

Volunteer Handbook

Welcome to the crew. This handbook explains how our rescue outings work, how to book your shift, and how to keep every pet - and every person - safe and calm.



The crew, left to right in spirit: Milo, Bella and Rocky, with Leo the big cat keeping a close eye on everyone.

In one sentence: About once a month, on the last weekend, we go out together to rescue homeless pets - and you can book a 2-hour shift to help.

About Purple Paws Pal

Purple Paws Pal is a pet grooming salon with a big heart. Day to day, we groom and care for people's pets. Beyond the salon, we head out on rescue outings to help homeless pets - giving them comfort, a safe ride, a clean-up, and a better chance of finding a home.

Volunteers are part of that second mission. You do not need grooming experience to help. You need kindness, patience, and reliability - we will show you the rest on the day.

Meet the crew

Milo, Bella & Rocky

Our three dog mascots. Friendly, goofy, and the first to greet anyone new.

Leo

Our big cat mascot. Calm, watchful, and proof that cats run the show.

Who can volunteer?

- Anyone who loves animals and can be gentle and patient with scared pets
- People comfortable walking, standing, and lifting light carriers and supplies
- Anyone who can commit to the full 2-hour shift they book

If you are unsure whether a task suits you, ask the team lead on the day. There is always a useful job - walking, carrying, comforting, checking supplies, or helping with clean-up.

How volunteering works

Rescue outings - last weekend of the month

We open volunteer spaces for **every last weekend of the month**, for our rescue outings for homeless pets. Each shift is **2 hours**, with four start times each day:

Shift	Time (Pacific)	Best for
Morning 1	9:00 - 11:00 am	Set-up and first outings
Morning 2	11:00 am - 1:00 pm	Walks, comfort and care
Afternoon 1	1:00 - 3:00 pm	Walks, comfort and care
Afternoon 2	3:00 - 5:00 pm	Last outings and tidy-up

How to book your shift

- 1 Go to **purplepawspal.org** and open the volunteer page.
- 2 Tap "**Book a volunteer shift**".
- 3 Pick a date on the last weekend of the month and a 2-hour slot.
- 4 Add your name and contact details so we can reach you if plans change.

Meeting point and timing

Meet at **507 N Arden Blvd**. Please arrive **10-15 minutes early** so we can check you in, introduce you to the team lead, and pair you up before we head out.

Running late or cannot make it? Let us know as soon as you can through the Contact Us form on purplepawspal.org. A quick message helps us reassign your spot so no pet misses out.

What a rescue outing looks like



During your 2 hours

- **Check in** with the team lead and get your task
- **Head out in pairs** - never work alone
- **Approach pets slowly** and let them come to you
- **Walk, comfort, and transport** pets as directed
- **Help with water, blankets,** and gentle clean-up
- **Check back in** before you leave

What to bring

- ☐ Comfortable clothes that can get dirty
- ☐ Closed-toe shoes with good grip
- ☐ A water bottle for yourself
- ☐ Weather layers - sun hat or jacket
- ☐ Your phone, charged, for team updates
- ☐ Patience and a calm voice

We provide leashes, carriers, blankets, treats, waste bags, and cleaning supplies.

Working with animals safely

Homeless pets may be scared, hungry, or sore. Slow and quiet always wins. If you are ever unsure, stop and ask the team lead - asking is always the right move.

Do

- Move slowly and speak softly
- Let the pet sniff your hand first
- Keep dogs on a leash at all times
- Carry cats and small pets in a closed carrier
- Offer water and shade on warm days
- Wash or sanitize hands between pets
- Tell the lead about injuries, limping, or illness right away

Do not

- Chase, corner, or grab at a pet
- Pick up a pet that is growling or hiding
- Feed pets anything except what the lead provides
- Take a pet anywhere on your own
- Post photos of rescue locations publicly
- Bring your own pets along on an outing

Reading body language

Relaxed Loose body, soft eyes, gentle tail movement - okay to approach slowly.

Stressed Panting, pacing, ears back, hiding - give space, lower yourself sideways, wait.

Stop Growling, hard stare, raised hackles, snapping - back away calmly and get the team lead.

Our code, health, and emergencies

Code of conduct

- **Be kind** - to pets, fellow volunteers, and everyone we meet out there
- **Be reliable** - show up for the shift you booked, on time
- **Follow the team lead** - one lead per outing keeps everyone coordinated
- **Respect privacy** - do not share addresses of rescue spots or personal details
- **Ask questions** - no question is too small when an animal's safety is involved

Health and hygiene

- Wash hands after handling pets and before eating or drinking
- Cover cuts before your shift and tell the lead about allergies
- Stay home if you are sick - we will happily rebook you next month
- Tell the lead immediately about any scratch, bite, or fall, however small

If something goes wrong

Pet escapes: Do not chase. Note where it went, stay calm, and alert the team lead at once.

Pet is injured or very ill: Keep it warm and still, and let the lead arrange care.

Person is hurt: Help them sit down, alert the lead, and call emergency services if needed.

Your first day - checklist

- ☐ I booked my 2-hour shift on purplepawspal.org
- ☐ I know my shift date and start time (9am, 11am, 1pm, or 3pm PT)
- ☐ I will meet the team at 507 N Arden Blvd, 10-15 minutes early
- ☐ I am wearing closed-toe shoes and clothes that can get dirty
- ☐ I have my water bottle and a charged phone
- ☐ I have read the animal safety page in this handbook
- ☐ I know to check in with the team lead when I arrive and before I leave

Thank you

Thank you for giving your time to pets who need it most. Every walk, every blanket, and every calm moment helps a homeless pet feel safe - and brings them one step closer to a home. We are glad you are part of Purple Paws Pal.

#PurplePawsPal | purplepawspal.org

Volunteer name

Signature and date - I have read this handbook and will follow its guidance on outings.
