

# Volunteer Training Tasks Checklist

**\*This training checklist must be completed by all volunteers prior to handling the animals.\***  
**Check lists will be kept for 3 months, if not completed within 3 months of signing up you will be required to start over.**

Volunteer's Name: \_\_\_\_\_ Volunteer's Age: \_\_\_\_\_ Date: \_\_\_\_\_

TRAINING TASK	DATE COMPLETED	VOLUNTEER INITIALS	STAFF INITIALS
TOUR OF SHELTER			
EXPLAIN BASIC RULES			
DISHES (WASH, SANITIZE, PUT AWAY)			
LAUNDRY (WASH, DRY, FOLD, PUT AWAY)			
CLEAN FOOD PREP ROOM			
WASH WINDOWS			
WIPE DOWN DOORS & HANDLES			
VACUUM RUGS			
SWEEP & MOP			
SCOOP NIGEL'S LITTERBOX			
WATER & SPRAY DOG KENNELS			
WATER CATS & CLEAN KENNELS			
CLEAN SMALL ANIMAL CAGE			
POOP DUTY & GARBAGE OUTSIDE			
EMPTY GARBAGES			
HOW TO USE LEASHES			
HOW TO SAFTLY HANDLE DOGS			
READING CAGE CARDS			
WHERE TO WALK DOGS			

<b>EXPLAIN KEEPING DOGS SEPERATED &amp; WHY</b>			
<b>WHY PUPPIES DON'T GO OUTSIDE</b>			