



Yolo County SPCA

Volunteer Guidelines

Welcome to the SPCA Thrift Store! Thank you for your interest. This store would not survive without volunteers like you. Keeping this store running smoothly requires a great deal of hard work, organization and general upkeep. Therefore we're very pleased you're here to help. Whether you're here to help animals, work on a school project, fulfill community service requirements, or you are interested in a job, we appreciate your time and effort. Please take a moment to read the information below. Don't hesitate to ask an employee for clarification or if you have any questions.

◆ **Scheduling:** You are offered three options:

- If you are volunteering infrequently, please schedule your next session at the end of your current one. You can do this by finding any member of management
- If you are interested in volunteering long term for a class, community service or with interest in obtaining a job, you may schedule on a weekly or monthly basis. Again, see any member of management to schedule your times
- If you are not positive about your upcoming schedule, you may e-mail the Volunteer Coordinator directly. They are available by e-mail: thriftvolunteer.sPCA@gmail.com We ask that you give us at least 24-hour notice, the fastest way to get your hours scheduled is to call and to ask for a member of management
- Please give us a specific time so that we can expect you. If you are unable to make it on your scheduled day or will be late please call: **(530) 758-0544** and let us know

◆ **Appearance and Hygiene:** We don't have a specific dress code here at the SPCA. However, you must always wear closed toed shoes while working. This helps prevent unwanted stubbed toes. Also, wear non-offensive clothing and something you can move around in. Ladies, no short skirts or dresses please, and gentlemen, make sure your pants aren't sagging. You will be asked to leave, and or change your outfit if you do not meet the requirements. Please come to work ready to work and free of any offensive odors or you will be asked to leave for the day.

◆ **Cell phones and Headphones:** We ask that you not use your cell phones unless you are on a scheduled break. If you would like to take a break or are expecting an important call, check in with the C1 or any other member of management. Also, please do not use headphones while working.

◆ **Time Cards and Checking in:** Remember to check in with either the Volunteer Coordinator or a member of management at the beginning and end of each session. Also, make sure you get your time card signed by the Volunteer Coordinator or member of management before you leave each day.

◆ **Letterhead:** If you need a written form stating how many hours you have completed, please give us at least a week to a few day's notice to get it together for you

◆ **Projects:** Over the course of your time with us you will most likely be helping in a number of areas. We realize that we are throwing a great deal of information at you so please feel free to ask questions. We pride ourselves on being fun and approachable people. If you find you are done with a project, please ask for another task.

◆ **Parking:** The parking in the parking lot is for employees only. Please park on either K street, which has no limit, or elsewhere on the street.

Thank you again for your interest in the SPCA Thrift Store and welcome aboard!

Volunteer Signature

Date