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MISSION STATEMENT

“Choose wisely choose for life.”

GoodDogz.org, Inc. is a 501(c)(3) non-profit organization dedicated to educating potential dog owners about dog selection and care and providing support to dog rescue organizations. Our goal is to increase the number of successful dog adoptions and decrease the number of dogs in shelters.

WELCOME!!

Welcome to GoodDogz.org's volunteer program. Being an advocate for shelter dogs is a rewarding experience. Shelter dogs are loving, fun and sweet dogs that have been neglected, abused, misunderstood or sent back because they "were not what we were looking for." These dogs can make the perfect companion when they connect with the right family. Your work with GoodDogz.org will help us educate the public about these wonderful animals. You will help us educate potential dog owners about picking the right dog for their family. One of the main reasons dogs are in shelters is because they were "not right." By educating people on the different breeds of dogs and the wonderful dogs that are in shelters, we can increase the number of shelter dogs adopted each year.

In addition, you will help support the efforts of our local animal rescue groups. GoodDogz.org has a large number of affiliate rescue groups with whom we work during the year. These groups do a wonderful job caring for and placing these dogs. GoodDogz.org supports their efforts by providing education resources and developing and promoting at least two super adoption events each year. Our volunteers provide support at the education classes and during the adoption events. As more volunteers join the organization, we will be able to hold more adoption events and education classes each year.

GoodDogz.org takes a progressive approach to volunteer recruitment and retention, ensuring that all members and volunteers are doing jobs that they enjoy. Our volunteer mantra is "Everyone has a place in dog rescue" and promotes the idea that you don't have to foster homeless dogs to participate. Rescue groups need accountants, lawyers and marketing staff – along with folks to foster dogs in their homes and handle dogs at adoption events.

GoodDogz.org was created with the goal of providing public education about responsible dog ownership and supporting the efforts of rescue groups.

Danielle L. Brogan
Volunteer Programs Coordinator

THANK YOU!!!

We would like to thank you for participating in GoodDogz.org's volunteer program. We have established several successful adoption events and education programs due to the support of our volunteers. As a result of your efforts, we have helped several hundred dogs get adopted since inception. We understand that your time is a precious and limited resource. We appreciate that you spend some of it with us helping to promote animal education and welfare.

This manual has been prepared as a reference guide. It contains information regarding our policies and procedures and our event and education programs. Please read it carefully and contact us if you have additional questions regarding our mission and programs.

Thank you for spending your time and energy helping GoodDogz.org support our local rescue groups and education programs.

HISTORY AND GOALS

Founded in 2003, GoodDogz.org was formed to help two groups; potential adopters and rescue organizations. After many years volunteering for various dog rescue organizations in the Washington DC area, founders Beth Jackson and Claire Liston saw an enormous need for support and services to help these groups. Since rescue groups spend most of their time rescuing dogs from shelters and neglect situations, they need someone or something to help fill the gaps like fundraising, business management, recruitment, etc. GoodDogz.org helps to fill these gaps.

GoodDogz.org networks with hundreds of dog rescue groups, mostly in the Washington, DC area, sponsoring adoption events and promoting animal welfare education. We provide guidance to rescue groups by helping them develop strategies to recruit volunteers, avoid burnout and to raise funds. We develop workshops and training programs to help the rescue groups learn how to better manage themselves and more effectively utilize their resources.

Over the past three years, GoodDogz.org has engaged over 100 member rescue groups in the metro DC area and hundreds more around the country and have developed programs to help meet their needs.

GoodDogz.org strives to educate potential dog purchasers and adopters to ensure that they are making educated decisions as opposed to emotional ones. The step-by-step guide at www.gooddogz.org allows users to weigh dog adoption decisions like home environment, lifestyle, finances and family setting. We also provide consultation and workshops for potential adopters and dog owners.

GoodDogz.org is dedicated to educating potential dog owners on dog selection and care and supporting the efforts of rescue groups. We believe that by assisting with good dog-owner matches, we'll give each family the best opportunity for a life-long relationship with their new dog and help keep dogs out of shelters.

VOLUNTEER POLICIES AND GUIDELINES

GoodDogz.org relies on its volunteers to be reliable and effective during our events and education classes. Working with our volunteers enables us to operate events smoothly and provide quality support to our affiliate rescue groups.

Time Commitment and Attendance

Volunteer hours are flexible and you can give as little or as much time that works for you. If you are looking to give 2 to 4 hours per event, sign up for a volunteer shift. If you are looking to give time regularly, review our open positions for the Executive Committee.

Once you have made a commitment to volunteer for GoodDogz.org, please ensure you arrive to the event in a timely fashion and ready to get to work. Once our volunteers make a commitment, we rely on them to come prepared to work at an event or education class. When volunteers don't show up, we risk not being able to effectively staff an event.

Dress Code

All of our events, other than the Annual Gala, are casual. Please show up in your GoodDogz.org t-shirt and comfortable pants/shorts. At fall/winter events, be sure to dress warmly. Be sure to wear comfortable shoes as you will be on your feet for much of the event. During events, GoodDogz.org will provide you with a name tag to wear.

Conduct

When volunteering for GoodDogz.org, you are acting as a representative of our organization. As such, you should be polite and courteous when talking to event participants.

Prior to events and education classes, be sure to know the mission and goals of GoodDogz.org. If you have any questions, please don't hesitate to contact the Volunteer Coordinator or talk to a Board Member at the beginning of the event.

Accidents

GoodDogz.org works to implement measures that will prevent accidents before they happen. However, there is no way to eliminate them completely. If someone is bitten by a dog, falls or has any other type of accident, please get them help immediately. Once someone has come to their aid, contact the Director in charge of the event and explain the situation.

Adoptions

At the adoption events, please be aware that not every rescue group will allow on-site adoptions. Before providing information to attendees, be sure to check with the rescue groups' policies.

PERSONAL CHARACTERISTICS OF VOLUNTEERS

- *Adaptability:* Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- *Behave Ethically:* Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- *Build Relationships:* Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- *Communicate Effectively:* Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- *Creativity/Innovation:* Develop new and unique ways to improve operations of the organization and to create new opportunities.
- *Focus on Client Needs:* Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- *Foster Teamwork:* Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- *Lead:* Positively influence others to achieve results that are in the best interest of the organization.
- *Make Decisions:* Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- *Organize:* Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- *Plan:* Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- *Solve Problems:* Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- *Think Strategically:* Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

EDUCATION PROGRAMS AND EVENTS

Education Classes

Basic Obedience for Rescue Dogs
Adoption Counselor Workshop
Behavior Testing in Shelters
Compassion Fatigue in Animal Rescue Workers
Foster Parent Workshop
Tellington Touch for Rescue Dogs

Annual Events

Reston Pet Fiesta
Tails on Trails Dog Walk
Home for the Holidays
Gala
Healthy Hound Dog Walk and Fair
Santa Paws
Vienna Halloween Parade

BASIC OBEDIENCE

GoodDogz.org created the basic obedience class in order to reduce the number of dogs that are returned to shelters due to behavioral reasons. This class helps recently adopted dogs fit into their new homes by discussing the relationship between the owners and their dogs and how it affects training. Participants learn positive reinforcement training theories and are guided through some basic obedience skills. Instructors also address teaching house manners and solving specific problems in the future.

The class is for dog/handler pairs and is taught by Mark and Kelley Renshaw of Bark Busters who regularly help GoodDogz.org by volunteering their time to teach this class.

ADOPTION COUNSELOR TRAINING

Adoption counseling is not just for rescue volunteers! Friends, family, co-workers and neighbors are in prime positions to gently share information with potential adopters – information that can ultimately save a dog from losing their home and possibly their life. This workshop discusses how the Adoption Counselor must acknowledge that adopting a dog is an emotional decision, but how to help people learn about what dogs will work in their households and lifestyles.

This class is for people only, no dogs allowed. It is required for all volunteers working as GoodDogz.org Adoption Counselors at Super Adoption events.

BEHAVIOR TESTING IN SHELTERS

Taught by Megan Brooks, Animal Welfare League of Alexandria

CURRICULUM: With so many dogs needing help and so few resources, how do you choose? Developing a temperament testing process is a valuable way for rescue groups to measure a dog's sociability and reactions, so they can best distribute the resources available to them at that time. Megan Brooks will share the carefully sculpted Temperament Testing program in operation at the Animal Welfare League of Alexandria. (This class is for humans only, but hands-on participation with shelter dogs is possible.)

COMPASSION FATIGUE IN ANIMAL RESCUE WORKERS

Even "givers" can give too much, especially when dealing with a never-ending supply of helpless, at-risk animals. How do you manage your reserves and make sure you have enough of yourself left to give? This workshop helps participants re-examine their personal missions, recognize factors contributing to burnout, and learn how to protect themselves and fellow volunteers for future work.

This class is open only to humans.

FOSTER PARENT WORKSHOP

This workshop will cover the role of a foster parent, working with a rescue group, safely integrating the dog into your home, training to make a dog more adoptable, and how to let go of your foster dog when he is adopted. The format will be part lecture and part discussion, and participants are encouraged to ask questions. There will be plenty of take-home materials, including handouts on various related issues that will be useful in the future. (This class is for humans only.)

TELLINGTON TOUCH FOR RESCUE DOGS

Can you help ease the stress of your rescue dog(s)? Tellington Touch (TTouch) is a gentle method of body work and movement exercises that positively influences behavior, performance and well-being and deepens the relationship between animals and their people. In this 4-hour course, learn highly effective techniques to support dogs dealing with the stress of placement in rescue or new homes. Attendees will walk away with handouts describing each of the touches taught as well as a good foundation for success when incorporating TTouch into their care of their animals. (This class is for humans only; demo dogs will be provided.)

RESTON PET FIESTA

Time of Year	First Saturday in May
Location	Reston Town Center Reston, VA
Activities	Over 35 rescue groups will place animals as a result of this event. (Note that not all animals will be adopted on-site). Vendors selling pet-related products and services Dog contests Fashion Show Activities and entertainment for children
Description of Event	GoodDogz.org co-sponsors the annual Reston Pet Fiesta at the Reston Town Center. This is one of two super adoption events we host during the year. We support the rescue groups during the event by making sure attendees can locate groups they desire, have the supplies and resources they need during the event, providing adoption counselors and setting up and promoting the event. We provide education during the event through the activities at our booth, adoption counselors and materials we provide to attendees.
Volunteer Needs	GoodDogz.org needs 25 volunteers to help with the event. Volunteers assist in answering rescue group questions and attending their needs, working at the GoodDogz.org booth, working at the information booth, filling water bowls and helping with the activities through-out the event. In addition, GoodDogz.org needs at least 10 adoption counselors to assist potential dogs owners select the best dog for themselves and/or family.

TAILS ON TRAILS

Time of Year	First Saturday in May
Location	Reston Town Center Reston, VA
Activities	Dog Walk to kick off the Reston Pet Fiesta
Description of Event	GoodDogz.org hosts a dog walk that kicks off the Reston Pet Fiesta. The walk raises funds for future adoption events and education programs. Attendees enjoy a beautiful walk around the lake near the Reston Town Center. Early registrants receive a goodie bag at the end of the course.
Volunteer Needs	GoodDogz.org needs 15 volunteers for the event. Volunteers assist registering walkers, raising funds through donations, acting as walk marshals, setting up the walk, handing out goodie bags and providing cleaning supplies to attendees.

HOME FOR THE HOLIDAYS

Time of Year	Early to Mid November
Location	Reston Town Center Reston, VA
Activities	Super dog adoption event Vendors with services and items for dogs and their owners
Description of Event	GoodDogz.org hosts an adoption event prior to the holiday season to promote the adoption of shelter dogs. Over 20 rescue groups attend, bring some of their dogs and adopt dogs out as a result of this event. Note that not every rescue group adopts out dogs on-site.
Volunteer Needs	GoodDogz.org needs 25 volunteers during the event to assist in supporting the rescue groups by providing supplies they need during the event, filling water bowls, staffing the GoodDogz.org booth and acting as adoption counselors.

GALA

Time of Year	Late Winter / Early Spring
Location	Various
Activities	Silent Auction Chance to meet and greet other dog owners
Description of Event	GoodDogz.org hosts an annual gala to raise money to support our other annual events and education program. There is a silent auction during the events, which had items such as autographed sports gear, wine tours, restaurant gift certificates, iPods and Apple Computers in the past. Starting in 2005, GoodDogz.org began opening the event to dogs as well as their owners. The event is a fun way for our guests to support GoodDogz.org while possibly picking up some treats for themselves.
Volunteer Needs	GoodDogz.org needs volunteers to exercise their creative juices as we prepare for this event. Prior to the event, we need 15 to 20 volunteers to help out the Gala committee. The Gala Committee is responsible for choosing the décor, the location and securing auction items. During the event, we need 10 volunteers to attend to the registration table, set up the event and silent auction.

HEALTHY HOUND WALK AND FAIR

Time of Year	Spring
Location	Lake Anne Reston, Virginia
Activities	Vendors supporting animal wellness (pet spas, first aid, dog food) Dog Walk
Description of Event	GoodDogz.org hosts an event whereby animal wellness vendors from various areas of dog care provide information to dog owners and potential dog owners. In the past, guest speakers provided information such as first aid treatment for pet during the event. This event also includes a dog walk around Lake Anne, which raises funds for future events and education classes.
Volunteer Needs	GoodDogz.org needs 10 volunteers during this event. 3 volunteers help with registration at the GoodDogz.org booth and provide information and answer questions of the event participants. 7 volunteers work on the walk performing tasks such as setting up the walk route, acting as walk marshals and providing clean up supplies to dog owners. Please note that volunteers are not responsible for cleaning up after participant dogs, just provide the cleaning supplies.

SANTA PAWS

Time of Year	December
Location	Reston Town Center Reston, VA
Activities	Dogs picture with Santa
Description of Event	During a 4 hour period, GoodDogz.org takes pictures of dogs with Santa. The proceeds from this event support future events and education programs.
Volunteer Needs	GoodDogz.org needs 5 volunteers to assist printing the pictures and registering customers. In addition to providing printed pictures, GoodDogz.org also emails the pictures to customers can make copies.

VIENNA HALLOWEEN PARADE

Time of Year	Last Wednesday in October
Location	Maple Avenue Vienna, VA
Activities	Spooky Pooch Contest Chance to march in the parade.
Description of Event	GoodDogz.org enters the annual Vienna Halloween parade. Participants can join us and are encouraged to dress up their dogs and themselves. Prior to the parade, GoodDogz.org holds a contest and awards prizes for categories such as scariest costume, cutest costume and best dog/owner costume combination. Participating in the parade provides GoodDogz.org with community awareness of our organization and our mission.
Volunteer Needs	GoodDogz.org needs 5 volunteers to assist registering participants, judging the costume contest, handing out goodie bags and walking with us in the parade.