

# Pets on Wheels

## Facility Application



Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Which Maryland County? \_\_\_\_\_

Activity Director:

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ ext. \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

Hours/ days available to accept visits: \_\_\_\_\_

How many residents are in your facility? \_\_\_\_\_

Do you have a resident pet? \_\_\_\_\_

Is it allowed to roam freely? \_\_\_\_\_

Anything else you would like to mention? \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Here's what expected of you:

1. Be sure all volunteers have up to date ID cards visible at all times

(At the bottom of the ID card is the expiration date of their health certificate. If this date has passed, they are not to be visiting. They are not insured and are non-compliant)

2. Be sure all pets have a Pets on Wheels pet tag on the collar, leash or carrier
3. Inform us if there is a staff change so we know who to contact
4. When a volunteer contacts you to set up a visit, please return their call or email in a timely manner

Here's what's expected of the volunteer:

1. arrive on time for scheduled visit
2. notify facility if unable to make the visit
3. have pet well groomed, on leash at all times and up to date on vaccinations (rabies, distemper and negative fecal test)
4. volunteers are to give you a copy of the health certificate on 1<sup>st</sup> visit and when the health certificate is updated
5. wear ID card at all times and have pet tag on pet.

Here's what expected of Pets on Wheels:

1. make sure volunteers are aware of health certificate due date
2. supply ID cards and pet tags
3. provide insurance coverage during visits
4. have all pets screened for temperament and appropriateness to visit

When you send the facility application, you are added to our list of participating facilities.

This list is sent to all volunteers periodically.

Volunteers choose where they visit and will contact you if they wish to visit.

Therefore, we can't promise visits, but with our large group, most facilities can be accommodated.

Please communicate often.

Let us know what's going well and what needs to be changed.

If you don't have any volunteer teams (owner/pet) visiting, let me know and I will try to get someone to visit.

If you have enough volunteer teams and don't want more, let me know so I make note on the facility list.

We have had reports at various facilities of people visiting and saying they are with Pets on Wheels, when in fact, they aren't a part of our organization.

I am sorry this happens and that's why it's so important to be sure all volunteers have ID cards visible.

We need to be aware of other pets that may be in your facility. If a family member or staff member brings a pet, it can cause a problem. The volunteer needs to be aware. It's important to keep everyone safe.

If there is ever an incident with a volunteer team, please let me know immediately.

If you have any questions, feel free to contact me.

Enjoy the visits from Pets on Wheels!

Our volunteers can make miracles happen!

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