

CHECK OUT PROCEDURE FOR ANYONE TAKING A DOG TO AN OFFSITE EVENT- DOG WALKERS WITH 40+ HOURS

Dogs to go off campus will be preselected by behavioral staff members and will be noted on the cage card as “off-site approved” (or sent via email the day before the event). Only take assigned dogs offsite if you have preregistered in VIC. You will be transporting the shelter dog in your car. Should you like a crate, please let the front desk staff know when you first arrive to allow staff time to get crate.

BEFORE LEAVING FOR THE EVENT

1. Choose one of the off-site approved dogs for your event.
 - a. Some volunteers will take the dog for a short walk to help work off extra energy and confirm this dog is a good fit for the event.
2. Take out the dog off-sit bin- in the cabinet on the lower left for supplies.
3. Fill out the [BP-025-Dog-Overnight check out](#) – get from the Adoption Desk if needed and leave/give to the Adoption Desk staff before leaving.
4. Every dog that leaves the shelter MUST have the following-
 - a. HSHV ID tag on collar, if there is not one on the collar, please see the front desk. We cannot keep nametags at the dog walking station as the tag numbers need to be assigned to the dog in petpoint before leaving HSHV.
 - b. Proper walking tools (harness, toy, etc)
 - c. I'm Adoptable cape (at the dog walker station bin or bandanas)
 - d. Other misc items needed (see checklist for complete list)
5. Please put a premade **"SORRY, I 'M CURRENTLY "OUT OF THE OFFICE." FOR INFORMATION SEE THE FRONT DESK"** signs in front of the dog's cage card (to be found in the binder).
6. If someone is interested in your dog while off-site, we have business cards that will allow you to write the name of the dog on the card along with HSHV contact information. Encourage the potential adopter to visit HSHV.
7. **In extreme cases, you may need to call for assistance.** If in a situation where you need assistance such as: dog off leash, injured dog or volunteer or any situation that warrants support from HSHV staff, you should call **Cruelty and Rescue (661-3512)** immediately. Leave a message and they will arrange for a pick-up. Please identify yourself as a HSHV volunteer, give as close to specific location as possible, and that you have one of our shelter dogs and need transport for the animal.

While at the Event with the Dog

While these events are labeled “Meet & Greet” and/or “Off-Site”, it's an opportunity for people to meet our dogs. **We do not want dogs interacting with other dogs they may encounter (including shelter dogs). This includes sniffing, going nose-to-nose, etc.** All dog-to-dog interactions should be done by a trained staff member at the shelter and should not occur at offsite locations.

In an effort to keep your dog feeling comfortable, please limit people interactions to two people at a time and allow the dog the opportunity to move freely on the leash and not be surrounded by people or backed into a corner. Please always do your best to encourage gentle petting and calm interactions with the dog you are working with.

In the event the dog you are working with displays extreme fearfulness, nervousness or weather conditions become unfavorable, please return to the shelter early.

UPON RETURNING WITH THE DOG

1. Put the dog away, remove the sign and put all items back where you found them.
2. Fill out the remaining sections of [BP-025-Dog-Overnight check out](#) form at the Adoptions Desk. This is VERY Important – it gives us insight on how the animal behaves in the car, around other people, and offsite.

Off-Site Items Check-list

- ID tag added to animals collar
Check out “I’m adoptable vest”
Proper walking tools on the dog (i.e. collar, harness, etc.)
“I’m out of office” card on cage
- Toys and treats
- Poop Bags
- Water bowl
- Offsite/Daybreak form @ front desk with your cell phone #
- C&R number for emergency