

Managing Teams for Dog Days

Thank you for taking on this crucial role and coordinating a shelter dog adoption event. I hope this is a very rewarding experience for you and we're here to support you in any way you need. Dog Days Adoption events are managed by an event director and many coordinators, team leaders and general volunteers. By organizing people into different teams with different responsibilities we can create a calmer, more organized environment for people and dogs.

"Team Leader" and "Coordinator" are titles which help us stay focused on a particular area when planning and executing an adoption event. We all help in any areas where volunteers are scarce and no one is expected to do something they're not comfortable doing or don't feel experienced enough to do. Always ask for help if you're not clear on your role or you need additional support. Do, however, read materials given to you in a timely manner so problems don't become last minute emergencies.

As senior leaders you will be the most important "face" of the organization. Welcoming volunteers and assisting adopters is just as important as feeding or walking the dogs. Without volunteers and adopters we can't find the homes needed to save lives so we're very grateful for the help from the general public. We hope you can help us support the volunteers by helping in these ways:

- Welcome and train your volunteers on Thursday night.
- Patiently answer any questions they may have about the event or the charity.
- Role model positive and supportive behavior throughout the event.
- Check your volunteers in and out and hand a thank you note when they leave. (We have them for you to sign.)

Please always feel free to call and discuss, suggest, complain or anything else you can think of in the weeks leading up to the event, however do remember we are all planning events outside of our "normal" lives and it may be difficult to get a timely response in the weeks before an event.

In addition to managing these teams if you could keep careful track of who donated or supported the event so we can send a thank you note after the weekend that would be a great help. Thanking those people who have helped and supported Dog Days is a priority for us as we can only rely on community support to carry on our mission.

Finding Volunteers for Your Station or Team

You can create a great deal of enthusiasm for the event by asking your friends and/or family members to help in your team or station areas. The best way to find new volunteers is to ask when you're handing out fliers or generally talking about the event. There is a volunteer form online for people to fill out if they're interested in helping us during the event weekend or before. Form is located here:

<http://www.godogdays.org/dog-days-volunteer-information.htm>

We will send you names from our database of volunteers who have already helped at past events. The sooner you can call them and ask if they can help with your team or station the better.

How Many Volunteers Do I Need?

This is a breakdown of approximately how many people will be needed to run the event. If we're short in any of the minimum areas then team leaders, coordinators and general volunteers fill in – don't worry, it's all good – dogs go home and that's what matters!!

Based on teams having volunteers work only one day or even half of one day each team or station may want to have the following number of volunteers for coverage on the floor at all times:

- | | |
|--------------------------------|---------------------------------|
| • Station 1 – Entrance | 6 minimum 8 preferred |
| • Station 2 – Applications | 2 minimum 4 preferred |
| • Station 3 – Rangers | 10 minimum 20 preferred |
| • Station 4 – Adoption Team | 8 minimum 10 preferred |
| • Station 5 – Trainers | 10 minimum 15 preferred |
| • Station 6 – Rescue Team | 6 minimum 10 preferred |
| • Station 7 – Wellness | Professional Business |
| • Station 8 – Records | 4 minimum 6 preferred |
| • Station 9 – Veterinarian | Professional Business |
| • Station 10 – Check Out/Store | 6 minimum 10 preferred |
| • Station Concierges | 10 minimum 14 preferred |
| • Scouts | 10 minimum 16 preferred |
| • Site Team | 10 minimum 12 preferred |
| • Food Team | 6 + (Cooking/Delivery/Clean Up) |
| • General Volunteers | 20+ |

A Few Points to Remember When Contacting People to Volunteer

- All volunteers must attend a brief site meeting and registration (6:30PM to 8:00PM) the Thursday **Thursday** before the event where they will receive their ID and training for your station or team. No one will be allowed in the event without registration lanyard, proper clothes and ID. Other than;
- On Fridays the out of state rescues show up to bring their dogs into the event site and get the needed vetting certificate required by our state. We're always looking for people who can help receive the dogs on Friday. Volunteers who help on Friday ONLY do NOT have to attend registration Thursday night but they do need to register online.
- All volunteers must be at least 18 years of age unless accompanied by their parent. Children under the age of 16 may never walk dogs unless they are with a parent on Friday intake.

Confirm They're Coming!

Communicating with your team members is a great part of being an event coordinator. You'll meet new people and make new friends! An email or call to your team a week before the event to just "check in" and confirm they understand when and where the registration will take place, answer any questions and confirm when they will volunteer will be really helpful.

If you would like to meet with your team and they are available please feel free to ask them to do so. If our office is available you may reserve that space or usually a local library or town hall has rooms for meetings. Otherwise there are many free conference call applications if you would rather speak to your team by phone.

Getting the Word Out

If you're on **Facebook** PLEASE share our event flier and even change your profile picture to our flier a couple of weeks before the event – you never know who will see it and be ready to adopt! If you **Twitter**, **Instagram**, or any other social media application please feel free to get the word out about the event! All of the dogs coming into the event are on Adopt a Pet and Petfinder and you can see them by clicking on the icon "Our Adoptable Dogs" on our website at www.godogdays.org

If you know anyone in radio, newspaper, magazines, television and can ask them to do a story on the event, rescues or shelters coming into the event, volunteers, kids who help etc. it would be great – the more coverage the more adopters and that's what we need – adopters.

When you're corresponding as a Dog Days volunteer it's really helpful if you use a "signature" with your emails to let people know how to contact you and what your role is with the organization. Also post the upcoming event, see example:

YOUR NAME
TITLE
DOG DAYS ADOPTION EVENTS, INC
48 Main Street
Old Saybrook, CT 06475
YOUR NUMBER HERE
(800) 653-3134
www.godogdays.org

Will You Volunteer? Please fill out our online form:

<http://www.godogdays.org/dog-days-volunteer-information.htm>

Setting Up Your Station or Team Area

If you can come to set up your station or team area on Wednesday night before the event weekend it would be a great help. You can make sure you have everything you need and it should take less than an hour to do so. If all of the team leaders can't make the Wednesday night set up maybe one could? If none can make it please let the Station Coordinators know and we'll figure a work around, not a problem.

Training At Volunteer Registration

Ok, so the big night is here, Volunteer Registration, and you ask, “what am I supposed to do?”. **First, if you can get to the site by 6:00PM for a quick meeting before the larger crew arrives that would be really helpful.** Work kind of trumps Dog Days so we understand if that’s not possible but it will help the night run smoothly if we have a few minutes to review before the training. Registration will start with a review of basic rules for volunteering at the event and then volunteers will go to the stations they’ve been assigned to. (If new people come in we’ll assign them while you’re training people in your station.) At the full group general training we’ll cover:

- ☐ Where to park
- ☐ Where to take a break, stash valuables (not encouraged) and/or grab some food
- ☐ Appropriate dress
- ☐ Restroom locations
- ☐ Event hours and timeline
- ☐ How to use slip leashes
- ☐ Loose dog drill
- ☐ Emergency evacuation plan

You will receive training sheets for your team or station to hand out and go over during the registration. Best way to train your new team in no time:

1. Introduce yourself and explain your role at DD.
2. Ask everyone their names and welcome them to your team or station.
3. Make a list of who is coming into your station (use our sign in sheet) on the weekend and at what times/days.
4. Hand out training sheets and review with your team.
5. When you’re done with training ask if there are any questions.
6. Hand out lanyards and T-shirts (if applicable). Please let your team know that lanyards have to come back to you before they leave the site however they may bring them home on Thursday night. Volunteers do not have to hand in lanyards if they’re returning the next day.
7. Ask your team to fill out any medical issues on the back of their lanyards.
8. Make sure your team knows the stations before and after yours.
9. Thank them profusely for making a difference in the lives of so many dogs!
10. Make sure you also review the following one more time:

- ☐ How to use slip leashes
- ☐ Loose dog drill
- ☐ Emergency Evacuation Plan

Event Week

WEDNESDAY

- ☐ Site team performing to plan
- ☐ Food on site for volunteers including water

STATIONS COORDINATORS

- ☐ Stations set up with station supplies, volunteer shirts, lanyards & training sheets

ADMIN

- ☐ All volunteer lanyards merged and output
- ☐ All incoming dogs from out of state – health certificates merged and output

THURSDAY

STATIONS COORDINATORS AND ALL STATION TEAM LEADERS

- ☐ All stations & signage in order, public areas picked up etc. TV stations most often come to the site Friday during the day.

ADOPTION COORDINATORS

- ☐ Adoption folder materials on hand for assembly by Thursday night volunteers

RESCUE TEAM

- ☐ All intake materials on site and ready for am.

SITE TEAM

- ☐ Full site set up by 4:00PM – all technology operational
- ☐ Volunteer check in area completed & Rescue check in area set up

6:00PM to 6:30PM

– Team Leader Meeting / Evacuation Review

6:30PM to 8:00PM

– Volunteer Registration

FRIDAY

7:00AM

– Rescue Team on Site, Coordinator Confirms 1st Arrival

– Heaters / Fans in Place & On

8:00AM

– Vet Techs & Volunteer Huggers on Site

9:00AM

– First Rescue Arrives

10:00AM

– Vet on Site

10:00AM

– Second Rescue Arrives

11:00PM

– Third Rescue Arrives

12:00PM

– Fourth Rescue Arrives

SATURDAY

7:30AM

– Out of State Rescue volunteers on site

8:00AM

– All coordinators, team leaders and Rangers on site

9:00AM

– All event volunteers on site

9:30AM

– In State Recues Arrive

10:30AM

– Announcements

- 10:45AM – Blessing
- 11:00AM – Event opens
- 5:00PM – Dogs walked, fed, covered for evening etc.

SUNDAY

- 7:30AM – Out of State Rescue volunteers on site
- 9:00AM – All coordinators, team leaders and Rangers on site
- 9:30AM – All Volunteers on site
- 10:45AM – Announcements
- 11:00AM – Event opens
- 2:00PM – All Stations Complete Inventory
- All Stations Clean Station Supplies
- 3:00PM – Empty Kennels Break Down
- All Tents Broken Down
- In State Contacts / Fosters On Site
- 4:00PM – All Signage Packed in Retro Trailer
- DD Dogs Assessed for Prison Program
- 5:00PM – White trailer loaded with kennels etc.
- Dogs transported to prison project
- All DD Tables, Chairs, Bins Loaded
- Food Area Cleaned & Dinner Delivered
- 6:00PM – Orange Trailer loaded and transported out
- Retro Trailer loaded and transported out
- Red Dogs Leave for Prison
- 7:00PM – White Trailer Transports Out
- Final Site break down and Clean up

Super group high five for the best event EVER!