Volunteer Opportunities Guide

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(Note: If you would like to help by fostering, please fill out the dog foster application at http://foha.org/index.php?id=80 for dogs/puppies and email adopt-a-cat@foha.org for cats/kittens. Thank you!)
OVERVIEW

As a volunteer-run organization, FOHA is deeply grateful for all the volunteers who offer their time and talents to support and care for our dogs and cats while they wait for their forever homes. Thank you! As a reminder, volunteers who have undergone dog-walking orientation may walk dogs at FOHA Friday through Monday from 12:00 p.m. to 5:00 p.m. and Tuesday through Thursday from 12:00 p.m. to 4:00 p.m. Those who have completed cat-snuggling orientation are welcome to visit the cats between 10:00 a.m. and 4:45 p.m. on weekdays and 12:00 p.m. and 5:00 p.m. on Saturdays and Sundays.

Once you’ve undergone orientation, a whole new world of volunteer opportunities opens up for you! Some are at specifically scheduled times, such as adoption events and intake transport, while others, like adoption application pre-screening and contributing to cat and dog bios, may be done any time. Some involve going to the shelter, while others can be done off-site.

In some cases, volunteer jobs require training beyond the cat-snuggling or dog-walking orientations. Training for these positions usually involves shadowing an experienced volunteer once or twice as they perform that job then performing it yourself while being shadowed by an experienced volunteer. You will have the opportunity to shadow until you feel comfortable with what you’re doing, and you will have continued support from the respective committee/team lead(s) as you perform the volunteer duty in question on your own.

There are also administrative volunteer opportunities that don’t involve hands-on work with the dogs and cats. And last but certainly not least, FOHA has an upscale resale shop, the Treasure Hound, that is solely dedicated to supporting FOHA and depends on numerous volunteers for its effective operation.

There are so many ways to help, and we appreciate each and every one of them. Thank you again for volunteering!
TEAM MEOW

VOLUNTEER OPPORTUNITIES

(Prerequisite: Completion of cat-snuggling orientation. To sign up, email volunteer@foha.org.)

Team Meow Weekend Adoption Leads

*Training beyond orientation required*

Contact: mce92004@yahoo.com

Location: Shelter

The weekend adoption leads are integral to Team Meow. These volunteers work scheduled shifts at the catteries on the weekends, interacting with potential adopters when they come to the shelter and often helping send cats to their forever homes! They also may handle feeding and care of the outdoor community cats during their shift times and help with cattery cleaning tasks, such as litter box scooping. If you’d like to help out as a Team Meow adoption lead on weekends, please contact Cathy at mce92004@yahoo.com.

Cat Adoption Application Pre-Screeners

*Training beyond orientation required*

Contact: felineprogramcoordinator@foha.org

Location: Anywhere

Would you like to help Team Meow reply to the adoption applications they get for FOHA’s cats and kittens? Pre-screeners contact interested applicants by phone to discuss what they’re looking for in a cat, their past pet history, the adoption process, and what FOHA cat(s) or kitten(s) they might be interested in. They also conduct vet checks, which entails calling applicants’ current and past vets to ensure pets have received appropriate medical care. If you’d like to volunteer to be a Team Meow pre-screener, please contact Erna at felineprogramcoordinator@foha.org.

Feline Medical Transport

Contact: felineprogramcoordinator@foha.org

Location: Shelter and local vet offices
If you would like to help transport cats between the shelter and off-site veterinary appointments, please email Erna at felineprogramcoordinator@foha.org to be put on the list. She will send out an email when help is needed in this area. Often these appointments are during the day (especially early morning) on weekdays, but some pick-ups may be needed on weekday evenings as well.

**Feline Intake Transport**

**Contact:** lemony7@gmail.com  
**Location:** Off-site locations (usually Centreville) to shelter

If you would like to help bring FOHA’s brand new incoming cats to FOHA from the shelters where they currently live, please email Melanie at lemony7@gmail.com to put on the email list. (This will not obligate you; rather, you will receive an email when Melanie is scheduling cat transport and may reply with availability if you choose.) Depending on the rate of adoptions and subsequent space in the catteries, intake usually takes place on certain Saturdays at 2:30 p.m. in Centreville.

**Kitten Intake Lead**

*Training beyond orientation required*

**Contact:** felineprogramcoordinator@foha.org  
**Location:** Anywhere and area shelters to FOHA for transport

The kitten intake lead maintains contact with area partner shelters about kittens in need of rescue. This position involves discerning which and how many kittens FOHA is available to bring into its foster system and transporting incoming kittens from Centerville and/or other area shelters to FOHA for fosters to pick up. If you are interested in this position, please contact Erna at felineprogramcoordinator@foha.org.

**Adult Cat Intake**

*Training beyond orientation required*

**Contact:** felineprogramcoordinator@foha.org  
**Location:** Anywhere

Adult cat intake involves discerning which and how many cats to bring into FOHA’s adoption system. Intake is contingent upon space and social dynamics in
FOHA’s catteries, which vary according to adoption rates and potential unexpected occurrences like returns. The cat intake team is currently seeking an assistant to support these duties, most of which may be done from home. Please email Erna at felineprogramcoordinator@foha.org if you would like to help!

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**Kitten Foster Coordinator/Assistant**

*Training beyond orientation required*

**Contact:** felineprogramcoordinator@foha.org  
**Location:** Anywhere

The kitten foster team communicates with interested potential fosters of FOHA’s kittens, pre-screens kitten foster applications, and determines the number and identity of kittens that go to a given foster home. In addition, this team maintains regular contact with kitten fosters to ensure all is going well and coordinates temporary fosters when current kitten fosters go out of town or on vacation. The current coordinator would love assistance with these functions and would also like to have someone trained to be a backup or eventual replacement for her in this position. If you are interested in supporting the kitten rescue and adoption process this way, please email Erna at felineprogramcoordinator@foha.org!

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**Cat Home Visitors**

*Training beyond orientation required*

**Contact:** felineprogramcoordinator@foha.org  
**Location:** Potential adopters’ homes

Team Meow home visitors visit cat adoption applicants’ homes, offering information about what to expect with their new feline family member(s) and imparting information on cat care and how to integrate a new cat(s) into their home and family. If you would like to support the cat adoption process as a home visitor, please contact Erna at felineprogramcoordinator@foha.org.

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**Cat/Kitten Adoption Events**

**Contact:** felineprogramcoordinator@foha.org  
**Location:** Shelter transport to off-site—varies
FOHA foster kittens, as well as sometimes adult cats from the catteries, attend adoption events at area pet stores or other locations. Team Meow volunteers are needed to staff these events, overseeing the kittens/cats on-site and answering questions from visitors and potential adopters about the cat adoption process at FOHA. If adult cats are involved, volunteers are needed to transport them to the event site and back to the catteries.

If you’d like to be even more involved with kitten/cat adoption events (which are integral to the kitten adoption process at FOHA), Team Meow is seeking an events coordinator to both schedule events with the event sites/hosts and also coordinate the scheduling of FOHA volunteers for transport and attendance at each event. Whether you are interested in just transporting and attending events or would like to learn more about the events coordinator position, please email Erna at felineprogramcoordinator@gmail.com.

Cat-Snuggling Orientation Leaders

*Training beyond orientation required*
Contact: volunteer@foha.org
Location: Shelter

You underwent a cat-snuggling orientation when you first started volunteering with Team Meow. If you’ve been snuggling FOHA’s cats for a while now and feel familiar with what it entails and the safety considerations incumbent in it, perhaps you’d like to start leading orientations yourself? If this is something you’d be interested in, please contact Emily at volunteer@foha.org.

Cat Biography Contributions

Contact: theresa4foha@aol.com
Location: Anywhere

If you spend time with certain cats (especially new ones) at FOHA and would like to offer information about them for their biographies on the website, please email it to Theresa at theresa4foha@aol.com.

Team Meow Corporate Event Support

Contact: sheltermanager@foha.org
Location: Shelter

During the warmer months, FOHA often hosts corporate groups who come to the shelter on a given day to perform volunteer work (usually grounds maintenance, etc.). Team Meow volunteers who work these events take a few members of the corporate group at a time to the catteries to meet and interact with the cats in return for their volunteer service. If you would like to be put on the email list to be alerted when volunteers will be needed to help with corporate groups, please email Tracey at sheltermanager@foha.org.
Dog Squad
Volunteer Opportunities
(Prerequisite: Completion of dog-walker orientation. To sign up, email volunteercoordinator@foha.org.)

Dog Adoption Leads/“Matchmakers”

*Training beyond orientation required*

Contact: fohajen@gmail.com
Location: Shelter

Dog adoption leads, or matchmakers, work in the dog adoption office during the hours the shelter is open to the public (Friday through Monday from 12:00 p.m. to 5:00 p.m.). They greet potential adopters that come to the shelter, conduct pre-screens for dog adoption applicants, and bring dogs out of their runs for potential adopters to meet. In addition, they handle the adoption paperwork and get to send dogs home with their forever families! This position includes light computer work, including sending emails, accessing the FOHA website, and scanning documents.

Doggie Social

Contact: fohapatti@gmail.com
Location: Shelter

On Tuesdays, the Doggie Social team meets at the shelter and brings dogs together into small groups to socialize and play. They get started at 11:00 a.m. and continue through mid-afternoon. There is no commitment; members of the Doggie Social team attend whenever they can and plan each week according to the number of volunteers anticipated to attend. If you’d like to participate, please email Patti at fohapatti@gmail.com to be put on the weekly reminder/RSVP email list!

Dog Adoption Events

Contact: dogadoptionevents@foha.org
Location: Shelter transport to off-site—varies

FOHA often has adoption events at off-site locations (usually on weekends) that FOHA dogs and volunteers may attend. To attend these, you pick a FOHA dog from a pre-determined list to take with you for the day, pick the dog up at the
shelter the day of the event, escort them to the event (maintaining control of the dog at all times while there), and bring them back to FOHA when the event concludes. If this interests you, please send an email to Laura at dogadoptionevents@foha.org to be put on the events list. (Getting on the list does not obligate you; it just lets you know when events are occurring so you may partake if you’re interested and available!)

**Dog Home Visitors**

*Training beyond orientation required*

**Contact:** fohahv@foha.org  
**Location:** Potential adopters’ homes

FOHA conducts home visits for dog adoption applicants. Home visitors set up a time to meet with potential adopters at their home, conduct a vet check via phone with the applicants’ vet office (if applicable), then meet and talk with all members of the household about what to expect from the addition of their new canine family member. Home visitors also become a contact/liaison to FOHA for these adopters if they have any questions or encounter any issues following the adoption. If you would like to train to be a home visitor, please contact Heidi at fohahv@foha.org.

**Canine Intake Transport**

**Contact:** fohapatti@gmail.com  
**Location:** Off-site locations to shelter

When FOHA brings brand new dogs in via its intake process, it needs people to pick those dogs up from a pre-determined location (often Centreville, VA, but sometimes as far as Prince Georges County, MD) and transport them to the shelter. This tends to be done every other Saturday. If you would like to join the email list to potentially help with transport, please email Patti at fohapatti@gmail.com. (This will not obligate you; rather, you will receive an email when Patti is scheduling dog transport and may reply with availability if you choose.)

**Canine Medical Transport**

**Contact:** sheltermanager@foha.org  
**Location:** Shelter to local vet offices
If you would like to transport dogs to and/or from necessary veterinary appointments, please email Tracey at sheltermanager@foha.org to be put on the email list. She will send out an email requesting when transport is necessary. Often these appointments are during the day (especially early morning) on weekdays, but some pick-ups may be needed on weekday evenings as well.

**Dog-Waking Orientation Leaders**

*Training beyond orientation required*

Contact: volunteercoordinator@foha.org
Location: Shelter

You underwent a dog-walking orientation when you first started volunteering on the Dog Squad at FOHA. If you’ve been walking dogs at FOHA for a while and feel extensively comfortable and familiar with the procedures and rules and would like to volunteer to conduct orientations yourself, please contact Mark at volunteercoordinator@foha.org to discuss beginning the requisite training process.

**Dog Biography Contributors/Writers**

Contact: fohadogbios@gmail.com
Location: Anywhere

Sheila handles the composing and posting of dog bios to FOHA’s website, and she is always looking for observations or information about specific dogs (especially new ones) from the volunteers who spend time with them. If you want to offer such or even take a crack at drafting a bio for a certain dog yourself, please email her at fohadogbios@gmail.com.

**Dog Squad Corporate Event Support**

Contact: sheltermanager@foha.org
Location: Shelter

During the warmer months, FOHA often hosts corporate groups who come to the shelter on a given day to perform volunteer work (usually grounds maintenance, etc.). Dog Squad volunteers who work these events bring dogs out for individual members of the corporate groups to walk and interact with in return for their volunteer service. If you would like to be put on the email list to be alerted when
volunteers will be needed to help with corporate groups, please email Tracey at sheltermanager@foha.org.

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**Dog Foster Program Support**

**Contact:** fohamichelle@gmail.com  
**Location:** Anywhere

Michelle is the dog foster coordinator for FOHA. She coordinates communication between the dog adoption applications committee and potential fosters, oversees veterinary appointment scheduling for foster dogs, arranges meetings between fosters and potential adopters, and more. If you are interested in supporting the dog foster coordinator with any of these tasks and/or the general running of the dog foster program, please email Michelle at fohamichelle@gmail.com.

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**Dog Adoption Application Review**

*Experience as a dog adoption lead required*

**Contact:** dogapplications@foha.org  
**Location:** Anywhere

The dog applications team reviews applications from potential adopters. This position requires a thorough understanding of the dog adoption process at FOHA and the requirements of a successful application. These volunteers invite applicants to the shelter after their application has been approved and may need to correspond with applicants to ask questions or offer guidance about FOHA’s recommendations or requirements for adopting a FOHA dog. **This position requires experience as a dog adoption lead to allow for the familiarity with the processes and requirements necessary to review applications and communicate with applicants about them.**
ADMINISTRATIVE/Maintenance
Volunteer Opportunities
(No orientation required)

🌟 Fundraising and Marketing

Contact: executivedirector@foha.org or staceygimbert@foha.org
Location: Anywhere

Do you have fund development experience or an interest in contributing to fundraising efforts at FOHA? If you’d like to help research or write grant proposals, donor appeals, and/or email solicitations, or if you have other ideas for bringing in much-needed funds at FOHA, please email FOHA’s executive director, Katie Crockett, at executivedirector@foha.org, or FOHA’s vice president, Stacey Gimbert, at staceygimbert@foha.org. Similarly, if you want to offer your graphic design, traditional marketing, online marketing, or other advertising skills to generate publicity for FOHA, please email Katie or Stacey to indicate that as well.

🌟 Social Media

Contact: fohamichele@gmail.com
Location: Anywhere

The social media team moderates the FOHA Facebook group and page, posts promotional pieces on the FOHA Facebook, Instagram, Twitter, and YouTube accounts, and generally oversees FOHA’s presence and promotion on its social media outlets. Facebook has tended to be a particularly active and involved outlet for FOHA, so help is especially desired in this area. If you would like to help with any of these, please email Michelle at fohamichele@gmail.com.

🌟 Information Technology (IT)

Contact: staceygimbert@foha.org
Location: Anywhere

If you have expertise in web development or design, technology management, information systems, or any other area of IT, your skills would be welcome on the volunteer IT team! A FOHA website overhaul and redesign is planned for 2018, so
now is a great time to get involved if you are interested in contributing in this area. Please contact Stacey at staceygimbert@foha.org.

Tour Guides

*Training provided; completion of cat-snuggling and/or dog-walking orientation recommended*

Contact: foha.outreach@yahoo.com
Location: Shelter

Girl Scout troops and other children’s groups sometimes come to FOHA to take a tour and meet a child-friendly dog and visit the catteries. These tours also encompass imparting education on things like the importance of spaying and neutering. Since giving a tour involves direct contact with the cats and dogs, tour guides are strongly recommended to have undergone either cat-snuggling or dog-walking orientation, if not both. (In order to pull a dog to introduce to groups, you must have completed dog-walking orientation.) If you are interested in leading tours for kids’ groups visiting the shelter, please email Amy at foha.outreach@yahoo.com.

Grounds/Maintenance

Contact: k357riv@gmail.com
Location: Shelter

If you’d like to help maintain the physical property at FOHA with things like mowing, mulching, trail maintenance, fence repair, building work, etc., please email Kent, FOHA’s maintenance supervisor, at k357riv@gmail.com.

General Administrative

Contact: sheltermanager@foha.org
Location: Shelter

If you would like to help with administrative tasks like data entry, filing, etc., please contact the shelter manager, Tracey, at sheltermanager@foha.org.
Other Professional Expertise

Contact: executivedirector@foha.org

Location: Anywhere

If you would like to offer expertise in any other areas you feel might benefit FOHA, please email Katie at executivedirector@foha.org. We can always use support in areas such as law, accounting, facilities, etc. Please don't hesitate to reach out!
TREASURE HOUND
VOLUNTEER OPPORTUNITIES
(On-site training provided)

The Treasure Hound (TH) is FOHA’s upscale resale shop—100% of its proceeds go to FOHA. This financial support is integral to FOHA’s budget and operations, making TH volunteers essential to the financial well-being of the organization.

The Treasure Hound is located at 14508-D Lee Road in Chantilly, VA, and is open Monday through Saturday from 10:00 a.m. to 6:00 p.m. and on Sunday from 12:00 p.m. to 6:00 p.m. Donations are accepted seven days a week from opening until one hour before closing. If you would like to help at the Treasure Hound with any of the opportunities described below, please contact Gloria at purnpaw@verizon.net.

 Donation Intake

Contact: purnpaw@verizon.net
Location: Treasure Hound

Intake volunteers receive donations from the public on-site at the Treasure Hound, interacting with donors and supplying them with tax receipts for their charitable donation of goods.

 Sorting

Contact: purnpaw@verizon.net
Location: Treasure Hound and anywhere

Sorters examine donated items and discern what is acceptable to sell and what items are rejected or re-donated.

 Pricing

Contact: purnpaw@verizon.net
Location: Treasure Hound and anywhere

TH pricing volunteers determine prices for salable items.
**Clothing**

**Contact:** purnpaw@verizon.net  
**Location:** Treasure Hound

Volunteers specifically dedicated to clothing sort through garment donations, assessing what is appropriate to sell and preparing rejected items for re-donation.

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**Cleaning**

**Contact:** purnpaw@verizon.net  
**Location:** Treasure Hound

These volunteers clean donated items in the utility sink to prepare them for sale and also help with cleaning of the store itself.

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**Organizing**

**Contact:** purnpaw@verizon.net  
**Location:** Treasure Hound

TH organizers work on the floor of the store, creating and maintaining displays and ensuring items in the store are tidied and organized.