



# VOLUNTEER NEWS

JANUARY 2011

City of Plano Animal Services In Shelter, Foster, and Event Volunteers



## Thank You Volunteers for All Your Work in 2010

### *A Year in Review*

**By Kathi Cavanagh**

*Volunteer Coordinator*

Happy New Year! As we ring in a new year I would like to take a moment to recognize the work done this past year.

Over the last 12 months, you as a group, donated just over 9000 hours to the shelter. With everyone's schedule full the shelter is very blessed to have people willing to donate their time. Thank you ALL!

Every hour received and every task performed is equally valuable and much appreciated. However, I thought it would be nice to let you know which duties get the most hours. I also think it is worth mentioning those of you who go above and beyond your eight hour a month commitment.

The number one duty, with over 3000 hours is fostering! This is such a vital contribution in protecting the health and even the life of many of the animals at the shelter. Thank you Foster Only and In Shelter volunteers who foster you have made a major and direct impact in the lives of hundreds of animals this past year.

The second is dog related jobs, with over 2000 hours with dog walking (individual and group) in the lead with just over 1000 hours. Rounding out third are the cat only duties with just over 900 hours worked.

Pam Klein and family take the most hours in the Foster Only category. Over the last year they have put in a whopping 238 foster hours.

Lori Baehler and her family, and Dana Bjornstad and her family are not far behind with 198 and 137 hours respectively. Thank you all so much your work is invaluable!

Volunteers that not only foster but also work in the shelter have their own category too. Leading that group is our amazing Judy Staser with 527 hours.

Second, is the princess of puppies Jennifer Meers with 435 hours. Not far behind is the queen of cats Nancy Cate with 393 hours. An honorable mention must go to Alysia Rudis (377 hours) and Juan Carlos Alacron (268 hours) who take in many sick and special needs fosters and who even find homes for some of them too. Thank you all so very much for your dual duties and dedication!

And last, but most certainly not least, are our wonderful volunteers who dedicate their time in the shelter. The top three are the three of another kind- the three musketeers! They work together in dog- related duties and even with their busy lives go way beyond their minimum commitment.

In first, is Melanie Bilicki with an amazing 370 hours. In second is Denise Thurner with 312 hours and our third spot is Jennifer Malinak with 218 hours. Ladies, you rock!

Another honorable mention goes to our wonderful and very hardworking Senior Animal Photographer Diana Stuart! Diana does both in shelter and foster work putting in 242 hours. She has out lasted a number of photographers and has carried the duty by herself many, many times over the years. Diana you are a treasure and have made such a direct impact for countless animals, thank you for all that you do.

Finally, another congratulation goes to the 2010 Lone Star Collin County Volunteer of the Year Plano Animal Services winner Melissa Sherman! Melissa's hard work and dedication was honored at an award ceremony in March of last year.

Again, thank you all for all that you do, and in particular for donating more of your time and talent in 2011!

### VOLUNTEER ANNIVERSARIES CONGRATULATIONS!

Juan Carlos Alacron	1 Yr	In Shelter
Nancy Cate	6 Yrs	In Shelter
Kathi Cavanagh	5 Yrs	In Shelter
Amy Dawkins	1 Yr	Foster
Denise Diorio	1 Yr	In Shelter
Pat Karpovitch	1 Yr	In Shelter
Pam Klein	1 Yr	Foster
Alysia Rudis	1 Yr	In Shelter
Judy Staser	7 Yrs	In Shelter

(Judy is our longest serving volunteer, yeah Judy!)

# Ring in the New Year with New Names and Jobs

## *Updating the Volunteer Job Duties*

By Kathi Cavanagh

*Volunteer Coordinator*

This is the time for new beginnings so in that spirit we have revamped our volunteer program.

Most of the duties remained the same but have a new title that is a bit more descriptive of the job and may help avoid confusion. Some duties are no longer needed and have been eliminated. In addition we will have some brand new ones in the coming months.

If your current job is impacted you will receive an email with details but here is an overview for everyone. The most significant change is that of Front Office Assistant, it no longer exists. The major focus of that job is now automated so we can free up volunteers to help in other areas.

We are now offering a Shelter Support Assistant position that will still include some filing duties along with many other options. The Front Lobby Assistant will now be known as the Shelter Customer Greeter for the Adoption Center and Lost & Found /Medical areas.

Our Dog Walker position will now be known as our Dog Exerciser. The duties remain exactly the same the name just reflects the specifics of the job more accurately. The type of exercise done within the yard varies and is not just "walking."

The Kennel Attendant position will be known as Dog Adoption Counselor, the duties will remain the same. However, a new duty will take the Kennel Attendant name and will be more focused on care of the kennel. Spot cleaning, stocking supplies, and some dog handling. The different will be no customer counseling in this job, just working the kennels.

Cat Room Attendant will be known as Cat Room Attendant/Counselor but there will be no change in the duties. Same with Adoption Counselor, it will now be known as Animal Adoption Counselor with no change in the current duties.

The Group Dog Walker program will now be called Pups in the Park, again with no change in the duties. Dog Play Group monitor will remain as is.

There is no change in the Photographer position. It is still available for dog, cat, or both.

## VOLUNTEER JOB DUTIES

**Shelter Customer Greeter** (for adoption center and lost and found)-Responsibilities will include greeting and guiding the public upon arrival, maintaining flyers and brochures for the public, stocking leashes, treats and adopter gifts, light sweeping, organizing, and folding towels. Other tasks assigned by shelter management.

**Shelter Support Assistant**- Responsibilities will include preparing items for use in animal kennels, such as unfolding newspapers, stocking clean bowls, and preparing litter boxes; ensuring the external kennel cards on all kennels are current and up to date, organizing donated items, some filing, some laundry folding and the occasional poop scoop patrol. Other tasks assigned by shelter management.

**Animal Adoption Counselor**- Responsibilities will include talking to visitors about the cats and dogs available for adoption. Removing the animals from their kennels into the visit areas and helping match the animals to their new family. This job duty requires the volunteer to adapt to the needs during their shift. Depending on they need they may work with both dogs and cats, or just cats, or just dogs.

**Cat Room Attendant Counselor**- Responsibilities will include talking to visitors about the cats available for adoption. Removing the animals from their kennels into the visit room and helping match the animals to their new family.

**Dog Adoption Counselor**- Responsibilities will include talking to visitors about the dogs available for adoption. Removing the dogs from their kennels into the visit areas and helping match the dog to their new family.

**Dog Exerciser**- Responsibilities will include removing a wide variety of dogs from the kennel and taking them one at a time to the yard area of the shelter.

**Kennel Attendant**- Responsibilities will include spot cleaning the kennels, stocking supplies, socializing a variety of dogs. Assisting volunteer adoption counselors and staff by taking dogs to visit rooms or back to their kennels.

**Pups in the Park**- Responsibilities will include walking a variety of dogs of various sizes and breeds in the parks around Plano.

**Dog Play Group Monitor**- Responsibilities will include keeping an acceptable level of play, observing the animals to record information that may help place the dog in the right home, and engaging the dogs in play time.

**Photographer**-Responsibilities include taking 3 pictures of either dogs or cats or both and then editing and transferring the pictures to a computer at the shelter.

# 'SPOT' LIGHT



Shianwei Aur

## In Shelter Volunteer

Shianwei has been a volunteer for three years after retiring from Texas Instruments.

He is an animal lover with a special connection to cats starting with the one he had as a child. Unfortunately due to allergies in the family he has no pets at home.

However, that allows him to give all his affection and attention to the shelter cats. He does provide lots of it-over 500 hours since he started!

Shianwei comes in nearly every Tuesday and Thursday afternoon to help match families with a cat. When there are no visitors he spends quality time with cats on a one to one basis.

Allowing them time in the visit room to play and explore. They jump in his lap for attention or enjoy his “brush baths”.



Jennifer “JP” Petrucelli

## Animal Control Officer

JP has been an officer with Plano Animal Services for one and half years.

She is originally from Pennsylvania where she had a 94 acre Christmas tree farm that she worked with her husband. With space on her farm she took in rescue horses, mostly older mares, until moving to Texas two years ago.

**Jennifer’s message to you:** “I would like to thank all of our wonderful volunteers. You take the time out of your own busy lives to help make ours easier and the animals better. Our jobs are stressful and would be even more so if we didn’t have you here to help with laundry, greeting citizens, cleaning, walking dogs, letting the cats out to stretch, fostering animals who need to be, and the list goes on. Each and every one of you is very important to how this facility operates and runs. Thank you again. We are, and so are the animals, blessed to have you.”

## CONTINUEING EDUCATION SERIES

### Know Your Ordinances

#### *In the City of Plano*

By Kathi Cavanagh  
Volunteer Coordinator

All volunteers who own pets should be in compliance with all animal ordinances of the city in which they reside.

The city of Plano [lists state and local ordinances](#) on their website but we will also be highlighting them here in future issues. Non-resident volunteers should refer to their city's website.

This month we will feature Article VII Sec 4 -111 Animal Identification and Registration.

(a) All dogs, cats, and ferrets four (4) months of age or older must have the City registration tag for that animal affixed to a properly fitted collar or harness at all times.

(b) Subsection (a) does not apply to animals temporarily within the City for a period not to exceed fourteen (14) days.

(c) Registration tags shall be on forms and tags furnished by the Health Director and shall be issued subject to the provisions of this chapter.

(d) The Division shall not issue a registration tag to an animal that is not currently vaccinated against rabies.

(e) Registration tags shall be renewed annually.

(f) A person commits an offense if he affixes a City registration tag to any animal's collar or harness other than the animal for which it was issued.

(g) A person commits an offense if he is the owner of a dog, cat, or ferret over the age of four (4) months within the City of Plano and does not have a current a City registration tag for the animal.

### What's New

By Kathi Cavanagh  
Volunteer Coordinator

#### ***Same Name, New Job Description***

Along with the name change for most jobs, one is actually a brand new position with an old name- Kennel Attendant.

This job differs from a Dog Adoption Counselor in that it does not require any "counseling." Another difference is the main focus of this duty is the actual kennels not adoptions. The volunteer will spend the majority of their time in the kennels performing spot cleaning, keeping water bowls fresh, stocking supplies, and interacting with the animals in the kennel.

They will still assist staff and volunteer counselors by bringing dogs in and out of their cages for visits if there is nobody else available. However, they will not be responsible for answering questions or counseling the visitors.

This position begins this month. If you are interested in adding a new job duty or even if you would like to switch to this new position email [Kathi Cavanagh](mailto:Kathi.Cavanagh@plano.org) to set up a training time.



 Rabies vaccinations have two time options. One is effective for 1 year, and another is effective for 3 years.

 Plano, and many other cities, have 1 year registrations, so even though some shots are good for 3 years owners must renew the registration each year.

 Registering pets help in the control of rabies by ensuring animals are vaccinated against the disease.

 Registration also helps reunite lost pets with their owners.

 Registration allows a city to track the number and type of animals that reside there and in turn allows the city to adequately fund animal control services.