



All Volunteers MUST sign in on Volunteer Sign in Sheet and get a Name Badge

The Lovejoy Foundation
1121 West Hillcrest Blvd.
Inglewood, Ca 90301
310-719-5707

The Lovejoy Foundation's Procedures and Protocol Sheet

Proper use of leash and leash rules, noise control, safety for the dogs coming in and out of the crates, small dog and big dog procedures, guidelines for Volunteers at The Lovejoy Foundation are all things we will cover in this info sheet. Please read carefully and initial each line.

Volunteers MUST pick up all poop when walking the dogs. Always have an extra bag with you. _____ (Initial)

Check the collars on each dog to make sure the collar cannot slip over the dog's neck in the event the dog is scared and pulls back on a walk. _____ (Initial)

Leash loop should be around your wrist at all times even before you leash the dog. This is to ensure a strong hold on each dog you are walking. Should the leash get away from you hand the leash is still connected to your arm, just raise your arm up in the event you lose grip with the leash. DO NOT WRAP the leash around your wrist at any time. _____ (Initial)

Leash your dog while dogs are still inside the crate. If there is a harness on the dog you will leash the harness. Walk only ones you feel comfortable walking based on size. (Do not be a HERO). _____ (Initial)

Small dogs are leashed inside the crate and carried out past the blue tent and after offering water after your walk. They are then carried back to their designated crate. Big dogs are leashed in the crate as well, but not carried, only walked. Big dogs walk quickly back past the other dogs in crates to their designated crate. This procedure is done to minimize barking and noise. _____ (Initial)

When taking out a large dog from a crate ask a Senior Volunteer or Lovejoy Foundation Staff to assist you getting the dog secure on the leash BEFORE allowing the dog out of the crate. A Senior Volunteer should always stand behind you in the event a dog rushes out of the crate.

IF a dog gets away from you on a walk, DO NOT CHASE the dog, keep the dog in your eye site and follow it by walking quickly, send another volunteer near you, back to the adoption site and find Erin Lovejoy or another adult. Running after the dog can cause the dog to run out into the busy street and get hit by a car, so always move slowly when approaching a loose dog.

Volunteers coming out of the adoption area have the right of way over the volunteers coming back from their walk. WAIT for the area to be clear of the volunteers with their dogs on leashes before entering. _____ (Initial)

There is a 10 Foot Distance Rule that is MANDATORY at all times, when walking and passing another dog, you and your dog should be at a 10 foot distance for the safety of you and the dog and public and their dogs. NOT ALL DOGS are SOCIALIZED and get along with others. The 10 Foot Distance Rule is imperative to adhere to, it used to prevent and altercations and/or fights between any dogs. THIS IS FOR THE SAFTY OF YOU AND THE DOG. _____ (Initial)

Dogs and Puppies must be leashed at all times, even if you are holding a puppy in your lap. The leash's loop is always around your arm. _____ (Initial)

NOT FULLY VACINATED dogs can be on the ground. NO PUPPIES ON THE GROUND EVER. The crates will be marked if the dog is not fully vaccinated. If in question ASK _____ (Initial)

DO NOT tie a dog to a fence, pole, leg of a chair, ANYTHING. Leash is always secure, loop around your arm and holding the leash at a safe length at all times. _____ (Initial)

Barking dogs take for a walk, sometimes they are barking because it has to potty or is thirsty. There are water bottles all around the adoption site. Do not give bones or treats in an attempt to silence the dog. _____ (Initial)

It is not about how long the walk is but how many times the dogs get out of the crates. So do not worry about how many times a dog has been walked before you or by you. _____ (Initial)

Our goal is to get dogs adopted, if someone asks you a question or wants you to help them get a dog out, you direct them to Erin Lovejoy or Staff or Adult Senior Volunteer. Do not answer questions, even if you think you know the answer. Always be polite and professional and let the person know you will get them immediate help. You are here to help people feel taken care of and supported while they are browsing through our adoptable dogs. _____ (Initial)

No drugs or alcohol at our weekend adoption events. If there is question you may be under the influence it is an immediate removal from the adoption events. Police will be called in if necessary. This is a mandatory rule and is strictly unforced. _____ (Initial)

Please watch your language as most of the volunteers are under 18 and as young as 13. It is a three strike on a language warning and you will lose the future opportunities to volunteer with The Lovejoy Foundation. _____ (Initial)

Must wear appropriate clothing while volunteering with The Lovejoy Foundation. There is a lot of kneeling down and bending over so appropriate tops and length of shorts/shirts. Closed toe shoes to be worn at all time. _____ (Initial)

No public dogs allowed in the adoption area, EVER. If you see someone entering the area with a dog that is not a Lovejoy dog, ask them politely to stop and let them know one of our Senior Volunteers will hold their dog outside of the adoption area so they can view our adoptable dog and puppies. Tell them our dogs will bark and scare their dog and we do not want that to happen. _____ (Initial)

Volunteering with The Lovejoy Foundation is learning experience and you are getting hands on experience with our amazing dogs and puppies. The Procedures and Protocols are about maintaining a level of safety for you, the dogs and the public as well. We have lots of fun at our events and want the volunteers to enjoy their time with us, but safety comes first and we take that very seriously. _____ (Initial)

NOTE all female volunteers 13 years of age MUST walk with a buddy. All volunteers walk only on Pacific Coast Highway if at our Global location. We do not walk the dogs around the block or out of eye site for the safety of our young female volunteers. If ever in a position where you are feeling uncomfortable about someone you encountered on your walk, return to the adoption location immediately and find Erin Lovejoy, Staff or Senior Volunteer to report the incident. _____ (Initial)

NO QUESTIOIN IS A STUPID ONE, never be afraid to ask. BETTER TO ASK THEN ASSUME risk the dog's safety or yours. _____ (Initial)

By initialing the Procedure and Protocol for The Lovejoy Foundation, you are agreeing to adhere to the rules set in here. You agree to volunteer at your own risk and not hold The Lovejoy Foundation responsible for any harm, illness, injury incurred while volunteering with The Lovejoy Foundation.

Name _____ Phone/email _____ Date _____ Signature _____

Thank you for wanting you be a part of our volunteer family here at The Lovejoy Foundation (310-719-5707).