Dog's Day Out Adventure Rules and Regulations

As a Dog's Day Out Adventure volunteer, I acknowledge that I have read, understand and will comply with the following Rules and regulations of the programs:

- Dogs MUST have the leash attached to their martingale collar at ALL times -- they will drag it at dog parks, in backyards, in the home, etc.
- NEVER take off or loosen the collar – please check to be sure it is tight enough before leaving the boarding facility.
- Please tether the dog to the car securely using the leash if you drive them anywhere!
- You may take your dog home with you for a visit but XXX is NOT liable for any damage the dog causes to your home or belongings!
- You MUST get prior approval before taking a DDO Dog to your personal residence
- If approved to take home, If you have a resident dog, please do slow introductions in a neutral area outside the home (group walk is often a good start). Please remove high value treats, bones, food, toys, etc. so as not to cause resource guarding from either dog. We also don't recommend allowing dogs on furniture.
- Be careful greeting other dogs on leash -- nose to butt is correct introduction protocol.
- For Dog's Day Out Adventures – be sure to read the notes about your specific dog before your adventure and please follow any specific guidelines during your adventure.
- Please have the dogs back to the boarding facility by 5pm so they can get dinner and settle in for the evening.
- Please be polite and kind to all staff at the boarding facilities - you may need to wait extra time to get your pup while they help customers first. Boarding facilities are offering us free or reduced spots to help save dogs so your patience is expected when working with them.
- Should anything go wrong during your adventure please call our office at xxx-xxx-xxxx

Acceptable Locations to take Your Dog during their adventure:

- Volunteer's Residence - **DOG DEPENDENT, EMAIL FOR PERMISSION – <u>We do not allow dogs to meet resident cats without prior permission and we are not liable for meetings between our dogs and resident animals.</u>**
- Dog Parks -- **DOG DEPENDENT, EMAIL FOR PERMISSION** - if approved, only fully fenced dog parks – MUST drag leash
- Dog Friendly Businesses
- Dog Friendly Restaurants
- Walks/Hiking/Running - only where dogs are allowed

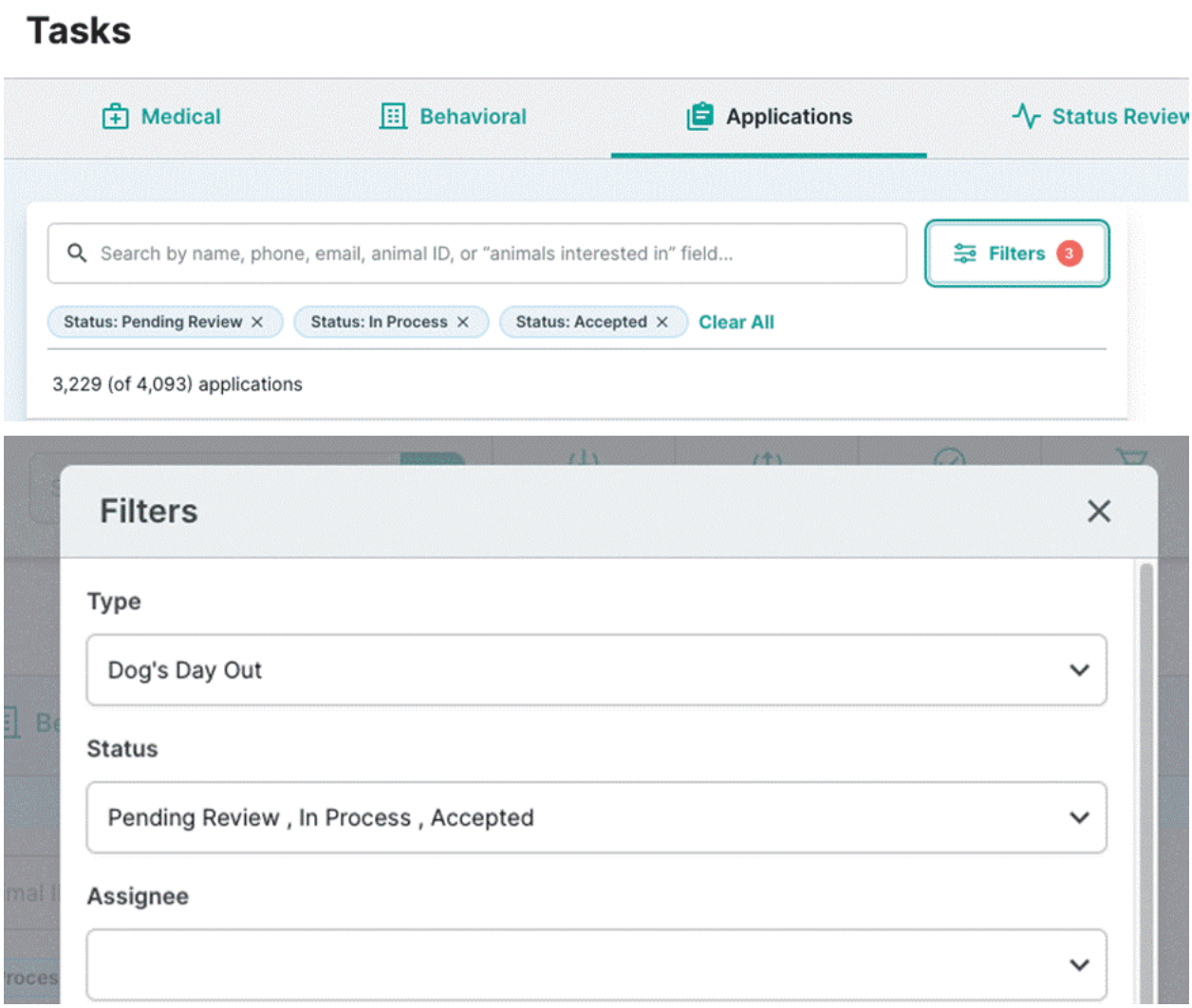
Dog's Day Out Adventure Program (How to for Shelterluv Users)

Overview

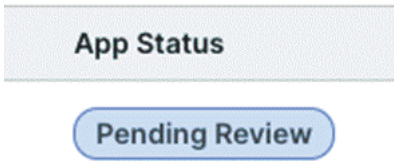
The Dog's Day Out Adventure Program allows volunteers to "checkout" a dog from one of our boarding partner sites/shelter for the day to have an adventure. Adventure can include but are not limited to: Walks around town, site seeing, dog park visits (only with prior approval), hiking, shopping or pet friendly restaurants, Zoom Room type locations, home for some netflix and cuddles, etc. This SOP discusses the onboarding and sign-up process for the Dog's Day Out Adventure Program – including logistics and procedures for all staff.

Onboarding New Volunteers

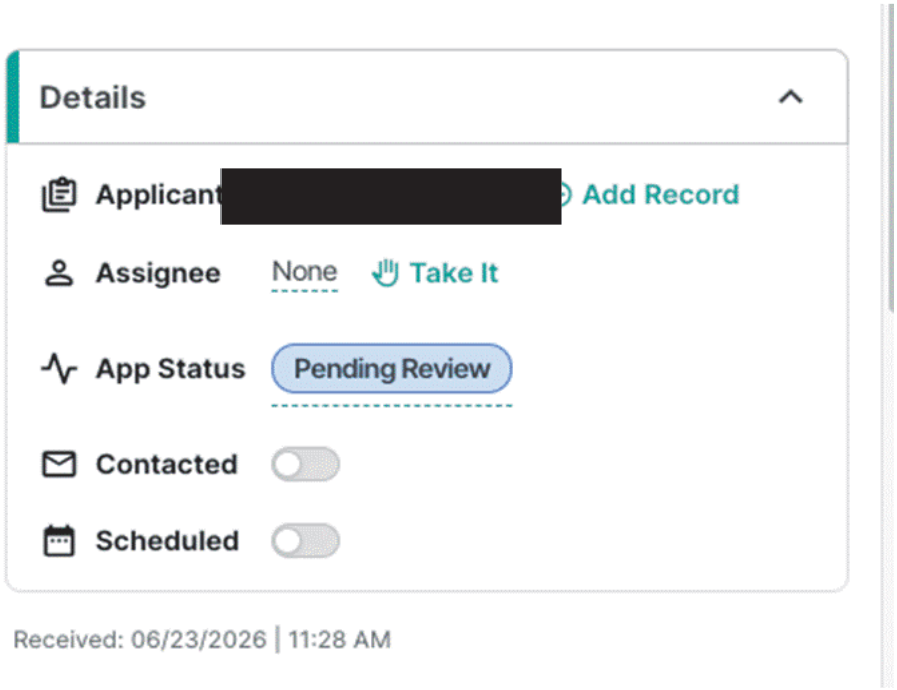
1. **When potential volunteers complete the volunteer sign up form. They receive an automatic email response with information about the program and a link to complete the application via ShelterLuv. (Application Link)**
2. Once volunteers have registered, they are directed to send any questions, concerns, comments and visit updates to [insert address here]
3. To approve the application, log into ShelterLuv and select Application Manager.
4. Filter submitted applications to show only Dog's Day Out apps. By selecting Filters and then selecting Dog's Day Out as the type.



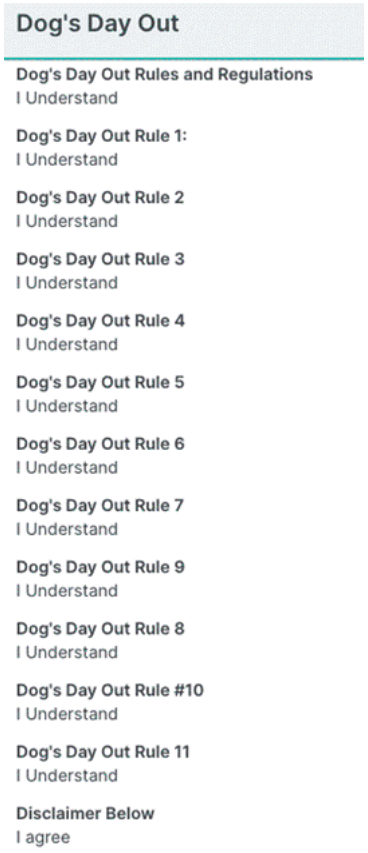
5. Applications that need to be reviewed will appear under status “Pending Review”



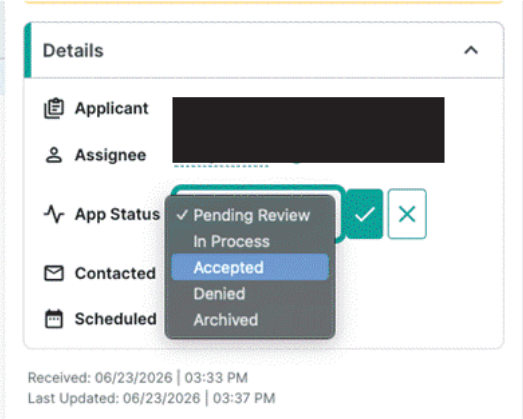
6. Click on the app and then click “take it” to assign the application to yourself



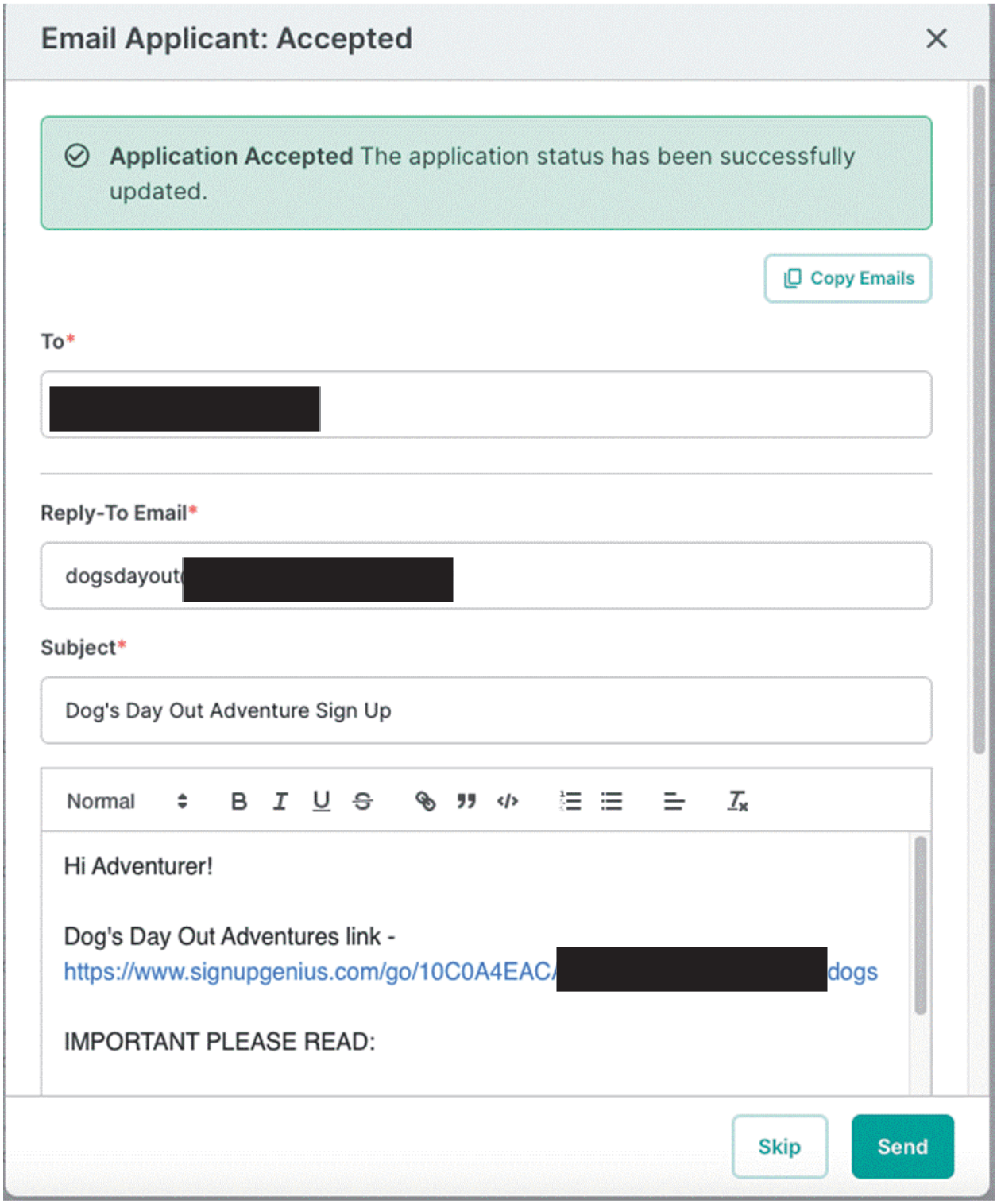
7. Review the application. Ensure the submitter answered “I understand” to all questions.



8. Click on the app status and change it from pending review to Accepted.

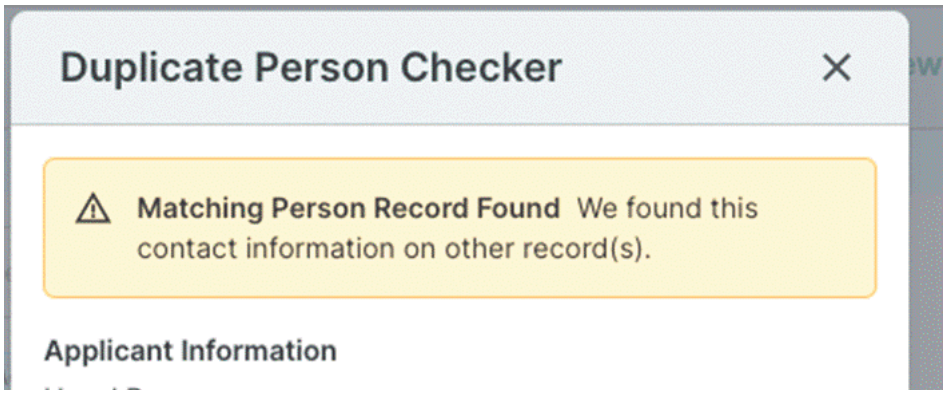


9. This generates a pop up that includes the “Application Accepted” Email. Click Send.



10. The system will then prompt about adding the person to the system. If there are no matches detected, Click “Add Person Record” If a duplicate record is detected, check the information to see if it is indeed a duplicate. A duplicate occurs when the person is already in ShelterLuv for another reason (foster or adopter), or their spouse/roommate/

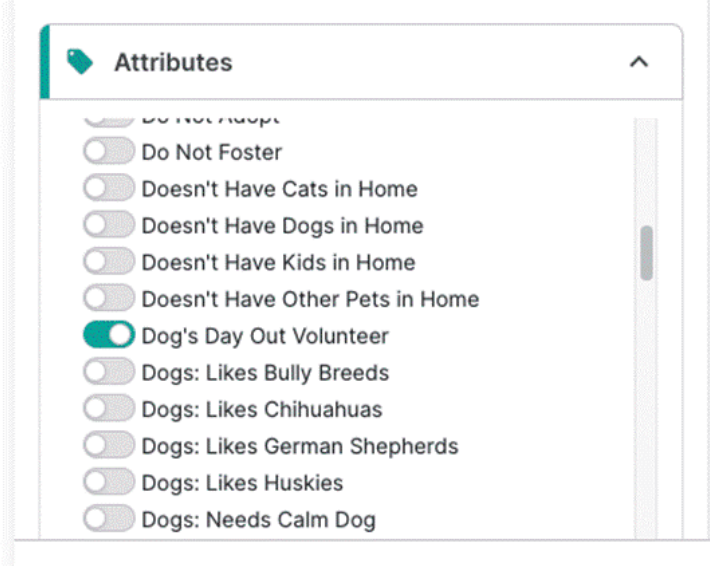
parent is in the system. Select either the person you want to link to, or Add New Person and then click Link to Person Record.



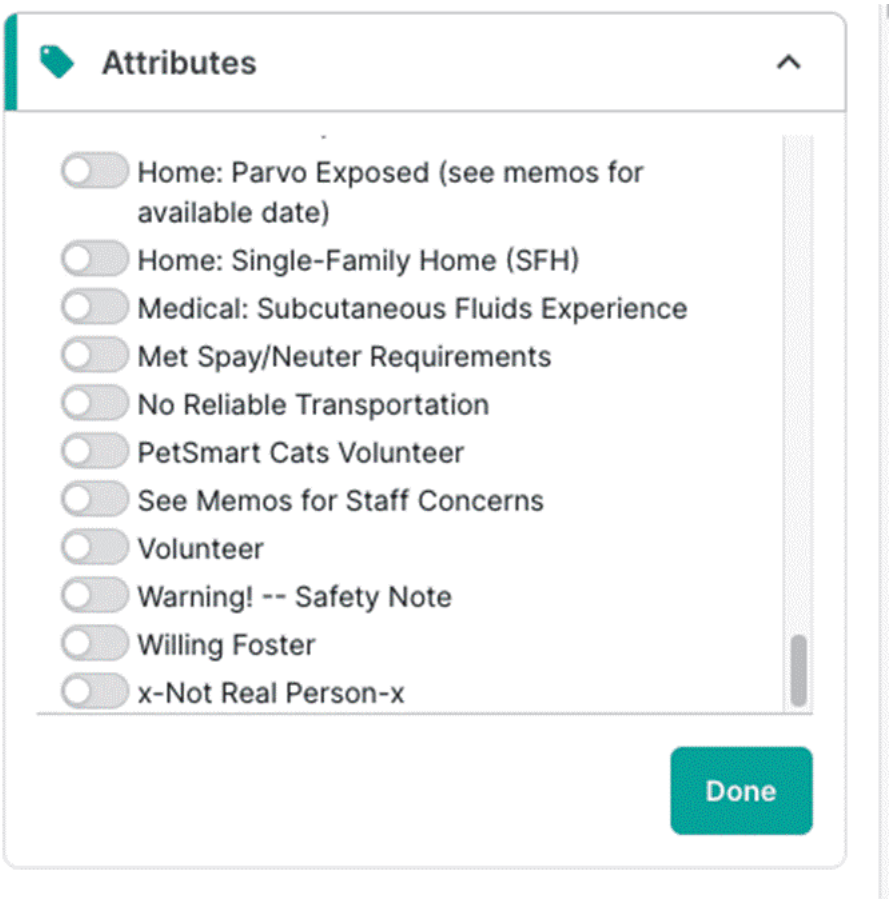
(In the example above, the system believed it was a duplicate person because their address is similar. They live in the same apartment building, but different apartments, so it is NOT a duplicate person.)

13. If adding a new person, the system pops up a box with the person's info. Click Add Person.

14. The final step is to add the Dog's Day Out Volunteer attribute to the new or linked record. On the left side scroll down the user record until you see "Attributes". Then select "Dog's Day Out Volunteer"



15. Then scroll down to the bottom of the Attributes section and click Done.



Sign-Up Genius

This is the platform volunteers use to signup to take a dog out for the day:

1. Sign-Up Genius
    1. Login:
    2. Password:
2. Login in at least once a week (but preferably twice) to delete past days on the sign-up sheets so volunteers don't have to scroll so far to get to the day they want to sign up for. This helps to cut down on volunteers signing up for the wrong day.
    1. To delete, click on the AP button at the top right of the screen and then click "sign-ups"
    2. Select "Dogs Day Out Adventures" and then "edit content" and then "edit slots"
    3. Click the X by the past day to delete. You'll get a warning message every time you do it, which you can just accept.
    4. Be sure to SAVE your changes
3. To add slots (I do this monthly but it doesn't really matter as long as you stay on top of it), repeat steps a and b from above and then click "add dates." Be sure to SAVE your changes.