December 29, 2015

Hello HSOV Volunteers!

Effective January 1, 2016 the HSOV will be implementing a new and improved way of recording all of the valuable time that our volunteers give to us. We will be collecting this information to assist us in showing our partners, stakeholders and potential supporters and donors just how much time and effort that you all provide in making the lives of our animals better. The Volunteer tracking forms will be available at the shelter and also electronically for those people who support us out in the community.

Here is the basic information you will need to complete your form

- Everyone maintains an individual page which can be filed, alphabetically by last name, in the folder at the shelter
- Please provide your name, date of volunteer orientation, the month and year on the top of each page used. If you are unsure of the date of your volunteer orientation or have not participated in the orientation, please let shelter staff know and we will look into it or help you schedule orientation.
- Individual tracking forms are kept for one month in the folder and will be removed on the first of the month by shelter staff. Volunteers may also send the electronic versions to frontdesk@hsov.org
- Each volunteer will be asked to provide the date, activity provided, time in and out and total hours for that particular session.
- Activity codes have been provided at the bottom of the form, while this list is not all inclusive it does provide some framework – if you are unsure of what activity code applies to your volunteer work, please use Other (O) and provide some detail
- An example sheet has been provided at the front of the Volunteer Folder
- The Volunteer tracking form is to be used by all individuals giving their time and effort to the HSOV and includes our walkers and cuddlers, our foster parents, rescue transporters, Board members and other committee members.

Thank you for your commitment and service to the animals of the HSOV

HSOV Staff and Board of Directors