


Dear Volunteer:

Thank you for your interest in volunteering with
TechiePaws.

Your commitment of time is one of the greatest gifts that can be given to our organization. Your skills will assist TechiePaws in achieving our mission of assisting those in need. I hope that you enjoy your time with our organization and are able to gain new skills that you may utilize in all aspects of your life.

I welcome your input during your volunteer experience. Should there ever be a situation you feel needs my attention, or the attention of anyone else in the organization, please make your concerns known. Sometimes the biggest negative can be the biggest positive. Additionally, it helps to hear positive feedback as well. If you get a compliment from someone, if you know someone who could use our services, please let us know.

Thank you once again for your time,

A handwritten signature in blue ink, appearing to read "Jesse O. Bolinger". The signature is fluid and cursive, with a large initial "J" and "B".

Jesse O. Bolinger
Executive Director

Signing in and out

Please sign in each time you arrive and sign out at the end of your time in the office. These records will allow us to better serve those interested in TechiePaws, inc. as well as make improvements to the volunteer and internship program. If you forget to sign in or out please send an e-mail to Jesse at jesse@techiepaws.org

Professionalism

Although the job is voluntary, the commitment is professional. Besides being responsible for maintaining an attitude of mutual respect and confidence, you should also become familiar with TechiePaws, Inc. policies and practices.

Dependability & Punctuality

TechiePaws, Inc. staff ask that volunteers and interns contact Jesse if they are unable to arrive on schedule or will miss a scheduled amount of time in the TechiePaws, Inc. office.

Record Management

TechiePaws maintains records on each volunteer. These records contain personal information, areas of interest as well as record of any awards or honors. These records are kept confidential and are the volunteers responsibility to keep up-to-date with contact and other information.

Dress Code

Volunteers are representatives of TechiePaws, Inc. and are responsible for presenting a positive image to constituents and the community. Volunteers will dress appropriately for the conditions and performance of their duties. All volunteers will wear a name tag at all times while on duty.

Attendance & Time

Volunteer attendance is important to the operation of each program. Volunteers should notify their supervisor in advance if they are unable to be present on their scheduled day or presentation. Volunteers are responsible for completing and submitting their volunteer time.

Change of Placement

Volunteers may request a change in placement anytime during their volunteer service. If a volunteer elects to be re-assigned, the volunteer must apply for the volunteer position and receive all appropriate training.

Training

All volunteers must complete the group training and any individual training required by their area of assignment.

Youth Volunteer and Internships

Volunteers, under 18, must have written consent of a parent or guardian before volunteering. Students volunteering for internship credit hours for their school, must submit school name and contact information before volunteering.

Evaluation

All volunteers will be asked to complete an online survey and will be given feedback from the director.

Safety Liability

TechiePaws inc. to provide a safe and healthy environment for all volunteers. If a volunteer is injured in the course of the volunteer's service, it is important that the volunteer notify the director immediately. Volunteers should also complete an incident report and submit the report to the director.

Sexual Harassment

TechiePaws, Inc. is committed to providing volunteers with an environment that is free from discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. TechiePaws, Inc. encourages volunteers to bring any incidents of sexual harassment to the immediate attention of the director.

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