

# Volunteer Check-In Station

All volunteers must sign themselves in at Volunteer Check-In before reporting to their clinic station. Gloves must be worn at all times. An Operation Catnip scrub top must be worn by all volunteers. Volunteers should sign out after their shifts. **No rabies vaccine is required for this station.**

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## Volunteer Check-In Station Instructions

New volunteers will be escorted to their stations. Volunteers are encouraged to arrive early enough to meet the team of station volunteers with whom they will be working.

1. **Arrive at the clinic at least 15 minutes before scheduled start time** and locate the appropriate volunteer Check-In Station:
  - Regular volunteers: Admissions Station
  - Vet students and veterinarians: Surgery Station near the Crash Cart.
2. **Find your name on the Volunteer Sign-In & Release Form.** Complete your name, email, signature and time you checked in. **After your shift, please complete what time you are checking out.**
3. **Provide current contact information and rabies vaccination status** on the Volunteer Check-In & Release Waiver form that applies to the volunteer status:
  - Lay or non-veterinary student volunteer
  - Veterinary student volunteer (Freshman, Sophomore, Junior, or Senior)
  - Veterinarian
4. **Confirm station assignment** on the Station Assignment Log and pick up pre-printed volunteer nametag from the appropriately labeled bin. Nametags must be worn at all times.
5. **Purchase a scrub top** from the Volunteer Coordinator, if necessary.
6. **Report to the station ten minutes before the station opens** to receive instructions from the team leader.

## Station Closing and Cleanup

When discharge is concluded:

- inventory the remaining supplies
- repack the Volunteer Check-In Station supply kit
- return the kit, station instructions and any remaining items to storage.