



SPCA Selangor Volunteer Guide

Becoming a volunteer at the SPCA and help the many cats and dogs in our centre

Please read through this guide carefully about the different areas that you could help. If you decide you would like to become a volunteer, fill in the form at the back to register. Volunteers are essential to the continued work of the SPCA and furthering the protection of the animals in our community. While the work of the SPCA can be challenging, the rewards of seeing animals rehomed and communities becoming more aware of animals needs and values, are very satisfying.

SPCA Selangor was established in 1958 to protect animals in Selangor and the Federal Territory. Today we have a wide range of activities all with one common aim: to protect animals and alleviate suffering. ALL of the following activities would not be possible without dedicated, active and dynamic VOLUNTEERS, these include:

- **Helping out in the Animal Home**
- **Public Relations**
- **Fundraising**

The SPCA Centre is based in Ampang Jaya where it consists of approximately 10 full time staff. The SPCA Committee are also active members and volunteer in Public Relations, Fundraising and Shelter Management Roles.

The SPCA receives NO government funding and relies solely on generous donations from the public to fund activities. Each year we need approximately RM1, 000,000 to maintain the animal home. WE NEED YOUR HELP! We cannot rescue, rehabilitate and rehome hundreds of animals per year without your valuable help and assistance. There are many ways that you as a volunteer can help whether it is the animal home, fostering puppies and kittens, helping to rehabilitate a dog, dog training, fundraising activities and public relations.

Volunteer Duties to choose from:

ANIMAL HOME

- **Kennel/cage cleaning** – includes removing faeces, cleaning and disinfecting, relaying newspaper (cages) and providing fresh water.
- **Feeding** – under instruction from the kennel staff ONLY
- **Bathing** – under instruction from the kennel staff ONLY
- **Grooming** – under instruction from the kennel staff ONLY
- **Socializing** – (dogs and/or cats) sitting with them, patting, walking and getting to know animals and their habits and quirks.
- **Kennel Guide**- Assisting the public when choosing an animal, assessing the family who want to adopt and matching the most suitable animal for their needs.
- **General Housekeeping**- varies from washing windows, mopping floors to grass cutting or dusting counters and arranging leaflets!

ANIMAL HOME RULES

- Volunteers under 18 years old must have parental/guardian permission to volunteer.
- Shelter Volunteers are under the direction of SPCA Staff – all volunteers will be assigned a member of Staff to work with.
- If you have any physical limitations, please notify the Staff member you are working with, in order that they can prepare activities that are suitable for you.
- Look out for any abnormal behaviour or physical appearance – let the member of staff you are working with know.

ANIMAL HOME RULES

- **Do NOT scream or shout or make sudden movements.** If you feel uneasy about handling an animal, please express this to the Staff member. Volunteers only to handle animals as directed by Staff member, use conversational tone.
- **Do NOT walk, bathe, socialize or play animals** without prior permission from SPCA staff.
- **Do NOT give food or treats to animals** – they could be fasting for surgery or under veterinary treatment.
- **Do NOT enter a kennel** if you are unsure of the animal's behavior: expect the unexpected!
- If you have been bitten or scratched by an animal, please report it to a member of staff **immediately**.

Dress Code

- ❖ Study shoes that are waterproof and have a non-slip sole. No Sandals!
- ❖ Long sleeved top and full-length trousers to protect yourself
- ❖ Tie back long hair and remove all jewelry
- ❖ Please limit valuables that you bring to the Animal Home and keep them on you at all times
- ❖ Please wear a volunteer Name Badge at all times

NB: Please dress appropriately whenever you are representing SPCA.

Public Relations

This section is concerned with public awareness and includes both education to schools, colleges and clubs and also outreach and presentation at events. The importance of this work is vital in educating the public, getting SPCA known and ultimately rehoming more animals! Volunteer are needed for:

- **Manning** booths or tables, talking to the public, promoting responsible pet ownership and telling them about SPCA activities.
- **SPCA Group Guide:** Housing schools, clubs, and colleges at SPCA Animal Home, showing them around and giving important information to them.
- **Information Talks:** to prepare appropriate presentations and visit schools, colleges and clubs as requested to fulfill public education on responsible pet ownership.

Fundraising

Similar to Public Relations, this section deals with the public and so; we always try to educate them on responsible pet ownership. However, this section has innovative ideas and tireless effort in raising funding for the SPCA, including: organizing jumble sales, jewelry sales and coffee mornings. This section also attracts new members to join SPCA membership scheme and also encourages everyone to buy a t-shirt!

Please note the list of voluntary duties here is not inclusive, there are many other positions, roles and opportunities for Volunteers especially as the Society continues to grow and expand. We are always open to new ideas to explore and new ways of further promoting kindness to animals and responsible pet ownership.

Volunteer Procedure

If you decide to volunteer for SPCA Selangor, please return the form on the next page to the SPCA Office via email/fax or walk-ins.

Volunteer Information and Consent Form

(VOLUNTEER COPY)

Name:

Age:

Address:

Tel (Home):

Tel (Mobile):

E-mail:

I have read and understood the Volunteer Guide for SPCA Selangor. I understand that the animals are unpredictable and that working with them can involve injury to myself. SPCA Selangor is in no way responsible for any injury or loss I may suffer whilst volunteering at SPCA Selangor, it is entirely at my own risk. I will follow instructions set by SPCA Staff members while at the shelter.

Signed:

Signed by Parent or Guardian (if necessary):

Volunteer Information and Consent Form

(SPCA COPY)

PLEASE COMPLETE IN BLOCK LETTERS

FULL NAME (For Certificate):

AGE:

ADDRESS:

TEL (HOME):

TEL (MOBILE):

E-MAIL:

I have read and understood the Volunteer Guide for SPCA Selangor. I understand that the animals are unpredictable and that working with them can involve injury to myself. SPCA Selangor is in no way responsible for any injury or loss I may suffer whilst volunteering at SPCA Selangor, it is entirely at my own risk. I will follow instructions set by SPCA Staff members while at the centre.

Signature:

Signed by Parent or Guardian (*Volunteers under 18 years old*):

For SPCA Office Use only

Contact Made:

Type of volunteering/programme:

Start Date & Time:

Officer-in-charge: