



VOLUNTEER GUIDE

Cats Haven is a 501(c)(3) not-for-profit organization.

2603 N. College Avenue
Indianapolis, Indiana 46205
Phone (317) 925-7001
CatsHaven.org

HOURS OF OPERATION

Sunday and Monday - CLOSED

Tuesday through Saturday - 1 p.m. to 3 p.m.

All volunteers are currently required to wear a mask.

Our Mission

Cats Haven's mission is to provide a non-institutional (cage free) sanctuary primarily for special needs cats and elderly cats that are accepted from other facilities and organizations. Cats Haven provides its residents with a life-long, safe, clean, and loving environment. Cats Haven strives to educate the public about the quality of life for special needs or senior animal companions, the importance of spaying and neutering and about other available resources for pet owners

Welcome

Welcome and thank you for your interest in volunteering at Cats Haven. Your concern for the health and well-being of the cats at the shelter is greatly appreciated. It is our goal to provide the necessary care to maintain and improve the health of each cat in our care. It is also our hope to

give each cat some personal attention and love. With your help we can more effectively accomplish these goals and provide the cats a clean and loving home-like environment.

About Cats Haven

Cats Haven is the oldest no-kill cat shelter in Central Indiana and provides an open atmosphere sanctuary for primarily special needs cats and kittens – most with physical challenges. Many of the cats are senior cats that have outlived their owners or were no longer wanted. Some of the cats are adoptable but most will live out their lives in our care. **We do not take cats and kittens from the public.** Our feline residents come to us through other facilities in Indiana as well as throughout the country.

It is a cage-free environment, unless it is medically necessary. All cats are spayed or neutered soon after arrival - if not already. Cats Haven does not advocate declawing and states such in all adoption agreements and is a condition of actual adoption.

Volunteer Guidelines

Volunteers are an integral part of the success of the mission of Cats Haven and its continued impact in the community. In order to assist Cats Haven and promote the shelter in the best possible manner, we ask that all volunteers abide by the following guidelines:

1. Volunteers must be at least 18 years of age unless accompanied by a parent or guardian.
Accompanied children must be 10 years or older.
2. Volunteers must support the philosophies and policies held by Cats Haven.
3. Any volunteer found to be disruptive, rude or intrusive will be asked to leave.
4. Cats and kittens are to be treated kindly, gently and professionally.
5. Our volunteers are expected to take their commitment seriously and conduct themselves in a professional manner with the cats, other volunteers, and the public.
6. No volunteer shall remove any animal from the premises without permission of the Director. If permission is granted, it will be for that time only.
7. Volunteers will not commit to accepting any animals into the shelter at any time. All animal surrenders must go through the Director of Cats Haven.
8. Volunteers must be advocates of spaying and neutering with their own pets.
9. Each volunteer must sign a liability release form.

Accidents and Injuries

Any accident or injury occurring while volunteering must be reported to the Director immediately. Bites and scratches are considered an injury and must be reported. Additionally, any injured or ill cat should be reported to the Director or a senior volunteer immediately. It is highly recommended that all volunteers have a current tetanus shot.

What to wear

Clothes that you don't mind getting dirty are always suggested. Even if you are not directly involved in the messier volunteer activities, others around you may be painting or cleaning which may get your clothes dirty. Long pants or jeans are recommended when working both inside and outside of the shelter. Closed-toed shoes are highly recommended when working and/or cleaning in the shelter house. It is best to bring an old pair of shoes to change into when entering the facility and then change back into your original shoes when leaving.

Volunteering Opportunities

It is always best to check with the Director (Barb Wills) to see what the current needs are at the shelter. Cleaning, painting, yard work and helping with special events are just some of the help that the shelter can use. Just spending time with the kitties is probably the most appreciated by staff.

Always sign in to the visitor sheet and check to see what is needed.

If you have any questions please don't hesitate to call. Please note our hours and we do require masks in the shelter.

Thank you so much for taking the time to consider volunteering at Cats Haven. All help is much appreciated and valued.

The kitties can't thank you enough!

**Barbara Wills
Director / Caretaker
(317) 925-7001
catshavenltd@sbcglobal.net**