



Volunteer Committee Chair Report
Accomplishments of the First Volunteer Committee
2022-2023

We currently have 707 individual volunteers and groups registered with us, 167 of whom have served in the past year (according to sign-ins and posting of service). We additionally have 50 archived volunteer records (volunteers are archived when they opt out of email or otherwise indicate that they no longer wish to volunteer, and are eventually deleted). **Our volunteers provide essential support, every day, in all areas of the organization!**

-Continued to setup and maintain the Volgistics online volunteer database, portal and kiosk.

-Introduced the new Volgistics App, (available for [Android](#) and [IOS](#)) to our volunteer base.

-Introduced a **volunteer vocabulary of terms, abbreviations and acronyms** so that our community can more seamlessly communicate and engage with one another:

[VIC](#) - Volunteer Information Center aka volunteer portal

[Volunteer Corner](#) - area in the shelter lobby dedicated to volunteers

[the Schedule](#) - our shared volunteer schedule, viewed every day by Ellie at the front desk, enabling her to let the staff know what help they can look forward to on a given day. The schedule is a shared, unifying resource for all coordinators and volunteers alike, viewable on [the portal](#), and more recently on the [app](#)!

[Volunteer Opportunities/Assignments](#) - This is how we communicate our needs to volunteers. Listed in our OD and our volunteer schedule, read more about each one's Duties, Qualifications, Directions and Coordinators on the VIC!

[Volunteer Request Form](#) - submit anytime you need volunteers for your event or project. We've had 11 submissions since it was introduced back in March of this year!

[Coordinators](#) - volunteers willing to take on extra responsibility by spearheading ongoing needs, events and special projects

[Team Leads](#) - volunteers who take on extra responsibility by leading our Paws for Bedtime dogwalking evenings, enabling the program to run, thereby providing essential bedtime care for the animals living at the shelter

[NVA](#) - New Volunteer Application

[NVO](#) - New Volunteer Orientation

[OD](#) - Opportunity Directory

[Kiosk](#) - Volunteer Kiosk situated in our shelter lobby's Volunteer Corner

[App](#) - for [Android](#) and [IOS](#), used for scheduling and accessing the VIC

[PFB](#) - Paws for Bedtime, our evening dogwalking program

-In May, we began a **monthly “thank you note to volunteers”** initiative. Emailed out in the beginning of each month, this note expresses our gratitude for all volunteer hours served in the previous month.

-The effort to educate and engage our community to use Volgistics (which in turn helps our efficiency exponentially) continues! Thanks to Volgistics we are able to create a tangible sense of community via our shared schedule, send email blasts to advertise our needs & recruit volunteers, track volunteer hours, create volunteer assignment descriptions to share with prospective volunteers, engage new volunteers by way of an easy online new volunteer application,, and keep in touch with all volunteers who come through our doors. All in a simple and organized manner.

-The **Kiosk** serves as our timeclock and a safety tool, allowing us to track volunteer hours and see who is on the premises. If a volunteer doesn't show up for a scheduled shift, we follow up by calling them (or their emergency contact if we can't reach them).

-Created and kept current volunteer resources (forms, manuals, guidelines, documents, assignment descriptions and their duties on the OD, directions etc.) and made them accessible via the volunteer portal aka VIC.

-Maintained and enhanced our **Online New Volunteer Application & QR Code**: the link to the NVA is now right on the portal login screen, and available color coordinated with our volunteer t-shirts!



-Created a volunteer assignment structure and scheduling that will allow us to get volunteers in to serve hours with us in the easiest and most efficient way possible

-Maintained the **portal home page**, that **serves as a one-stop-shop** for everything a volunteer may want to know or access

-Thanks to the portal we are now able to communicate with volunteers seamlessly in the form of recruitment appeals, electronic newsletters and updates via email blasts

-Created new **posters** with QR Codes to access scheduling and the new volunteer application (Valentine's Day poster, Paws for Bedtime poster)

-On our HSSTT **website**, helped to keep current the Volunteer page, Events page, Doggie for the Day! - Field Trip Program page and other pages as needed.

-Advocated for "Orientation by Appointment", allowing us to onboard new volunteers 7 days a week (not just during weekend orientations)

-Advocated for "Paws for Bedtime - Evenings at the Shelter" evening dog walking, cat cuddles, animal care and shelter maintenance program

-Continued to advocate for extended volunteer hours, especially evenings, 7 days a week. Paws for Bedtime is running well on Wednesdays, thanks to our rock steady weekly commitment by Joanie and Robert deLugo as PFB Team Leads that evening. We regularly have volunteers on the schedule as early as 6am in the mornings as well. We have come a long way compared to the prior 10-4pm!

-Groups/organizations we have hosted/visited this year include:

Antilles School

Campus Ministry at Grand Valley State University

French Academy of the Performing Arts

Family Resource Center

Lucinda A. Millin Senior Living Home

Kromann, Sherrie PRN Pharmacal Sales Group

ThereforeGO SERVE ministries

Community Footprints team: Ritz-Carlton St.Thomas Employees

Virgin Islands Montessori School (VIMSIA)

VIMSIA Volts 56:08

Note: if a group name is missing, that means that they did not sign in when they came to volunteer at the shelter. We need everyone's help to spread the word about the importance of scheduling and signing in.

-Paws to Play Park - for the recently opened park we researched, created, had approved by Dr. Heidi, and hung up/distributed:

-Usage guidelines signage

-Playgroups Training Checklist

-Playgroups Training Materials

The park continues to be underutilized. We look forward to implementing regular daily playgroups rotating through the park soon.

-Staffing - helped to advertise all open positions at the shelter on our VIC, and via email blasts encouraging our volunteers to help us get the word out.

-Colorado PACFA licensure completed - We applied for and obtained this Colorado state license, completed inspection and training courses and have the green light to transport animals to Colorado. We let the license lapse in August, but are planning to renew it shortly .



Thrift Store - we welcomed our new manager Michelle Robbins via an email blast, and had 172+ hours of volunteer hours served and recorded at the Thrift Store!



Volunteer T-Shirt giveaway continues - Reordered in bundles of 50 t-shirts, we continue to give them out to volunteers who have served 20 hours with us as they pop up on our checklist!



Provide monthly refills for our 9 Biodegradable & Compostable Dog Waste Bag Dispensers at the shelter. The dispensers and their monthly refills were/continue to be donated by Globally Clean®, and are received, brought in and refilled by Carole Arbour.



Harness Leads initiative - approved as official leash of the shelter last year, we initiated a campaign (via Amazon Wishlist and email blasts) to encourage volunteers to donate them and buy their own, as well as did a giveaway of the leads to all staff and volunteers with 50+ hours recorded in honor of the 1st anniversary of Volgistics!

Respectfully submitted, Ilana Reich, HSSTT Volunteer Chair 2022-2023



Denotes an environmentally-friendly initiative