

TEEN/PRETEEN VOLUNTEER RULES & CONTRACT

The following policies are required to keep our adoption sites better organized and running smoothly. NABS appreciates the cooperation of the volunteers and their parents in adhering to these rules for the sake of the animals, PETCO and their customers, and our prospective adoptive families.

WORKING HOURS:

Shifts are either **10:30 AM to 2:00 PM, 2:00 PM to 5:30 PM,** or **All Day (10:30 AM to 5:30 PM).** ***Please*** contact Gaye Hart at dgh48@aol.com to work any of these shifts. Please specify **All Day** if you want to work all day. Ms. Hart will get back to you if the hours you want are available. It is VERY important that we know *who* is working and *when* to avoid confusion. **If you are not able to make your shift, please call PETCO at 281-337-9030 to let a NABS member know you will not be available.**

VOLUNTEER SEATING:

Each shift will consist of four volunteers. Two that have been paired up on the work schedule will sit under the grooming window. The two who are paired up will sit along the half wall on the opposite side of the area. The chairs at the table are for Ms. Sanidakos and other adult volunteers **only**.

BETWEEN POTTY BREAKS:

After all dogs have been walked and given a quick brushing, both pairs of volunteers will take a dog out of a cage and sit on their designated side of the area. They can brush dogs more and just give love and attention to each pet at length until all dogs are done again. This won't be a hurried process since there is a lot of time between scheduled potty breaks. If puppies are awake and permission is given, they may be taken out and played with during this time also.

STAYING IN DESIGNATED AREA:

Although Ms. Sanidakos and other adult volunteers enjoy talking with the teens and having a good time, we must remember that our main reason for being at Petco is to get the dogs adopted to good homes. If you see Ms. Sanidakos is busy talking to people about a possible adoption or trying to get her paperwork caught up, please stay in your area and wait until you see she is free to chat. If you are talking with Ms. Sanidakos or one of the other adult volunteers and a person comes up asking about adopting a pet, please step back and allow the volunteer to take care of their client. Please **do not** interrupt an adult conversation unless it is an emergency.

LUNCH OR SNACK BREAK:

Break is between 12:00 Noon and 12:30 PM. Please bring your food and drink with you from home. No one is permitted to leave the store during working hours to go get food. When break is over please take all trash outside to the trash can beside the front door. All drinks must be kept under your chair to keep them from being spilled. Please do not place them on the table or on the half wall.

END OF SHIFTS:

At the end of your shift, please take everything you brought with you back home or place in the trash can outside. Those working the **all day or 2 PM to 5:30 PM** shift must help get everything packed and loaded up in a timely manner. Although your shift ends when you leave Petco, Ms. Sanidakos and the others that bring dogs in have a minimum of two more hours work to do after they leave. So complete cooperation and work is needed by all volunteers, especially on Sundays, when the breakdown is done.

Parents, please be at the Petco by 5 PM to pick up your teen.

N.A.B.S. will not be responsible for anyone that cannot follow the above rules.

To earn Teen Points and receive Teen Certificates, teens must sign up with the Volunteer Coordinator, Gaye Hart, dgh48@aol.com, to be put on the weekend N.A.B.S. calendar. Petco has limited N.A.B.S. to 4 teens per shift, so we can no longer have drop in teens.

**Thank you for your understanding and cooperation.
Pam Sanidakos, President, N.A.B.S.**

Parents and Teens/Preteens must sign and date below for this contract to be valid.

I agree to abide by the rules of the Teen/Preteen Volunteer Contract.

TEEN

DATE

PARENT

DATE

ACCEPTED BY: _____ **on** _____