TRI COUNTY ANIMAL RESCUE
EVENT VOLUNTEER GUIDE

Welcome Volunteers!

Thank you for volunteering your time and energy to support our fundraising and mission awareness events. Your dedication helps us save and improve the lives of countless animals. This guide will provide you with all the information you need to have a successful and enjoyable experience.

About Tri-County Animal Rescue

Tri-County Animal Rescue is a privately run non-profit organization that operates as a 100% no-kill shelter for dogs and cats. It was founded 30 years ago by two best friends to promote adoption from shelters as an alternative to buying mill-bred animals. Tri-County is part of a larger network in the US conducting large-scale rescues from puppy-mills when authorities are involved in shutting them down due to in-humane, neglectful and severe mistreatment of these loving pups. We rely on community funding to continue our work, providing a safe haven for those in need and advocating for animal welfare.

Requirements to be an event volunteer:

- You are at least 21 years old
- You can attend the two-hour Dog Walking 101 Orientation class
- You are reliable to show up & work events you sign up for
- You are able to pay for a badge and volunteer t-shirt ($30)
- You are physically able to stand & walk for long periods, squat, bend, twist, and lift at least 20 lbs.
- You are able to read, write and communicate clearly

Role of an Event Volunteer

As a volunteer, your main goal is to help raise funds and spread awareness about our mission. You will provide information to the public, promote the importance of animal welfare, and encourage donations.

Skills needed:

- **Passion for Our Cause:** A genuine interest in animal welfare and our mission.
- **Sales Skills:** Ability to persuade attendees to buy items or make donations.
- **Dependability:** Commitment to fulfilling your role. Sign up for events ahead of time using the Volunteer Hub. Attend the pre-event meeting with all team members and volunteers to discuss final details.

Event Talking Points

- “Tri-County is a 100% no-kill shelter, and we rely on the kindness of generous individuals, like yourself, to help us save lives.”
- “As we celebrate our 30th anniversary, we're proud to have saved over 100,000 dogs and cats.”
- “Your donations will help us continue our mission of being a 100% no-kill shelter.”
- “If you're not interested in buying raffle tickets, would you consider making a donation instead?”
- “We accept credit cards if you don't have cash.”

Purpose of Events

Our events aim to raise awareness and funds for our animal rescue, rehabilitation, and rehoming efforts. They include on-site events at our Boca Raton campus and community events partnering with various organizations on activities such as formal events, happy hours, in-store meet and greets, adoption drives, fundraising booths, educational sessions, and other activities that include pets and their owners.

Volunteer Roles and Responsibilities

1. Setup and Teardown

- Setup: Arrive early to help set up booths, tables, and decorations.
- Teardown: Stay after the event to help clean up and pack away materials.

2. Registration and Information

- Greeting Guests: Welcome attendees and provide them with event information.
- Registration: Assist with guest sign-ins and distribute event materials.

3. Adoption Assistance

- Animal Care: Ensure the animals are comfortable, fed, and hydrated.
- Adoption Process: Help potential adopters with the adoption process and answer any questions they may have.

4. Fundraising

- Booth Management: Manage fundraising booths and handle donations.
- Promotion: Encourage attendees to participate in fundraising activities and explain how their contributions help.

5. Educational Sessions

- Support: Assist speakers with setting up and managing their sessions.
- Audience Engagement: Help manage the audience and distribute educational materials.

6. Activities and Entertainment

- Event Coordination: Assist with organizing and managing activities such as pet contests, games, and demonstrations.
- Participant Support: Ensure participants have everything they need and help manage the flow of activities.

General Guidelines

- **Be Punctual:** Arrive on time for your assigned shifts and check in with our Event Director.
- **Be Present:** Stay alert, engaged and professional. At all events, your responsibility is to advocate and fundraise. You are the face of Tri-County. It's crucial to remain attentive and adaptable, ready to receive and follow any new instructions from the event director. Please refrain from being on your cell phone.
- **Stay Informed:** Familiarize yourself with the event schedule and layout.
- **Be Friendly and Professional:** Treat all attendees, fellow volunteers, and animals with kindness and respect.
- **Stay Hydrated and Take Breaks:** Ensure you take care of yourself by staying hydrated and taking breaks as needed.
- **Ask for Help:** If you have any questions or need assistance, don't hesitate to ask.

VOLUNTEER TASK CHECK LIST

Before the event:

- ☑ Confirm your shift times and responsibilities on the Volunteer app or with the Event Director.
- ☑ Review the event schedule and layout.
- ☑ Wear the red “Who Rescued Who” t-shirt, appropriate slacks and comfortable shoes suitable for the event.
- ☑ Bring any necessary personal items (e.g., water bottle, snacks, sunscreen).

During the event:

- ☑ Check in on the Volunteer app and with the Event Director upon arrival.
- ☑ Set up booths, tables, and decorations (if assigned to setup).
- ☑ Greet guests and assist with registration.
- ☑ Ensure animals are comfortable, fed, and hydrated.
- ☑ Assist potential adopters with the adoption process.
- ☑ Manage fundraising booths and handle donations.
- ☑ Assist speakers and manage educational sessions.
- ☑ Organize and manage activities and entertainment.
- ☑ Take breaks and stay hydrated.
- ☑ Ask for help if needed.

After the event:

- ☑ Help clean up and pack away materials.
- ☑ Check out on the Volunteer app and with the Event Director.
- ☑ Provide feedback on your experience to help improve future events.

DOGGIE LANGUAGE

starring Boogie the Boston Terrier

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Tips for Handling Dogs

- **Stay Calm:** Animals can sense your emotions. Stay calm and speak in a soothing voice.
- **Give Space:** Allow the animal some space to feel secure. Avoid crowding or cornering them.
- **Approach Slowly:** Approach the animal slowly and avoid sudden movements.
- **Avoid Eye Contact:** Direct eye contact can be intimidating. Look slightly away and use a soft gaze.
- **Use Treats:** Offer treats to create a positive association and help the animal relax.
- **Observe Body Language:** Pay attention to signs of stress such as panting, pacing, or hiding. Adjust your approach accordingly.
- **Provide Comfort Items:** Use familiar items like a favorite toy or blanket to help the animal feel more at ease.
- **Limit Noise:** Keep the environment as quiet as possible to reduce stress.

Thank you for being an important part of our team!

Volunteers are the backbone of Tri-County Animal Rescue. Your time, compassion, and dedication make it possible for us to provide love, care, and second chances to animals in need. We truly couldn't do what we do without you. Thank you for being an essential part of our mission and for making a meaningful difference—one paw at a time!

EVENT DIRECTORS

Liz Rockafellow
liztricountyanimalrescue@gmail.com

Caryn Teman
caryn@tricountyhumane.org