

Want to learn more about dogs, have fun and save money at the same time?

WORK STUDY

Trade your time helping around the training center for your entire group class or workshop tuition.

We value your work study as a major contribution to our program. Our work study participants/volunteers make it possible for us to reach more people and their dogs. We believe more dogs will remain in their homes and not be lost due to bad behavior as a result of all our efforts. You receive the same packets, materials, attention and class time as any of our students. In fact, our work scholarship students usually receive far more just from watching advanced and private classes as they work.

Most of our instructors started out as work study volunteers who continue their doggie education with us today, and who have gone on to become trainers of whom we are incredibly proud.

For one dog in one series, you work 3 hours per week of class (6 times, in other words) for one series. Multiple dogs and/or multiple classes in the same 6-week period require 4 hours per week. You must purchase your own leash and collar for Basic Manners and other classes; equipment specifications apply. Registration and work study forms and scheduling must be completed at the center, not over the telephone, please, so we don't use up other volunteers' hours setting up your class and work times.

You must begin your work study once your class is reserved. We have turned away a paying client for your spot in class; and we need the full time promised; so you will be asked to sign a commitment for your time. You must provide charge card info or a check as a backup until the work study time is completed, at which time your credit card information or check will be returned or destroyed. Basic Manners, PuppyLove, Puppy Plus and some Manners Plus sessions are limited to 2 work study dogs in each series.

Your first work session must be set up at a time when someone is available to show you around. The exception is when your work study is by a special arrangement that does not require our supervision (such as providing artwork, making or repairing jumps or other equipment, painting outside, yard work etc.).

Missed work time must be completed. Missing several work appointments without contacting us and/or without making up the time could mean you must pay the full amount for your class (if the first class has already been held) or you might lose your spot in an upcoming class.

A minor must be accompanied and supervised by an adult family member, and the youngster's participation level will determine the number of hours credited. Small children may accompany you only with advance permission from PJ or Sandy. Bringing a child along may require setting up different work hours because there are times when we arrange private sessions with problem dogs that should avoid contact with children.

If you have adult family members or friends working with you, their time will also be credited for your class.

Your dog may not accompany you during your work time so your work study hours should be on a different day of the week than your class day.

Work study tasks may include filing, answering telephones, vacuuming, stuffing envelopes, mopping, weeding, dumping trash cans, cleaning bathrooms and equipment, pricing for-sale items, dusting, filling doggie toys with peanut butter, database input, you name it!

Complete your work study form each time you come to keep track of time spent – you fill it out and put it back into the drawer. The work form is stapled to your class registration. Please double check and make sure all files are returned to the desk in the proper order and place. Class files are in reverse chronological order (oldest in back of each class folder, newest dates in front). Class files are also color-coded to make it easier.

Work times must be approved in advance and must be listed in pencil on the calendar on the refrigerator to make sure one of the instructors will be here and will not be away on private classes. It can be challenging to set up times that are convenient for everyone but we have a lot of hours where we need helping hands.

Please clear changes or additions at least 24 business hours in advance with Sandy or PJ unless you are doing work outside the building and have your supplies with you during times when there are no classes. Work study hours, in most cases, have to be completed at the training center.

As a work study student, if you miss a class you may drop in on another class for a makeup session. If you call to postpone a work session or a class, please include your name, class level and day, and scheduled work time on the message. Drop by to reschedule rather than try to arrange it over the telephone.