B-05 SELECTING DOGS FOR OFFSITE EVENTS

**Purpose**

To utilize opportunities for dogs to be visible to the public. There are two types of ‘events’. Public Relations Events - those that showcase our animals, and Adoption Events - those that have animals available for adoption. This documents defines them separately.

**Policy**

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

**Staff /Areas Affected**

Director of Animal Care

Canine Behavior Coordinator

Adoptions Manager

Offsite Adoption Event Coordinator

Development staff

**Definitions**

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

**PR** – Public Relations

**Responsibilities**

The Canine Behavior Coordinator/Director of Animal Care are responsible for identifying suitable dogs to take to events.

If the event includes adoptions, the Adoptions Manager and/or Offsite Adoption Coordinator will provide the information on the location, duration, setting specifics and anticipated crowd information work together to identify appropriate dogs, for the specific event.

**Procedures**

**General**

There should be one more person than adult dogs attending any event. Each adult animal needs someone attending to them, and the extra staff person should focus on discussion, questions and presentation of the event.

Dogs with the following history/memos will not be considered for offsite events:

* Bite history
* Not good with other animals (if other animals will be attending the event)
* Shy/timid/fearful
* Have not been behaviorally assessed

**P. R. Events**

The Development team or Education team is generally the contact and organizer of P.R. events. Once it has been determined that a shelter animal will be taken to an event, the details of the event should be communicated to the Canine Behavior Coordinator/Director of Animal Care.

The Canine Behavior Coordinator/Director of Animal Care is responsible for identifying suitable dogs to take to offsite PR events. Selection of animals to attend, is based on:

* availability/status of the animals for the date of the event
* venue setting: Inside vs outside
* will children be in attendance

Communication between organizers of the event and those selecting the animals should be ongoing. Availability of specific animals may be solidly determined until shortly before the event, due to adoptions and incoming arrivals.

**OFF SITE ADOPTION EVENTS**

The Adoptions Manager will provide the information on the location, duration, setting specifics and anticipated crowd information work together to identify appropriate dogs, for the specific event.

Adoption Manager will arrange for proper transportation (SOP G-11Transportation vehicle and logistics) and other event related details. This will include containment, clean up, enrichment, water and other details specific to the venue, timeframe and location.

The day prior to the event

* Animals must be healthy and sound on the day of the event to participate
* Confirm they have been altered and are up to date on all shots
* Confirming the folder has all needed paperwork including medical history and memos
* Securing the proper vehicle and that all supplies are ready

The Canine Behavior Coordinator/Director of Animal Care is responsible for identifying suitable dogs to take to offsite adoption events. Selection of animals to attend, is based on:

* availability/status of the animals for the date of the event
* venue setting: Inside vs outside
* will children be in attendance

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

* 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.

**Reference Documents**

SOP G-11 Vehicle Transport of Animals

**Revision History**

Created 12/20/18 – V1

Revised 10/21/20 – V2