

**THANK DOG I AM OUT VOLUNTEER APPLICATION
VANCOUVER ADOPTION EVENT
SATURDAY, NOVEMBER 7, 2015**

Date:

Name:

Other family members wishing to volunteer with you: *(children under the age of 16 must be accompanied by an adult)*

Address:

City:

Province:

Postal Code:

Phone:

Email:

HOW CAN YOU HELP US?

**PLEASE CHECK THE JOB(S) THAT INTEREST YOU THE MOST
OR TELL US IF YOU SPECIALIZE IN ANY OF THE AREAS LISTED BELOW**

- **Pre-adoption home checks** (some training required) *we urgently need local, lower mainland AND out-of-town home checkers, so please let us know which areas are convenient for you.
- **Pre-event administration** (e.g. working as an assistant to a coordinator)
- **Event-day administration** (e.g. processing adoption paperwork)
- **Social Media** – coordinators and web assistants with knowledge of “Word Press” (jobs include uploading images and profiles of the adoptable dogs to our website; managing and posting to Facebook, Instagram and Twitter) *NOTE THIS AREA GETS BUSY AS WE APPROACH EVENT DAY, SO PLEASE ENSURE YOUR AVAILABILITY, THANKS!
- **Pre-event sponsorship** and scouting for donations (e.g. leashes, harnesses, etc.)
- **Pre-event packing of resource materials** in envelopes for new adopters
- **Pre-event putting up posters** and distributing flyers in your neighbourhood

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○ **Security at the event**

○ **Sign-in table at the event** (includes greeting potential adopters and getting them to sign the required paperwork for liability insurance and media release)

○ **Crowd control at the event**

○ **Photo copying at the event** (we need duplicate copies of all the paperwork)

○ **Doo-doo station maintenance ☹ at the event**

○ **Dog feeding station at the event**

○ **Information ambassador at the event** (i.e. directing people to parking and other areas, etc.)

○ **Photographer at the event** (to capture all the fun and emotion of the day)

○ **Post-event delivery of dogs** (taking those who are not adopted right away to their pre-arranged fosters)

○ **Post-event administration** and reconciliation (i.e. making sure all the paperwork is complete)

○ **Post-event follow-up** (i.e. contacting new adopters to see how things are going)