

ASPCA Shelter Support Volunteer Passport



Welcome to the Adoption Center

Dear Shelter Support Volunteer,

You are embarking on your adventure to support the fundamental work of what it takes to operate a shelter every day.

Your primary responsibilities will be washing and folding laundry, sorting donated goods, spot cleaning kennels, cleaning the kitchen, restocking closets and so much more.

This Shelter Support Volunteer Passport will serve as your road map, helping you navigate through your training. Together, we can provide the care and support our animals need.

Remember, you are not going through this training alone. You are part of a team. You will be partnered with staff who will show you the way. We are here for you, so please don't hesitate to ask for help.

Thank you for volunteering to help provide critical care for our animals.

Updated: 7/23/2024

Your Passport to Success

This passport is your guide to your volunteer training at the Adoption Center. It outlines the tasks you will be helping to perform during your volunteer shifts. Please bring it with you to every Shelter Support shift. It should be stored in the file cabinet in the volunteer locker room.

Each time you master a new task, an ICA or Manager will observe you complete a task, initial and date it. Once you've successfully completed all the tasks, turn in your completed passport to the Volunteer team.

Have fun and thank you.

ASPCA®

424 East 92nd Street
New York, NY 10128
212-876-7700

LAST NAME: _____

FIRST NAME: _____

TRAINING START DATE: _____

Column 1: Training | 2: Demonstrate Task | 3: Proficient

PPE, CLEANING & SANITIZATION	1	2	3
Demonstrated Understanding of Order of Contagion and PPE	✓		
Rescue (using & refilling bottles & sprayers/pumps) in Supply Room			
Rescue (using & refilling bottles) in Cat Rooms			
Transport Cage Wash			
Trash Protocol			

LAUNDRY	1	2	3
Using the Washing Machine			
Using the Dryer			
Understanding of PPE and Garbage Bag Color Coding	✓		
Moving Clean Laundry from Cellar to Supply Closets and Sorting/Folding			

KITCHEN	1	2	3
Proper Use of High Temperature Sanitizer			
Clean up Kitchen			
Restocking & Prepping Treat Bins			

ORGANIZATION	1	2	3
Stocking Supply Closets (Lobby/4)			
Restocking Toy Bins in 5 th floor Training Room			
Tidying up Real Life Room			
Sorting Linen Donations			
Dog Equipment Inventory			

ANIMAL CARE	1	2	3
How to Safely Open/Close Cat Condo Door			
Adult Cat Condo: GM and Reset			
Adult Cat Habitat: GM and Reset			
Kitten Condo: GM and Reset			
Cat/Kitten Condo Full Protocol and Complete Turnover			
Dog Kennel GM and Kennel Reset (no dog present)			
Dog Kennel Full Protocol and Complete Turnover			
Shelter Enrichment Protocol (Prep and Distribution)			
Take Menu/Prep Food			
Litter Box Assembly			

DOCUMENTATION	1	2	3
Basic Shelter Signage			
Location of special signage, how to clean and store			
Treatment Sheet (AS/FS)			
How to Use Behavior Observation Reports			

Advanced/Supplemental Shelter Support	1	2	3
Storage Area for Transfer Cages/Ex-pens/Hard Carriers			
Cleaning and Storing Equipment (carriers, transfer cages, etc.)			
Storage Area – ISO 1			
Locate the Stock Storage Area in Subcellar (SC)			

****Staff/mentors: please initial****

✓ **Indicates training at orientation**