**Humane Society of Stillwater Guidelines for Student Activities**

Welcome OSU students!! We are thrilled you are interested in making a difference in the lives of homeless animals by volunteering or visiting our shelter. Due to the large number of requests we receive each year for onsite student activities, we have put in place guidelines to help our organization run more efficiently and ensure your group’s goals are achieved during your visit to our shelter.

* All activities involving 20 or more students require an advanced notice of 1 week prior to the activity by email or phone to the director of the Humane Society.
* Student groups wishing to perform a service or improvement project (i.e. yard work, improvements inside the dog or cat kennels) must submit a written proposal for the project within one week of proposed start date.
* Student activities that do not include a service project such as date nights or coke dates that are held at the Humane Society of Stillwater will require one week advance notice to the director. Also, participants are asked to make a $5.00 donation per person to cover the cost of additional staffing requirements during the activity. Student groups wishing to hold a date party, coke date, or other activity outside of our operating hours, are asked to make a $10.00 per person to cover the cost of staffing the event.

Contact Information for the Humane Society of Stillwater

Jackie Ross-Guerrero, director

[shelter@hspets.org](mailto:shelter@hspets.org)

405-377-1701

Hours of Operation

Monday: closed

Tuesday – Friday: 1:00 pm- 6:00 pm

Saturday: 11:00 am- 5:00 pm

Sunday: 1:00 pm-5:00 pm

I have read and understand the Guidelines for Student Activities:

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Name

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Signature Date

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Student Organization

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Humane Society of Stillwater Representative Signature Date