

## Volunteer To Do List

*Thank you so much for stopping by THS today to volunteer! Your additional help makes our lives so much easier and will help impact the hundreds of animals in our care!*

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- Laundry:** There are instructions in the laundry room posted on the wall, be sure to look over those to understand how to work the machines! We always try to have clean towels and blankets available for staff and volunteers to grab. Pro tip: wear disposable gloves and shake out the towels and blankets over the trashcan before putting them into the washer.
- Dishes:** There is an instruction sheet hanging above the sink explaining how to thoroughly clean the dishes, litter boxes, and toys. We always try to have clean dishes and litter boxes available for staff or volunteers to grab throughout the day.
- Prepare Enrichment:** Visit our Behavior Team's office or ask a staff member where they are located to get their manual on how to prepare enrichment for the animals and pass it out! This is often a task that staff can't get to throughout the day.
- Fold Brochures:** The Marketing Team will often have brochures placed at the Volunteer Desk waiting to get folded and set out in the lobby for visitors.
- Restock:** Staff and volunteers always try to keep the dog prep room clean and readily available to grab items that they need while cleaning. Take a handful of clean blankets and towels from the laundry room and place them in dog prep.
- Garage:** Visit the garage and make sure all wire crates are collapsed and stored neatly next to the others.
- Breezeway:** Visit the breezeway or check outside the front door for physical donations that were dropped off. Gather the items and place them in the proper locations. Towels/blankets need to be put in the dirty laundry bins to get washed. New dog toys, treats, canned food can go into the dog prep room. Canned cat food, treats, and new cat toys can go into cat prep. Any other miscellaneous items you are unsure of, ask a staff member where it needs to go!
- Ask a staff member:** If you're ever looking for additional tasks to do, ask an Animal Care staff member! They always have tasks that they can't get to throughout their busy day that volunteers might be able to accomplish!