B-05 SELECTING DOGS FOR OFFSITE EVENTS

**Purpose**

To utilize opportunities for dogs to be visible to the public as well as offer our services to the public

**Policy**

HSWM will provide animals suited for the function of the event.

**Staff /Areas Affected**

• Director of Animal Care

* Offsite Adoption Event Coordinator

• Education staff

**Definitions**

**Offsite**  – Any location outside of our shelter where the event is to be held

**Responsibilities**

Director of Animal Care / Offsite Adoption Coordinator work together to identify dogs, the appropriate venue and processes for the specific event.

**Procedures**

The process to identify Dogs/Puppies for participation in offsite adoption events includes:

* Director of Animal Care will select or approve selected animals for the offsite event
* Offsite Adoption Event Coordinator will arrange for proper transportation and other event related details. This will include containment, clean up, enrichment, water and other details specific to the venue, timeframe and location.
* Animals must be healthy and sound on the day of the event to participate.

**Revision History**

Created 12/20/18 – V1