



Friends of Macon County
Missouri Animals

Volunteer Manual

Updated June 2022

Important Information:

Emergency Contact Information:

Dale Palmer 816-839-3865

Leesa King 660-234-4483

Contact email - FMCMA@cvalley.net

Website: (Public)

<http://www.FMCMA.org>

Facebook: (Public Business Page)

<https://www.facebook.com/FriendsMaconCoMoAnimals/>

Facebook Group: (Must be added by moderator, for active members/volunteers only)

<https://www.facebook.com/FriendsofMaconCountyMissouriAnimalsGroup>

A Facebook group to discuss fundraising events, dogs needing foster homes, and other items of interest to group members.

Welcome! We are excited to have you join our team!

What do we look for in volunteers?

Friends of Macon County Missouri Animals (FMCMA) is a dedicated group of people working towards placing abandoned, neglected, and homeless dogs in loving homes with forever families. We act as their family of sorts while caring for these animals during the process of finding their perfect home. We are looking for people who share the same passion and drive that we all have to make a difference in the lives of these dogs.

There are many different ways to help make a difference as a Volunteer - Here are just a few examples of volunteer opportunities:

- Fostering dogs
- Walking dogs or helping clean kennels
- Tabling at events to educate the public on our organization
- Transport (local and out of town)
- Fundraising
- Recruiting new volunteers
- Database and computer work
- Social media updates

- Photography
- Writing thank you cards
- Approaching business owners for donations and support

We want our volunteers to support our mission and have a good time doing it.

Volunteer Conduct:

Volunteers will always act in a kind and professional manner, never use vulgarities and at all times be considerate of others. If someone has an issue with another volunteer, a potential adopter, or someone from the public that is encountered at an event, we want to know about it. Please put your experience in an email and send to FMCMA@cvalley.net

Volunteers will be respectful to all other volunteers, foster parents, potential adopters, and other affiliates of FMCMA in public and social media venues.

All protocols and procedures will be followed at all times when acting as a Friends of Macon County Missouri Animals volunteer.

Volunteers will keep the location from where dogs come from (exact address) and personal information about the owner confidential.

All volunteers and any people handling our dogs **MUST** be approved to do so and have an FMCMA liability form signed by them.

Where do the dogs come from?

FMCMA is a nonprofit organization dedicated to connecting homeless dogs with individuals or families looking for a “forever” companion pet. Our dogs come from a variety of situations including those who are owner-surrendered, strays whose owners cannot be located, and shelter dogs. Each dog is different and comes from a different situation. What they have in common is they all need a second chance to have a safe home and loving family to call their own.

Volunteering Requirements:

We do have age restrictions, those under 18 need to be accompanied by a parent and ALL volunteers are required to sign liability forms. We ask that volunteers be able to provide their own means of transportation.

All volunteers must agree to be drug, alcohol, and tobacco free while volunteering for Friends of Macon County Missouri Animals. Smoking is prohibited at all FMCMA events.

All volunteers are required to follow all FMCMA protocols, regulations and guidelines at all times when representing FMCMA.

If you make a commitment to volunteer for a specific event, task, or chore, please follow through. The dogs are depending on you!

Adoption Events:

At Friends of Macon County Missouri Animals we hope to participate in adoption events in the Mid-Missouri area in the near future. We prefer that our foster dogs be fully vetted prior to attending adoption events to reduce the risk of illness. Here are some guidelines and dos and don'ts when at adoption events:

1. Dress casually but neatly, and wear comfortable shoes.
2. Dogs should be clean and have appropriate collar, harness, and leash provided by FMCMA.
3. If an event is held at a business, be respectful of the business' employees, customers and merchandise. We are their guests.
4. Keep control of your foster at all times, use proper leash techniques and be sure to meet dogs and people appropriately and politely.
5. If your foster dog gets anxious or is acting out, take him out for a walk and a time out.
6. Leave your purse and valuables locked in your car.
7. Pay attention to what's going on and what's not going on Facebook.
8. Speak to interested people about your foster dog, his likes and dislikes, and if your dog does not fit their family or lifestyle, suggest one that might.
9. Hand out brochures and cards and promote our mission statement.

10. Most of all, have fun!!

Thank you again for your interest in volunteering at Friends of Macon County Missouri Animals. We look forward to working with you toward making a difference in the lives of dogs and the people who love them!