

Guidelines for Volunteers

Everyone, whether or not they are familiar with animals, is welcome as a volunteer. Here are some guidelines to help you decide whether you can help and what kind of work you could best do.

WORK WITH ANIMALS

Dogs: Walking, feeding, cleaning and brushing.

It takes time and experience to handle dogs because each dog has its own personality and reacts differently to different people and other dogs.

Puppies: Puppies are easier to handle but some have suffered severe stress from being abandoned. Playing and handling them gently is important.

Cats and Kittens: Feeding, cleaning and lots of handling.

WORK OUTSIDE

Regular chores include:

- *Transporting sand, rocks and stones
- *Building and repairing kennels *Building fences
- *Removing grass *Guiding visitors

WORK INSIDE

- *Filing *Sending letters *Tidying up *Helping with meals

SPECIAL SKILLS

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| *Accounting | *Art/Graphic design | *Carpentry/Building |
| *Cooking | *Driving | *Gardening |
| *Pet grooming | *Photography | *Sewing |
| *Translation | *Word processing | *Veterinary |

POINTS TO REMEMBER

- *Before you handle any of the animals ask a regular staff which animals you can help with.
- *Remember to close all gates and doors behind you when entering or leaving enclosures.
- *Don't remove animals from enclosures without checking with one of the regular staff that it is alright to do so.

THINGS WE NEED

- *Many things people throw away are useful to us -- old blankets and towels (not thick futon as these are impossible to wash), metal bowls for feeding, cushions, wood or building materials, kennels.
- *Food for animals -- Bread crusts, canned dog/cat food, biscuits, dried fish, fish paste (chikuwa).
- *Others -- Plants/flowers, soap powder, flea collars, toys for cats and puppies.

GENERAL ADVICE

We request reliable and regular help since it takes a lot of our time to explain how things work.

Transport: Your own transport is best but if you come by train you can make your own way up here by bus or taxi.

Food: If you bring your own obento it helps us, or at least bring food for everyone to share.

Clothing: Practical, all-weather clothing is essential.

Accommodation: We can offer basic overnight accommodation for those who want it.

Time: First time volunteers should phone and arrange a convenient time to come. Regular volunteers can come anytime, but if only coming for the day should aim to arrive early. Most of our large projects take place at the weekends.

People who want to volunteer, but are unable to come regularly to ARK can also help with:

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| *Fund-raising and promotion | *Collecting data |
| *Art-work or design | *Translation |
| *Distribution of ARK materials and newsletters | *Sewing |

