

UNCHAINING GREENSBORO VOLUNTEER INSTRUCTIONS & TRAINING

First and foremost, thank you for volunteering with Unchaining Greensboro. Without **your** dedication there would be no Unchaining Greensboro. Thank you!

This training has been compiled to help you and everyone be safe and feel comfortable at project builds – and to ensure a successful event. Hands-on training will be provided during your first few builds. At any time if you have questions, please speak up.

General Information

1. Before you can volunteer at a project build, you must first go through Volunteer Training and sign all necessary documents.
2. When you arrive to a project build or Unchaining Greensboro event, you must sign in with project coordinator or volunteer coordinator. Additionally, when you leave (even for a short while), you must sign out.
3. Project Builds are typically done on weekends and may last from 2-4 hours. For the benefit of everyone in the group, volunteers are asked to be on time and to stay for the entirety of a build. If you need to come late or leave early, please notify the project coordinator or volunteer coordinator at least 24-hours in advance of the project build.
4. *Photographs and videos are not permitted by volunteers.* Volunteers are welcome to request specific pictures to be taken and, if reasonable, the photographer will be happy to take them. Additionally, pictures and videos will be posted on the website and/or through social media and volunteers are welcome to cross post and share accordingly.
5. Volunteers are not permitted to contact the homeowners and/or dog owners unless expressly requested by an Unchaining Greensboro committee member. While onsite, volunteers are welcome to make polite conversation with the dog owner but should allow the designated 'educator' to be the *only* person talking to the family about the dog, pet care or other Unchaining Greensboro topics.
6. Unless expressly requested by an Unchaining Greensboro committee member, Volunteers should not visit a project site before or after a project.
7. For your own protection and to respect our fence recipients, Volunteers should wait for the construction coordinator, volunteer coordinator or project coordinator to arrive before stepping onto the site of a project build.
8. You are welcome to bring your own tools. Please label them appropriately and keep track of them. Unchaining Greensboro and the property resident or property owner are not responsible for lost, stolen, left-behind or misplaced items. Only you are responsible for your own items.
9. Ideas for further efficiency, safety or other ideas are most welcome. Please share them with the construction coordinator, project coordinator or volunteer coordinator directly.

Physical Safety

Your safety is our top priority. Please adhere to all instructions included here and on the day of a project build or event to promote your safety and the safety of others. You are responsible for your own safety.

1. Unchaining Greensboro project builds are manual labor, including heavy lifting, pulling, digging, straining and more. All volunteers should be in good physical health. You are encouraged to speak with your health professional before volunteering.
2. Anyone with physical limitations should speak with the construction coordinator or volunteer coordinator at least 24 hours in advance of a project build. Reasonable accommodations can be made but, given the physical nature of project builds, we ask for your understanding if you are asked to not attend a particular project build. Other opportunities to volunteer abound to accommodate nearly any physical ability. Volunteers for project builds must be at least 16 years of age. Those under 18 years of age must have a parent or legal guardian present through the entirety of the build. For their own safety and the safety of everyone, children under 13 are not permitted at project builds.
3. It is your responsibility to wear safe, appropriate clothing that can get dirty and/or damaged.

4. You are responsible for bringing your own work gloves, safety glasses and other protective gear including head coverings, sunblock and hand sanitizer.
5. Absolutely no open-toed shoes, crocs or similar footwear. Boots and heavy duty tennis shoes are strongly encouraged.
6. For your own protection, you are encouraged to wear long sleeves and long pants.
7. Follow the instructions of the construction coordinator, project coordinator and/or volunteer coordinator. If you have any concerns, please raise them privately with one of these parties.
8. Volunteers should bring their own drinking water to each project. You are also welcome to bring your own snack.
9. Volunteers are not permitted within the home of the recipients. Please check out and check back in with the project coordinator or volunteer coordinator if you need to leave to find a restroom, get water, etc.
10. If you become injured, feel lightheaded or otherwise ill, please immediately report to the project coordinator or volunteer coordinator.
11. Bring any medicine you may need with you to the project build or event.
12. If you have any questions, concerns or other feedback about a task to be performed, the project, the dogs on property or any other matters related to Unchaining Greensboro, please speak up. Speak to the construction coordinator, volunteer coordinator or project coordinator. Do not perform any tasks with which you do not feel comfortable.
13. Avoid petting or coming in close contact with the dog or dogs on property unless invited to do so by the project coordinator, construction coordinator or volunteer coordinator.
14. Smoking is not permitted on Unchaining Greensboro builds or events. If you want to smoke, please step out to the street.

Site Condition & Clean Up

1. Whatever we brought with us each day must be picked up each day. Like the scouts, we will leave the area in better condition than we found it. Please be sure to pick up any garbage you see lying around.
2. All of your items are your responsibility. Unchaining Greensboro is not responsible for lost or left-behind items.

Please help us foster a positive environment and bonding between the animals and the family by:

1. Keeping a positive attitude, words, tone, body language while at events and project builds.
2. Leaving disparaging or discouraging remarks, of any kind, at home. This includes but is not limited to those about the family, their pets, other volunteers, and other organizations.
3. Avoiding cursing.
4. Avoiding political, religious or other potentially polarizing conversations while at an Unchaining Greensboro project or event.
5. Allowing the designated 'educator' to be the *only* person talking to the family about pet care or other Unchaining Greensboro topics.

By signing the below I, _____, acknowledge that I have read and agree to comply with all of the instructions provided including but not limited to, those provided in writing, explained verbally and as instructed by any Unchaining Greensboro committee member before, during or after an Unchaining Greensboro event, as it relates to any Unchaining Greensboro business. I understand that failure to comply with these instructions, or others, may result in my immediate termination as a volunteer of Unchaining Greensboro.

Signature of Volunteer

Signature of UG Representative

Date

Due to the nature of our efforts, volunteers must be at least 13 years of age. Volunteers under 18 must be accompanied by a parent or legal guardian.

Signature and approval of Parent or Legal Guardian

Date

Emergency Contact:

Name: _____ Phone/Cell: _____