

Volunteer Policies

- Volunteers must be 16 years of age or older. Registered and trained volunteers must be in charge of and keep safe any volunteer-helpers under the age of 16. Please be aware that the liability waiver signed by the volunteer covers the volunteer only. Volunteers must first register at <http://mcasvolunteers.volunteerhub.com> and complete a liability waiver.
- Volunteers must attend a [New Volunteer Orientation](#), which is offered two Sunday's per month at 1:00 p.m. at the shelter. Please first register at <http://mcasvolunteers.volunteerhub.com>, and then register for the New Volunteer Orientation.
- Volunteers will treat staff, customers and fellow volunteers with respect, and will treat all animals in the shelter's care with compassion.
- Volunteers will wear name badges, and are encouraged to wear volunteer t-shirts. T-shirts can be purchased at the New Volunteer Orientation.
- Staff processes the intake of animals at the shelter. All animals surrendered to the shelter must be handled by staff. However, volunteers are encouraged to gather as much information as possible from the owner if the animal is being surrendered. This information helps us re-home the animal.
- Volunteers moving animals to off-site events have permission to remove animals to transport vehicle to take them to those events as appropriate. Animals may also be removed for purposes of fostering and the appropriate paperwork must be done before the animal is taken out of the shelter.
- Volunteers are not to diagnose medical cases and remove sick animals from the shelter without permission from the Director. Any volunteer doing so will be subject to dismissal.
- Harassment of any kind is not tolerated by the shelter or the County. Harassment must be reported to the shelter director immediately.
- Smoking is allowed on only the east and at the back of the building. There is no smoking allowed at the front door or on the grass areas in front of the building.
- Volunteers are not to disclose any confidential information (contact, financial) of shelter customers.
- Volunteers may use their personal cell phones, but shelter telephones are to be used for business purposes only.
- Computer access at the shelter is given in cases where the volunteers are helping with processing or other office duties, and is by permission of the MCAS staff only. Access will be provided by appropriate personnel.



MONTGOMERY COUNTY ANIMAL SHELTER

- At the front desk, volunteers are not to handle any cash, check or credit card transactions related to MCAS business.
- Volunteers are not authorized to drive any MCAS vehicles.
- The Shelter Director reserves the right to counsel, discipline, or dismiss any volunteer for violations of shelter policies.

Open Daily for Adoptions

936-442-7738

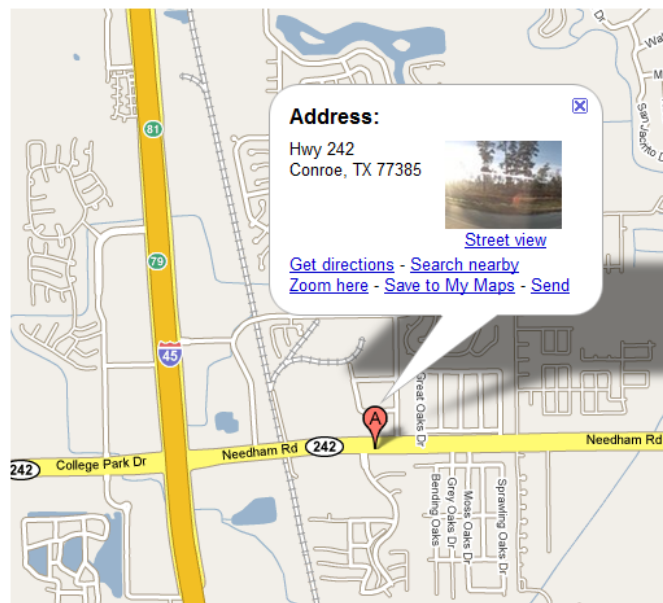
Fax: 936-442-7739

Monday - Friday: 8:30 a.m. - 5:30 p.m.

Weekends: 10:00 a.m. - 4:00 p.m.

8535 State Hwy 242

Conroe, Texas 77385



We thank you for your interest in helping the animals of MCAS! Good volunteers are the secret to our success and we appreciate your efforts so much, as do the animals! Thank you for volunteering at MCAS.