

# **SHELBY HUMANE SOCIETY**

## Volunteer Assignment

### TITLE

Leader of the Pack

### MAJOR OBJECTIVE

To support Shelby Humane Society by organizing the Collared Shirt Day fundraiser at your workplace.

### RESPONSIBILITIES

1. Act as lead volunteer at your office for the Collared Shirt Day event on May 9, 2008
2. Solicit for t-shirt orders
3. Log orders and collect payments
4. Provide Shelby Humane Society with accurate order information and payments by April 18, 2008

### QUALIFICATIONS

1. Record keeping skills

### TRAINING

No training is required. However, you will be contacted by phone or e-mail to ensure your questions are answered and you have a clear understanding of your responsibilities.

### TIME AND PLACE

The t-shirt order form is due to Shelby Humane Society no later than 3pm on Friday, April 18<sup>th</sup>. T-shirts will be delivered the week prior to the event.

### SUPERVISION

You can direct any questions to Erin Melaney, Shelby Humane Society's Director of Development.

### BENEFITS

1. Opportunity to represent Shelby Humane Society
2. Help shelter cats and dogs by raising funds for their care
3. Fun workplace activity that provides a community service
4. Personal satisfaction of knowing that you made a difference in the lives of shelter animals
6. A free Collared Shirt to wear the day of the event