



Vets to Vets United, Inc.
Volunteer Handbook

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Our Mission and Goals

Mission

Vets to Vets United, Inc. has made it our mission to provide as many veterans as possible in need with companion, therapeutic or service animals, as well as reduce the high numbers of animals unnecessarily euthanized in the local shelters. In doing this, we also aim to provide services and training at no cost to the veteran, and motivate our veterans by providing fun and educational activities and community service.

Goals

1. Enable veterans to live more independently with dignity and purpose.
2. Reduce medical visits and costs due to PTSD, TBI, loneliness and depression.
3. Reduce rate of violence and suicide by reducing stress and providing unconditional love and companionship.
4. Promote exercise to improve and prevent health conditions such as diabetes, obesity, high blood pressure and arthritis.
5. Significantly reduce the number of sheltered dogs euthanized by providing them with a safe and loving home.

How It Works

Step 1: Veteran completes a brief screening process to determine their specific needs.

Step 2: Veteran chooses their dog ONLY from animal shelters and rescues.

Step 3: Vets to Vets United, Inc. partners the veteran and animal with local veterinarians for free veterinary or care at a significantly reduced cost for the life of the animal.

Step 4: Veteran works intimately with Vets to Vets United, Inc. trainers on a weekly basis to custom-train their dog to accommodate their specific needs.

Step 5: Vets to Vets United, Inc. organizes fun and educational animal-related tours and activities in addition to community service projects and events.

Step 6: Veterans are encouraged to give back to Vets to Vets United, Inc. in a way that complements their skills and abilities. Veterans must agree to occasional home visits from Vets to Vets United, Inc. staff/volunteers for evaluations.

General Volunteer Information

Volunteers:

1. Under 18 years of age are required to have signed permission from parents to participate.
2. Must work at least 8 hours per month and commit to volunteer for at least 6 months.
3. Are able and willing to follow procedures for the safety of the animals, the public, volunteers and staff.
4. Attend an orientation session.
5. Some of the volunteer jobs require a criminal background check prior to starting.
6. Complete necessary training before volunteering

Volunteer Roles and Tasks

Volunteering for Vets to Vets United, Inc. is both rewarding and challenging. We need volunteers to assist with office tasks, foster dogs, and assist in training classes. Should you decide to volunteer, please know you will make a difference in the lives of the animals and veterans.

Non-Profit Management Intern

- Work with everyone 15 minutes before the start of class to assist the instructor in setting up
- Assist latecomers into the class with minimum disturbance
- Hand out training materials to class attendees
- Make sure dog water bowl is full and that dog treats are available to class members
- Work with training individual dogs under the direction of the class instructor
- Take dogs out for potty breaks as needed

Foster Parent

- Regular day-to-day care (feeding, grooming, exercise)
- Basic training
- Behavior modification (to correct problems such as jumping, mouthing, barking, destructive chewing, dashing through doors)
- Socialization and temperament evaluation (to determine whether the dog is good with different types of people and animals)
- Medical care (dispensing medication, taking the dog to vet appointments)
- Bring dog to training sessions at the training facility 1 time per week until pup is placed with a veteran

Emergency and Vacation Foster Care

- Care for veteran's dog in case of an emergency situation or if the veterans needs a vacation break

Short-Term Home

- Short-term commitment that involves temporarily housing and caring for a pup during a weekend or longer when a foster puppy parent goes out of town or has an emergency and cannot take the dog
- Perfect for someone who isn't able to make the time commitment to be a long-term foster parent

Veteran Affairs Coordinator

- Welcome new veteran members to organization by explaining schedule, mission, practice events and volunteer opportunities with the organization
- Assist veterans with animal adoption and procedures
- Develop Veteran Needs Assessment that asks veterans at least 3 or more specific training tasks that will mitigate aspects of their disability(s)
- Maintain positive and close relationship with veterans and ensure well-being

Veterinarian Affairs Coordinator

- Recruit new veterinarians to adopt Training Team(s) or provide reduced veterinary care
- Maintain supportive relationship with veterinarians in the area to assure free and high-quality animal care
- Develop and maintain updated Recruited Veterinarian Roster to provide to Executive Director
- Send thank you letters
- Plan thank you event for veterinary partners
- Work with Team Coordinator to get teams set up with a program-funded veterinarian
- Stay aware of teams' vaccines, care and medication status

Dog Trainer Service Coordinator

- Serve as a trainer for fellow veteran family members
- Develop training schedule, discussion topics, session exercises
- Develop and maintain training attendance roster and updated training log to provide to a Member Compliance Administrator
- Develop and maintain Homework Training Assessment Sheets
- Develop a trainer Mentor Team for incoming veterans and volunteers

Therapy Team Event Coordinator

- Sign up teams for events
- Sign up teams for animal assisted therapy visits at the VA hospital, senior centers, UNC hospitals and other facilities.

Volunteer/Outreach Coordinator

- Welcome new volunteers to the organization and assure volunteers are able to participate in community outreach programs
- Pass out and collect volunteer intake papers
- Coordinate training days and schedule volunteers for available slots
- Email and/or phone call updates and reminders
- Coordinate scheduling outreach volunteers for events
- Create and maintain volunteer sign-up roster per event to be updated monthly
- Develop, maintain and keep updated event attendance roster to provide to Member Compliance Administrator

Budget Director

- Administrative/management
- Board or committee work
- Program development
- PR and special events

Other Potential Positions

- Advocacy
- Marketing Coordinator
- Member Compliance Administrator
- Fundraising and Sponsorship
- Public Relations Officer
- Communications and Business Affairs Coordinator

So how do I volunteer?

Step 1 Submit a [Volunteer Application](#)

Step 2 Once you have been accepted, our Volunteer Coordinator will contact you with New Volunteer Orientation dates. Please be aware some of the volunteer jobs require a criminal background check and consent form will be sent after intake is done. Please sign up for a date as soon as possible.

Step 3 After you've completed orientation, you can decide if you want to make the commitment to volunteer with us. We will set up a time for you to be trained in your area of interest. Most volunteers will go through 2-5 hours of training before they begin volunteering independently.

Thank you so much for your interest in helping shelter dogs find homes with veterans in Durham County. Our volunteers are the lifeblood of Vets To Vets United, Inc. We look forward to working with you.

