them. Fosters have my undying gratitude and our deepest respect and admiration. There are never enough foster homes to go around, so each is precious to FMAS and the animals we are trying to save.

To make your fostering experience as positive as possible for you, your family and your furry charge, please commit the following to memory before bringing him/her home:

1. Arrange to introduce the new animal to your own pet(s), if you have them, outside on neutral territory. Once inside, it is best to situate the foster animal in a crate at first, and introduce him/her gradually to other household members. Do not try to make the foster an immediate part of your family. Let him/her settle into the new place, and help him/her learn the rules of the house as soon as possible. Never let the foster take over and place your own animals at risk or under stress.
2. Use a training collar to walk a foster so he/she cannot slip from the collar and run off. A dog can easily slip out of a flat collar, which should be worn for identification purposes only. The training collar should be used only for walking and training and should be removed after the session. Keep the training collar attached to the leash at all times. If you need instructions on how the collar is to be worn, please check with an experienced volunteer. FMAS will provide slip leads for foster animals.
3. If you find prospective adopters for your foster on your own, please make them aware of the application process, as well as the FMAS requirements and adoption donation. FMAS screens applicants very carefully. First, the written application is evaluated. If the adoption is finally approved, a contract is signed, and an adoption fee is paid by the adopters.
5. Please keep some clean applications on hand to give to promising prospects, or just in case you will be handling the adoption yourself. Before taking a foster animal, ask about the animal's breed, age, gender, temperament, behavior, and why he/she is in need of adoption. Find out to the best of your ability if he/she is a stray, from a shelter, a private give-up, a victim of abuse or neglect, etc. Share any applications you might get on your own with FMAS.
Remember that not every prospective adopter is approved, and sometimes other applications may be pending. Some animals are more popular than others and can have multiple applications. Others must wait for that special someone. But they all find homes, sooner or later, if we work together.
6. Never turn over a foster to someone who claims it is his/her lost pet without irrefutable proof, and even then, the circumstances of the pet's loss must be carefully evaluated before any action is taken! This person could be mistaken, or he/she could be deliberately trying to mislead you. The animal could have been removed from his/her former home for all kinds of reasons. The claimant could well have mistreated the animal. Immediately report such claims to FMAS, and we will investigate.
7. If necessary, FMAS can lend you a crate, a collar and/or leash. Whenever you transport an animal, make certain you have him/her on a leash, with a secure training and flat collar.
No prong collars, please!

has ample room to move around when choosing the proper size. Confine all animals being transported in vehicles either with harnesses or in crates. This may not seem like the best choice for the animals, but it is essential for your safety and theirs. Accidents can and do happen when animals are loose in the car. People and animals can and do die.

8. Foster families sometimes provide food, treats and chew toys for foster animals, without reimbursement from FMAS, however, FMAS will provide the necessities if the foster cannot do so.
9. If your foster animal becomes ill or gets hurt, contact FMAS immediately. FMAS covers routine medical expenses, but we must authorize treatments and medications for anything beyond the norm – before they are administered. FMAS must also approve the veterinarian caring for the animal. In emergency cases, when every moment could mean the difference between life and death, do not hesitate to take the animal to a vet immediately or to an emergency clinic if something happens after regular vet hours. Contact FMAS as soon as possible, but do not wait to take care of the animal. We will work out emergency expenses. Know where your closest vet and emergency centers are located before you foster. Keep the numbers handy and accessible. The time to search is not when you are holding a sick or injured animal in your arms.
10. Be careful what you tell potential adopters. Avoid giving advice and criticizing. Also avoid answering questions with absolutes, and never answer questions you are not sure about. Do not mislead inquirers. Ask for assistance when you don't know something. Tell inquirers you need to check and will get back to them as soon as possible. Always recommend that potential adopters do as much reading about animals and adoptions and about their breed, if applicable. Urge them to sign up for obedience training with a reputable trainer.
11. If you have any hesitations, peculiar feelings or “bad vibes” about the adoption or any of the people involved in the adoption of your foster dog or dogs – like the family seems great, except for the angry look on the father's face – do not allow the adoption to go forward! Say that the final decision is not yours to make, and a FMAS representative will get back to them as soon as possible. You do not have to take the heat for your instincts, but it is best to go with them. Try to determine what is giving you pause or making you wary, and take note of it.
12. Be very familiar with the regulations and policies of FMAS. Most of all, remember that no one can be approved until their application is deemed acceptable. If the adopters are approved, the adoption contract must be signed – by all the adopter(s) and a FMAS representative – with all information carefully filled out and checked by you. If there are particular issues to be disclosed about the animal – like health or temperament concerns, or specific vetting arrangements agreed to take place after the adoption. Adopters must pay the non-refundable fee to FMAS either before taking possession or upon taking possession of the animal. Do not turn any animal over without the signed paperwork and appropriate fee in hand.
13. Questions, concerns, comments, ideas should be directed to FMAS.

Disclaimer: Friends of Madera Animal Shelter reserves the right to accept or decline any person as a foster for any reason. The final decision on all fosters is up to the vote of the board of directors.

