

Photographer Packet

Signing Up To Volunteer

We are not requiring set weekly shifts, but ask that you sign up online no later than the night before you want to come in. If you don't have access to a computer, please call and leave a message with the days/times you want to volunteer. We need 2 business days' notice for scheduling made via the phone.

How it works:

- For adults, there isn't a limit on the number of hours you can volunteer each day/week.
- For minors, there are state required weekly limits:

	Hours a Day	Hours a Week
11-15 year-olds		
School Weeks	3 hours (8 hours Sat.-Sun.)	16 hours
Non-School Weeks	8 hours	40 hours

16-17 year-olds		
School Weeks	4 hours (8 hours Fri.-Sun.)	20 hours
Non-School Weeks	8 hours	48 hours

- You will receive the online access information after your hands-on training.

Getting Photos to Chandra

In addition to your pictures being used on an animal's online profile, we use the pictures for other shelter needs.

To make sharing the pictures easier, we created a Dropbox site to help streamline the receiving of photos. You will receive a share from Dropbox that will give you a link to your folder. **Please keep this link!!**

- We only have 2 GB of storage space, so please upload **.jpg/.jpeg files only**. If you use Photoshop to touch up or crop your photos, only upload the final .jpg/.jpeg file.
- Please name your photos with the animal's intake number (e.g. 106321). If you are uploading multiple photos of the same animal, please use the intake number, underscore, 1, 2, 3, etc. (e.g. 106321_1, 106321_2, 160321_3, etc.)

Photos **will not** be kept on Dropbox permanently. Dropbox is just a "waiting room" for your photos. Every week or two (depending on the amount of photos uploaded) the photos will be taken from Dropbox and put onto an external drive. Once the photos are retrieved from Dropbox, they will be deleted, allowing more room for more of your fabulous photos!

If you have questions, please contact the Volunteer Coordinator at volunteer@jointanimalservices.org or 360-352-2510 x1009.

PHOTOGRAPHER DUTIES

ALWAYS CLEAN YOUR HANDS AFTER EACH ANIMAL YOU TOUCH!

Our goal is to keep the animals safe and healthy.

WE NEED TO ENSURE OUR VISITORS, VOLUNTEERS, AND ANIMALS ARE SAFE. If you need help, please notify another volunteer in the room, or the front office staff.

If an animal is becoming stressed or agitated, please let the animal have time to herself. Lock the kennel, place a “time out” card on each door, and fill out the dry erase board.

Cleaning Cat Kennels

If you're photographing a cat and her kennel is dirty, please clean the kennel:

- Dump the litter boxes that are dirty.
 - Keep water bowls full and clean.
 - Make sure there is food in the bowls.
 - Keep cages tidy by removing stray litter or food and keeping towels orderly. (Towels do not get replaced unless wet or soiled.)
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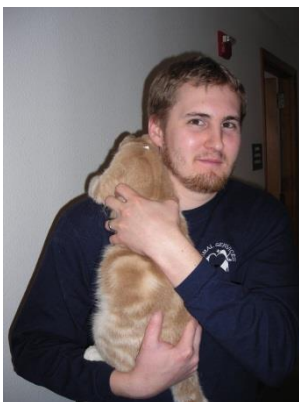
How To Hold A Cat When Moving Her

The Right Way

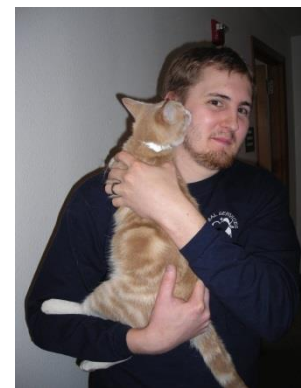


- If a cat starts to get distressed, this hold allows you to gently scruff its neck and keep it secure
- If you are wearing short sleeves and are worried about your arms getting scratched, lay a towel across your supporting lower arm

The Wrong Way



- If a cat starts to get scared, she can easily dash over your shoulder and run away
- The cat could also make a mad scramble across your face in an attempt to escape



CAT BEHAVIOR

Cats do not like being constantly touched. Handling is good for cats, but too much of a good thing can be a problem. Cats can become irritable when they are repeatedly pet. If a cat is showing signs that he does not want to be touched, stop touching him.

Signs a cat wants to be left alone:

- Moves away from you
- Shifts body position
- Flattens his ears
- Pupils get dilated (big)
- Looks back at your hand
- Tail swishes/lashes/thumps
- Skin twitches
- Stops purring
- Arches his back
- Swats at you
- Hisses or growls

If the cat wants to be left alone, but is not being aggressive, close the kennel door and let the cat have some time to himself.

If a cat is hissing, growling, or swatting at you, shut the door and hang a time out card over the door handle(s). Write down the time the cat went into the time out on the dry-erase board. (Markers and time out cards are located in the cabinet with the clean water/food bowls. The dry-erase board is on the counter.)

After 30 minutes have passed, reevaluate the cat. If the cat is no longer stressed, remove the time out card and erase the entry from the dry-erase board. If the cat is still showing signs of stress/ wanting to be left alone, keep the time out card on the kennel.

How To Clean A Dog Kennel

REMEMBER: Once a cleaning tool has touched a kennel or aisle floor, it must go back into the disinfectant before being used again!

- 1) Move dog(s) to one side and lower divider.
- 2) Remove blanket
 - If it's wet or dirty: shake out waste and debris into the kennel and immediately put the blanket in the laundry room. If it's still dripping, grab a clean blanket and wrap it around the dirty one while you transport it.
 - If it's reusable: hang it over the top of the kennel while you're cleaning the kennel.
- 3) Remove any solid or semi-solid objects (feces, vomit, diarrhea, ripped up blanket pieces) with the scoops and place in poop bucket. Take scoops back to kennel and hose off before returning to the disinfectant bucket.
- 4) Dump the water from the water bowl and rinse. Hang the bowl on the kennel door with the binder clip.
- 5) Hose from front to back of kennel (the back of the kennel is a drain). If the sides of the kennel are dirty, make sure to clean them as well.
- 6) If needed, use scrub brush to remove stubborn spots and then re-rinse with hose. Hose off the bottom of the scrub brush before putting it back in the disinfectant.
- 7) Squeegee toward the back of the kennel until puddle free.
- 8) Replace blanket or get new one if blanket was soiled.
- 9) Refill water bowl.
- 10) Open divider and allow dogs back over. Clean other side if needed.

Wash your hands after each kennel you clean.

DOG WALKING RULES

Who Can Be Walked:

- Dogs over 6 months of age who are wearing a martingale collar
- Dogs who don't have a finalized adoption (purple or pink paper on kennel)
- Dogs who aren't on behavior or health watches

How To Walk A Dog:

- Pick a dog you can handle (use the Get Acquainted area if you have any doubts)
- If more than 1 dog is in the kennel, separate the dogs by using the kennel divider
- Use the clip-style leash in the black plastic bin
- Make sure the martingale collar is appropriately tightened
- Keep the dog within a foot of you until you're out to the grassy area
- Take multiple poop bags with you. Bags are in the brown stand at the head of the trail. If empty, refill it after you've returned the dog to the kennel.
- Keep at least 6 feet of distance between you and any other dog
- As you return to the Shelter, keep your dog within a foot of you
- Return the dog to her/his kennel and re-open the divider
- Write the date and time you walked the dog on the BACK of the cage card

Other Dog Walking Rules:

- Only current volunteers are allowed to be out of the Shelter with a dog
- Minors must be with another volunteer (14+) on the trail (14-17 year olds can go to the head of the trail by themselves, but not past the poop can)
- There should be more adoptable dogs in the adoption area than there are on a walk
- Walk only 1 dog at a time
 - If you want to walk a dog with another volunteer, you may each take a dog IF the 2 dogs share a kennel

Many of our dogs have limited experience being walked on a leash, so please be patient with them and don't jerk the leash!

How-To Hold a Leash

Every time we interact with a shelter dog, one of us is training the other. When we allow the dogs to lean into their collars and drag us along by the leash, the dogs are training us to go wherever *they* choose. And holding the leash improperly (wrapped around the hand) can result in hand or wrist injuries.

Good leash skills can help you walk dogs safely and teach them good leash manners. Here's how to hold a leash in a way that gives you more control and more safety.



- Slip your thumb through the handle of the leash and close your hand. For dogs who don't pull, this is normally all you need to do once you are on the trail.

- When you're walking the dog to or from the trail, or if you have a dog who pulls when you're on the trail, you need to keep the dog closer to you. This is when you'll loop the leash over your thumb, and then fold it a few times in your hand until you have the length of leash you need.



- For maximum control and safety, make sure the leash is coming out of the bottom of your hand (near your pinkie finger).

- For a dog who is getting overexcited, a shorter leash will give you more control.
- If you stop to talk to someone or give the dog a break, hold your hands together as though you're holding a baseball bat, braced against your belly button, so the dog can't pull you around.



- If the dog is pulling hard, simply point one hip in the direction of the pull, with your legs shoulder length apart. The dog will not get any give in the leash and will likely stop pulling.

- If you need to give the dog more leash, you can easily open and close your hand, keeping your thumb through the loop. All of the accordion folds will drop out of the leash, giving the dog the full length of leash, while you still maintain your hold.

- Practice doing the fold until you can do this quickly and efficiently.



If a dog pulls and you bend and give, he will be encouraged to pull harder.

If he pulls and encounters firm resistance, he will give up pulling more quickly.



OFF-LEASH FENCED AREA RULES

Who Can Go In:

- Same dogs and volunteers as posted on the Dog Walking Rules
- If the dog has a kennel tag saying it can't be off leash, you can use the long line in the base of the bench.
- 1 dog in the area at a time unless you take a dog with another volunteer AND they are 2 dogs that share a kennel

Getting In:

- There is a double gate entry. Never have more than 1 gate open at a time and make sure you shut each gate as soon as you pass through.

In the Fenced Area:

- Dogs (excluding those with a no off leash tag) can be off leash inside the fenced area (past the double gate)
- **NEVER LEAVE A DOG UNATTENDED!!!**
- If your dog is a jumper, please use the really long leash that is in the base of the bench. It will give extra security, but still allow the dog to run.
- You MUST immediately pick-up after any dog you take into the fenced area! The poop bags are in a bin by the gate. If the bin is empty, get more bags from the hall closet.
 - Take used bags to the trash can at the trailhead when you leave
- If another volunteer has a dog to take in, please limit your time to 5 min.
- There is a bucket of clean tennis balls in the fenced area. When you are done playing with a ball, place it in the used toy bucket.

Returning to Dog Adoption:

- Follow the Dog Walking Rules to take a dog back to its kennel
- Make sure your dog has fresh water in the kennel when you drop it off
- Write the date and time you took the dog on the BACK of the cage card

LOGGING ON:

Website: <https://portal.rescuegroups.org>

Android App: <https://play.google.com/store/apps/details?id=org.rescuegroups.manage>

User Name and Password: will be emailed to you

Account Number: 1618

UPDATING PICTURES:

When the animal is already posted on the pet portal and you just need to update the picture(s):

- After you log on, you will be on the home page. In the left hand column click "Pet List".
- Click on the animal name (this will be a 5 digit number) and the animal's profile will come up.
- Scroll down to the "Media (Pictures and Video)" section to update/add photos. The animals can have up to 4 pictures. If the first picture is bad, feel free to replace it or move it down the list.

ADDING ANIMALS:

When the animal is not posted on the pet portal and you to add their whole profile:

- After you log on, you will be on the home page. In the left hand column click "Add a Pet". Now you are ready to add new animals.
- You can load an existing Template by clicking on its name. If you have a lot of templates you might need to click "More" to see all of them.

Information about the text fields available on the Portal

Name: Enter the animal's intake number. It would look like this "51222". Please don't add the animal's name if it has one on its cage card; the public refers to the name which means the staff can't identify it.

Status: Select "Available" (should be pre-selected on the templates forms)

Species: Select a species. (should be pre-selected on the templates forms)

First Breed: Select the primary, or dominant breed.

Second Breed: Select a secondary breed if there is one.

Mixed: Select the Mixed checkbox unless their cage card says "purebred"

Color: Select the animal's color or color combination.

Pattern: Select the animal's coat pattern.

Coat Length: Select if the animal has a short, medium, or long coat.

Sex: Select male or female. (If you are doing one listing for a litter of puppies or kittens, you can leave this blank. In the "Pet Description" text box, you will add the number of males and females.)

General Age: Select the age of the animal according to the following chart. If you have a specific age for the animal listed on the cage card, you will add that age in the "Description" text box.

- Cats: Baby= 0-6 months, Young= 6-24 months, Adult= 2-10 years, Senior= >10
- Dogs: Baby= 0-6 months, Young= 6-24 months, Adult= 2-8 years, Senior= >8

General Adult Size: Select the estimated general size for the animal. Select the size when grown according to the following chart. If you do not know for sure, error on the larger size option for that animal.

- Cats: Small= 0-6 lbs, Medium= 7-12 lbs, Large= 13-25 lbs, X-Large= 25+ lbs
- Dogs: Small= 0-25 lbs, Medium= 25-50 lbs, Large= 51-100 lbs, X-Large= 100+ lbs

Spay/neutered: Has the animal been altered?

Up-to-date: Leave as “unknown.”

Housetrained: Leave as “unknown.”

Declawed: Has the animal had their front claws removed? (applies to cats only)

Special Needs: Is the pet a special needs animal? (Very rare: An example would be pets that are on a special diet. You would note the details in the “Description” text box.)

Home with Small Kids: Leave as “unknown” unless the cage card specifically says “no kids.”

Home with Dogs: Leave as “unknown” unless the animal’s cage card says “no dogs.”

Cats: Leave as “unknown” unless the animal’s cage card says “no cats.”

Rescue ID: Enter the animal’s intake number.

Internal ID: Enter the animal’s intake number.

Description:

- If you are adding a cat or dog there will already be text in this box listing the costs of adoption and what is covered by the adoption. You will want to enter your own text **before** this section!
- If you have a specific age of an animal, you will add it here. Please be very careful with the age of puppies and kittens. They often come into the shelter too young to be adopted, so we will keep them in the back or in a foster home for a while. Make sure you check the date they came in on the cage card against their listed age and add the necessary weeks or months to their age.
- If there are any restrictions listed on the cage card (fenced yard, no other same sex dogs, etc.) **THEY MUST BE LISTED HERE!**
- If you have time, you can add any other comments on the cage card (knows sit, good on leash, likes to be brushed) in this area. You can also do full write ups on the animals. Just remember that it is more important to get all the animals listed first, before doing detailed write-ups on them.

Pictures: Select (using the Browse buttons) up to 4 pictures for the animal.

Send to Accounts: Select the “All” button.

When you're ready to save the new pet, you can click one of the following buttons:

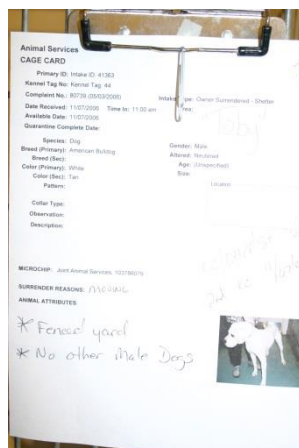
- **Save:** Save the current animal and return to the pet list.
- **Save and New:** Save the current animal data, and create a new animal (using blank data fields).
- **Save and Clone:** Save the current animal data and create a new animal using the same data as the current animal. Good for quickly creating multiple pets that are similar (like littermates).
- **Reset:** Clear all of the current animal data so you can start again.
- **Cancel:** Stop adding a new pet and return to the pet list.

TAKING PICTURES FOR ONLINE POSTINGS

- For each animal, you will want to take pictures of the cage card and then the animal (in that order)
- Take a close up picture of the intake number (see picture 1)- make sure the text is clear and not in a glare
- Take a picture of whole page- make sure picture includes sex of dog, any restrictions (fenced yard, no cats, etc.), and any written notes about the animals (see picture 2)- make sure the text is clear and not in a glare
- Get several pictures of each animal (at least 4)- the dogs and cats move quickly so you will be surprised at how many pictures you take that will not turn out well
- Photographing a dog:
 - take dog out to get acquainted area
 - try to get a good head shot and a good body shot
 - if using a 2nd person to help, try to get as little of them in the picture as possible and make sure they aren't trying to force the animal into a pose as it can give a negative impression of the dog
 - for puppies or little dogs, it may help to have someone hold the animal
 - this is a great time to find out if the dog knows sit- taking a picture of a dog in a "sit" is helpful as it is harder for the dog to move as quickly and it looks good in a picture. If the dog knows "sit", make sure you write it down on the cage card
- Photographing a cat:
 - make sure the cat doesn't drop out of the cage and run away
 - do not "scruff" the cat to get a picture of its face
- Photographing litters of kittens or puppies:
 - take a picture of each cage card
 - you can take a group shot of all the animals if they fit into 1 shot
- If you have any questions, see Chandra



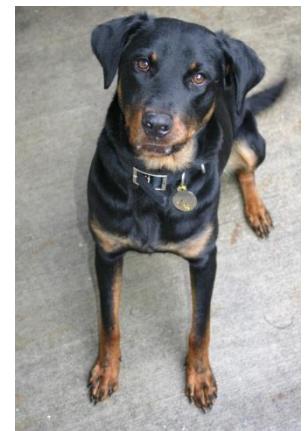
Picture 1



Picture 2

The dog in a sit shows him off at his best

The shot of the kitten combines a good face and body shot





ANIMAL SERVICES

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www.jointanimalservices.org • shelter@jointanimalservices.org

Photographer's Authorization and Release

I hereby give Animal Services and anyone authorized by that organization, permission to publish and otherwise use, without charge, the images taken or created by me, the undersigned individual:

(Print photographer's name here)

(Print company's name here)

I give Animal Services permission to use the images for any purpose, which may include, among others, advertising, promotion, sales, marketing and packaging for any product or service. I agree that the images may be combined with other images, text and graphics and cropped, altered or modified. Animal Services will not remove a copyright and/or watermark that I have added to a picture without prior written approval.

I also retain the right to use the images.

Photographer's Name _____

Photographer's Signature _____

If a minor, Photographer's Parent's/Guardian's Signature _____

Address _____

Phone number _____ Email _____

Animal Services Representative's Signature _____

Animal Services Representative's Name _____

Date _____