

# **Straw For Dogs Volunteer Guidelines**

With your help, we are able to help those who need it most. In order to more effectively help animals as an organization, we must sometimes put our personal preferences aside to work together as a group and with the community. As volunteers for Straw For Dogs, we agree to cooperate in order to achieve our common goal; which is to educate, advocate for and demonstrate quality caretaking.

**Professional presence:** Sometimes people can be difficult, but it is important that all volunteers maintain a polite and professional attitude whenever they are representing the organization. Even if the other person is getting nasty, unpleasant confrontations should be avoided. If a problem arises, please disengage from the meeting and let a board member know about it as soon as possible.

**Personal opinions and organizational policy:** When you are representing Straw For Dogs in public, people will have a tendency to perceive everything that you say as the official policy of the organization, even though this may not be your intention. Please take care not to represent any of your personal opinions in such a way that people might interpret them to be the policy of the organization. If anyone asks you a question about our policies that you cannot answer with certainty, you can always reply that you will check into it and will get back to them. This answer is also appropriate if you are talking with a reporter.

**Straw For Dogs Materials:** All materials must be approved by the board before distribution. All Straw For Dogs materials are owned and used at will by the organization. Do not alter Straw For Dogs flyers, documents, posters, presentations, or other materials. If you would like to create materials for the organization, please seek approval before you begin work on the project to avoid duplication of effort or time spent on something that cannot be used at this time.

**Public comments:** If you would like to write a letter to the editor or article on behalf of the organization, contact the Board of Directors. Do not write letters or otherwise represent the organization without obtaining express, advance approval from the Board. Do not make statements that are critical of other organizations. Straw For Dogs strives to maintain professional, working relationships with other responsible organizations.

**Commitments:** Unless authorized to make a specific decision, please do not make commitments for the organization, including offers of assistance. Any applications for assistance must be approved by a Board member.

**Fundraising:** We always welcome assistance from volunteers and members with spreading the word about the organization and our programs. One easy way to do this is to distribute literature about the organization to friends, acquaintances, and family. If you would like to help fund raise in other ways, please confer with a board member.

**We truly appreciate every volunteer -THANK YOU!!**