

Volunteer Tip of the Month!

September 2011

By writing a detailed shift account in the **Volunteer Log Book** at the end of each volunteer shift, you will save yourself and your fellow volunteers extra work and confusion!

What is it?

The **Volunteer Log Book** – a spiral notebook on the shelter manager's desk - is a hand written log detailing any behavioral or health issues noticed during a volunteer shift including any action taken by volunteers to rectify the noted issues.

Who can write in the Log Book?

Any volunteer can write the shift update in the log book. Typically one volunteer per shift writes in the log, and notes any issues by room. The log entry should detail any demeanor changes, personality conflicts, health issues, eating habits, etc. Also, please list all volunteers present on the shift.

Example: Stephanie, Cindy, Bob Room 1. Clarice's left eye is watering and she sneezed twice while on shift. She was put in a sterile, covered condo with food, litter and water for observation. Everyone else looks fine, no one else was sneezing. Fluffy was very friendly and demanded a lot of attention. Skippy seemed very hungry and ate everyone's leftovers. Room 2. etc.

Why is this important?

Writing thorough updates of any kitty issues observed on shifts gives the next shift key information to perform their duties efficiently. It might answer questions like "Why is Clarice in a condo – she looks perfectly healthy?" The log book will tell you that Clarice has a watery eye and is sneezing.

Diligence and accuracy are very important when it comes to the Volunteer Log Book. Please take the time to read it and write in it!

Thank you!