

Welcome!

Congratulations, and thank you for becoming a Kid for OKC Animals.

Kids for OKC Animals is a community engagement program for kids up to age 18 who perform service projects helping OKC Animal Shelter pets. Your support makes a difference. By joining, you're among a group of amazing kids in our community serving the animals at OKC Animal Welfare. We strongly recommend you review this packet with your parent, guardian or teacher before getting started.

OKC Animal Welfare



Kids for OKC Animals pledge

- 1 Work hard and give time to help animals at OKC Animal Welfare.
- 2 Be respectful and kind to all animals.
- 3 Share experiences about OKC Animal Welfare with others.
- 4 Complete at least one service project per year.

x

member signature

Your membership includes:

- Email notifications of Kids for OKC Animals volunteer activities and projects.
- An acknowledgement of your project completed on our website and/or social media.
- A certificate of appreciation and signed community service forms, as appropriate, when you submit proof of project completion.

How can you help?

Now that you have made your pledge, you're ready to get started on your commitment to do at least one project this year to help OKC Animal Welfare. But you don't have to work alone – recruit your family, friends, classmates or teammates to help!

Kids have helped OKC Animal Welfare in lots of cool ways. This booklet includes example projects, but we encourage you to think creatively and find new ways to help. Kids for OKC Animals are always coming up with different ways to help, and we want to hear your ideas.

Make sure we are aware of your project

OKC Animal Welfare wants to help you succeed. Call or email us with questions about your ideas or ways we can help. Send us proof of your completed project and any community or school service forms you need, and we'll complete, sign and return them.

Proof of completion examples:

- Arrange an appointment to drop off donations to OKC Animal Welfare.
- Email us a picture of events or activities.
- Post your efforts on our Facebook page. Be sure to mention Kids for OKC Animals.
- Mail us a note about your project.

Contact Info

OKC Animal Welfare
 Attn: Kids for OKC Animals
 2811 SE 29 St. • OKC, OK 73129
 297-3100
 awvolunteers@okc.gov

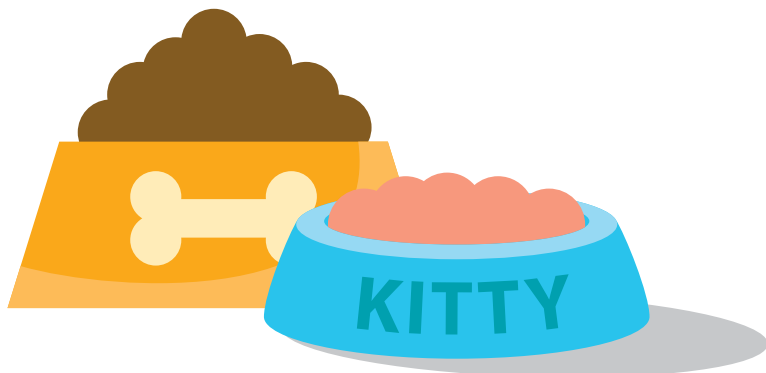
www.okc.gov/animalwelfare
fb.com/okcanimalwelfare
twitter.com/okcpets

Donation Drives

Donations help support OKC Animal Welfare. Service projects raise money and/or supplies that support animals in our care. We use a “wish list” to let people know what we need most. The “wish list” can be found at www.okc.gov/animalwelfare. You can also find an Amazon.com “wish list.” Go to Amazon.com, click “Wish List” and search for OKC Animal Welfare. This allows you to purchase your donation and have it shipped directly to us.

Donation drive examples:

- Ask friends and family to buy “wish list” items.
- You can also ask local businesses, but you must ask us for permission ahead of time by emailing or calling us. We will provide you an approval letter for seeking business donations.
- Request donations, gift cards or “wish list” items instead of gifts for birthdays, holidays or other events. OKC Animal Welfare provides easy-to-use donation cards that you can insert in your birthday/event invitations. Email awvolunteers@okc.gov.
- Donate part of your allowance to OKC Animal Welfare.
- Lead a fundraising drive at school.
- Work with your scout troop to raise money for OKC Animal Welfare during cookie sales and other badge projects.
- Conduct a pet food or toy drive during the holidays.
- Start a lemonade or food stand or have a garage sale and donate the proceeds to OKC Animal Welfare.



Donation Wish List

Donations are always welcome and can be dropped off at the Animal Shelter, 2811 SE 29 St. , OKC 73129. Call for large item pickup.

dogs & cats

- gift cards to grocery, pet supply, home improvement stores, office supply & auto parts stores
- dry dog & cat food
- canned kitten & puppy food
- soft dog treats & peanut butter
- stainless steel bowls
- cage scratchers
- puppy pads
- shelves for cat kennels
- kuranda kennel beds
- dog & cat beds
- small litter boxes
- kongs (all sizes)
- cat toys w/o cat nip
- new plush or other toys
- wash cloths, white bath towels & sheets
- timothy hay
- microwave heat pads
- electric heating pads
- dog & waterless shampoo
- 6 ft nylon leashes & pet collars
- tongue depressors
- digital kitchen & infant scales

cleaning supplies

- disinfecting wipes w/ bleach
- dish soap (regular & dishwasher)
- hand soap
- dish cloths & dish towels
- laundry detergent
- spray bottles
- sponges & scrub pads
- paper towels
- kleenex
- lint rollers
- ziplock bags (all sizes)
- odor neutralizer spray

large items

- stainless steel exam tables
- building and large outdoor signage
- portable x-ray machine
- obstacle course equipment
- tool chest on wheels
- air scrubbers
- artificial turf
- trees for pasture
- volunteer shirts
- cat trees
- t-posts
- blood machine
- outdoor awning/tent, 10' x 20'

other supplies

- batteries (AA, AAA, D & 9-volt)
- long zip ties
- clear plastic sleeves
- sleeve rings

in kind services

- graphic design
- landscaping
- pet grooming
- vet care for angel fund
- grant writing

unacceptable items

- homemade dog treats
- toner cartridges
- old computers & equipment
- medications & medical supplies
- pesticide products
- used dog treats
- used litter boxes
- confetti shredded paper
- old clothing (t-shirts, socks)
- anything broken or missing pieces

Host an Event



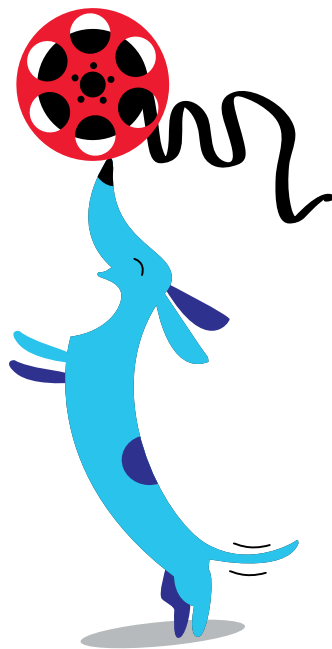
You can create, organize and manage special events to raise money and awareness for OKC Animal Welfare. Encourage family, friends, school groups, teams and more to help. Many of the best contributions to OKC Animal Welfare have been special events created by kids. Call or email us for details.

Please review event requirements with your parent, guardian or teacher.

Event ideas:

- Have a movie night, car wash, dance marathon, sporting event, etc.
- Ask for a donation to OKC Animal Welfare as the price of admission to a school/club sporting events, plays, etc.
- Organize an awareness or pet adoption event by passing out flyers, doing classroom presentations and making posters.
- Offer to babysit, walk dogs, mow lawns, clean houses or wash windows to earn donations.
- Organize a fundraising event to meet the requirements of a school, service or religious project.
- Coordinate school clubs to host and assist with an event benefiting OKC Animal Welfare.
- Ask a local restaurant if they participate in regular fundraisers. If they do, ask for a fundraiser benefiting OKC Animal Welfare.

Note: You will be asked to notify us and fill out a third-party application for events or activities that that could raise more than \$500 or require OKC Animal Welfare support, promotion, or use of our logo or name.



Volunteer

Volunteers are an important part of the OKC Animal Welfare team. Volunteers can make a difference by interacting with animals, working in the administration offices or assisting at an event. All ages are welcome, but anyone under age 18 must be accompanied by a guardian at all times. To become a volunteer, contact awvolunteers@okc.gov.

You will be required to fill out an application, be interviewed, go through training and sign up for a regular shift.

In-house volunteers

In-house volunteers provide services to homeless animals like walking dogs, grooming, cleaning kennels, doing laundry and helping with adoptions.

Note: If you're under 18, you can volunteer but will not be handling animals.

Group volunteer

Groups like schools, businesses, clubs and churches are encouraged to get involved by volunteering for a one-time event at the OKC Animal Shelter. No animal handling will be allowed, but there will be animal interaction during the event. Activities range from two to four hours.

Foster care

Your family or group can foster an animal in need. Moms with babies, babies without moms and pets needing time to finish medical treatment often need foster homes.

Adoption & outreach activities

OKC Animal Welfare regularly hosts adoption events, fundraising activities, educational outreach programs and more. We need:

- Q & A and info distribution
- animal handling
- set-up and take down
- making favors and giveaways
- recruiting volunteer groups
- recruiting participants and other partners
- promoting events

We post flyers featuring adoptable pets to help them get adopted. You can print and post flyers anywhere you have permission.

Like us on Facebook or sign up for our newsletter at www.okc.gov/news to get the flyer.



Supplies

- new white socks (toddler-sized or larger)
- shredded paper or cotton stuffing
- catnip
- string or yarn
- non-permanent, washable, child-safe markers

Making Cat Toys

Cats in our shelter are patiently waiting to be adopted. While they wait, you can help relieve their boredom by making them toys.

Deliver toy(s) to the Animal Shelter every day but holidays from 9 a.m. to 5:45 p.m.

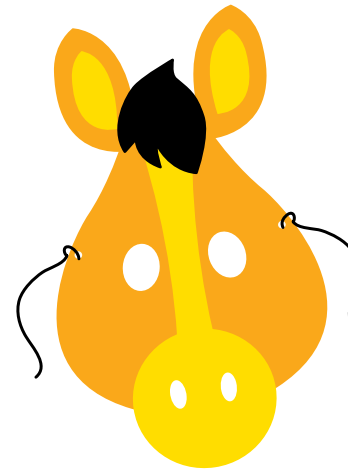
Instructions

- 1 Use a spoon to insert a small amount of catnip in the sock's toe.
- 2 Stuff shredded paper or cotton stuffing inside the sock, but leave enough room on top to tie a knot.
- 3 Tie a knot on the top of the sock.
- 4 Decorate your sock.
- 5 Tie a piece of yarn to the knot on the top of the toy.



Message for adults

While making the toys, you can discuss why animals end up in shelters, how to be responsible cat owners and making a difference for homeless cats.



Supplies

- glue
- heavy construction paper
- hole puncher
- string/yarn
- washable markers
- decorations: sparkles, feathers, googly eyes, etc.

Message for adults

Storytelling helps children learn about responsible pet ownership. Consider making a mask about a dog or cat living in a shelter, and discuss how finding a new home can be a happy ending.

Make an Animal Mask & Tell a Story

Creating an animal mask and using it to tell a story is another way to encourage kindness to animals. Create just a mask, or get more complex and make an entire costume. Role playing is a fun concept to teach humane messages.

Instructions

- 1 Ask your parent or guardian to trace your face on construction paper, and then cut it out. Or cut the mask into the shape of an animal's face.
- 2 Decorate the mask.
- 3 Punch a hole on each side of the mask.
- 4 Tie yarn to one side of the hole, and have your parent or guardian measure it around your head to find the right length. Cut the yarn and tie it to the other side of the mask so it stays on your face.
- 5 Tell a story by finding an audience, whether it's your friends and family or a school group. Wear your mask as you explain what type of animal you are and how the animal likes to be treated.

Stories, Posters & Poems

Creating art is a great way to let others know why they should be kind to animals. Whether you write a poem, tell a story or draw a picture, your message will be heard.

Display your work where it will be seen like your school, church, community center or even the OKC Animal Shelter. If you want us to display your creation at the shelter, drop it off any day but holidays from 9 a.m. to 5:45 p.m.

Reading Books About Animals

If you love books, consider reading one with a humane animal theme.

- Volunteer to read at a school or homeless shelter.
- Read to your family or a friend. Host a discussion about the book with your family and friends. Who was the main character, and how did he feel? What was the main theme, and how did it make you feel? Which parts of the story showed kindness towards animals, and which didn't?
- Read to your pet or see if your local library has a program for reading to therapy dogs.
- Read for a project at school then write a book report or do a class presentation about the theme.

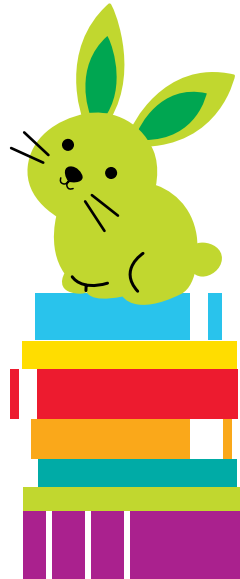
Message for adults

Not all books with animals have a humane themes like pet adoption, appropriate animal care, respect and kindness to living creatures. Many books use characters that more closely resemble and represent people than animals.

If your child reads a book with negativity or lack of compassion towards animals, talk to them about kindness and what a positive message could look like. Finding a book with a humane theme will go a long way toward instilling kindness and respect for all creatures.

Message for adults

Help stimulate ideas and discussion about kindness to animals by having a conversation about a pet, especially your own. Have your pet around during the conversation; it will help stir your child's imagination. You can also read a book about an animal shelter or the relationship between a child and a pet.



Third Party Application

Fill out this application if you plan to ask businesses for sponsorships or donations, you expect your event will raise more than \$500 or want OKC Animal Welfare to attend your event or activity. Cut on the dotted line and mail, email or hand deliver to the OKC Animal Welfare.

Fill out all that applies.

Date	<input type="text"/>	Kids for OKC animals project
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Kids for OKC Animals member	<input type="text"/>
Parent/Guardian	<input type="text"/>

Contact Information			
Sponsoring Organization/Person	<input type="text"/>		
Representative	<input type="text"/>		
Address/City/State/Zip	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>
Website (if applicable)	<input type="text"/>		

Event /Activity Information			
Event/Activity Name	<input type="text"/>	Date	<input type="text"/>
Location	<input type="text"/>	Est. Attendance	<input type="text"/>

Brief description of event/activity:

Mark each item needed for your event/activity

<input type="checkbox"/>	use of name/logo	<input type="checkbox"/>	promotion of event	<input type="checkbox"/>	presentation check
<input type="checkbox"/>	print materials & banner(s)	<input type="checkbox"/>	animals for adoption	<input type="checkbox"/>	visiting animal
<input type="checkbox"/>	educational presentation	<input type="checkbox"/>	volunteer support	<input type="checkbox"/>	manned education table



Anticipated donation to OKC Animal Welfare (in-kind/monetary):

How event/activity will be promoted (If OKC Animal Welfare logo will be used, please include in description) :

Responsible Party Signature *(must be at least 18 years old)*

_____ **Date** _____

Call OKC Animal Welfare if you have questions. You may not solicit contributions in the name of OKC Animal Welfare or use our logo without written permission. Contact us before beginning your work, and we'll send an approval letter with logo usage and solicitation rules. Thank you for your support.

Contact Info

OKC Animal Welfare
Attn: Kids for OKC Animal Welfare
2811 SE 29 St. • OKC, OK 73129
297-3100 • awvolunteers@okc.gov

What is OKC Animal Welfare?

We are a division of the City of Oklahoma City's Development Services Department. We operate the OKC Animal Shelter, provide animal rescue services, enforce City code and state laws, investigate animal cruelty, organize disaster relief services and provide programs that help pet owners be responsible pet guardians. We rescue more than 24,000 animals each year in OKC and patrol more than 600 square miles.

Where is OKC Animal Welfare located?

At the OKC Animal Shelter:
2811 SE 29 St. • OKC, OK 73129

How should I contact OKC Animal Welfare?

awvolunteers@okc.gov
OKC Animal Shelter, 2811 SE 29 St.
ph 297-3100 • fax 297-3120
www.okc.gov/animalwelfare

Can someone attend my event or talk to my school or group about OKC Animal Welfare?

Yes, if you're a Kids for OKC Animals member. Call or email to tell us about your project or to schedule a speaker.
297-3100 • awvolunteers@okc.gov

Can I tour the OKC Animal Shelter?

Yes, if you're a Kids for OKC Animals member. Arrangements can be made in advance for a small group tour after your project is complete. You will not be able to interact with animals during your tour.

Can items be donated directly to OKC Animal Welfare?

Yes. Donated items can be dropped off at the Animal Shelter every day but holidays from 9 a.m. to 5:45 p.m. You will be asked to fill out an in-kind donation form. Please identify yourself as a Kid for OKC Animals member when you drop off the items.

Can I hand deliver my donated item directly to one of the animals?

No. All donated items must be inspected for safety before being given to the animals. Consider signing up for volunteer activities to interact with our animals.

Are members of Kids for OKC Animals given credit for volunteer work?

Yes. OKC Animal Welfare will sign necessary service forms after your project is complete. Send the form to awvolunteers@okc.gov to get appropriate credit.

Can I use the OKC Animal Welfare name and logo?

Please let us know in advance by filling out the form on page 11 which will tell us how and when you will be using our name and logo. If approved, we'll provide you with written permission and usage guidelines.

Can I ask local businesses for donations?

Yes. But you must have our authorization and an approval letter first. This letter will have our tax-deductible identification number that many businesses require when making a donation. To get permission, fill out the form on page 11.

My project is complete. Now what?

Contact us by phone, email or in person, and we will follow up with the appropriate documentation. We love to hear about projects in advance, so please keep us informed.

How can my friends who helped me with my project become part of the Kids for OKC Animals program and get documentation?

Ask each of them to sign the Kids for OKC Animals pledge and we can make them official.

Notes





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