

Baltimore Humane Society Group Volunteer Guidelines

Thank you for your interest in volunteering at the Baltimore Humane Society. We are a private, non-profit, no kill shelter with a small staff, so additional help is greatly appreciated! To ensure that every group's experience is meaningful, comfortable, and positive, we have provided guidelines for your group.

All volunteers are expected to be polite and respectful to our staff and members of the public. Volunteers must follow staff directions while on site, may not wear headphones at any time while on the premises.

Prior to Arrival

-All volunteers must sign waivers prior to volunteering. To ensure that your group can get started right away, we ask that each group send a typed list of volunteers and scanned volunteer waivers no later than 2 days prior to arrival. **Waivers and the group list should be e-mailed to the Volunteer Manager at volunteer@bmorehumane.org.**

-If the number of volunteer's in your group changes, please let us know prior to your arrival so that we can plan accordingly!

-While onsite, volunteers may be exposed to hay, peanut butter, dust, and grass. The volunteer manager (volunteer@bmorehumane.org) **must** be notified if any member of your group is allergic to peanut butter or hay.

-Please contact the volunteer manager at least one week prior to your arrival if any member of your group needs special accommodations. We will do our best to accommodate anyone who wishes to volunteer.

-BHS is a small non-profit, and as such, we do not provide sunscreen, snacks, lunch, or bottles of water to volunteer groups. Each group is responsible for bringing their own sunscreen, water bottles, snacks, and/or lunches for their participants. Please plan accordingly!

Attire

-Each participant **must** wear comfortable clothing that can get dirty while volunteering. Volunteers may **not** wear tops with bare-midriiffs, dangling jewelry, or headphones while onsite. We strongly recommend that anyone doing trail maintenance wear long pants.

-Closed-toed shoes with traction **must** be worn while on-site! TOM's and other cloth shoes are not sufficient for our grounds and facilities, which may be muddy or wet.

-Groups doing outdoor projects are responsible for bringing work gloves for each participant.

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Volunteer Expectations

- Group leaders are expected to share BHS' expectations and guidelines for volunteers prior to arrival.
- Project times are estimates, please be aware that some groups may finish their projects early. Volunteer projects may be cancelled due to bad or dangerous weather.
- At the end of each project, volunteers **must** return any BHS tools that they used to our garage or to a staff member.
- Groups are responsible for picking up their own trash (water bottles, granola wrappers, etc.) in areas where they are working.

Youth Groups

- Any group with participants under 18 must include at least 1 chaperone over the age of 18 and a 5 to 1 minor:chaperone ratio.
- A guardian's or parent's' signature must be on the waivers prior to arrival. Any minor arriving to volunteer without a parent's signature on their waiver will not be able to participate in group volunteering.
- If your groups' participants will be arriving separately: Anyone in your group under the age of 18 must have a ride on site to pick them up no later than 5:30 p.m. **The group coordinator or chaperone must stay until each minor is picked up**, as BHS staff is unable to wait with minors after hours.