Check In

The check in team sets the tone for our event. They explain the process of adopting, answer any questions but they also make sure we don't have people bringing their dogs from home into the adoption area, volunteers coming in know where to check in, answer questions about the event layout etc.

❏ Make sure orange three ring binders with dog kennel cards are open on the table for waiting adopters to review. Suggest that people have more than one choice for a dog they want to adopt.

❏ Welcome all visitors & thank them for adopting! Ask each person to sign adoption attendee waiver as it is a state requirement. After signature stamp the top of hand so we know the waiver has been signed.

❏ Confirm All Family Members Present

❏ Make anyone with a dog in the car is parked in the proper area.

❏ Explain the "no food or drinks" in the building rule.

❏ Ask if they have a dog in the car – notify SITE TEAM if they do so they're parked in the right area.

❏ Explain & hand out the ADOPTER CHECKLIST and initial the line for Station 1.

❏ On Saturday starting at 8:30AM hand out numbers:
       Use Numbers 1 – 50 for Pre-screened Adopters
       Use Numbers 51 – 75 for Walk In Adopters
If adopter has a letter from Dog Days stating they are pre-screened AND there is a line to come into the event, give them a number between 1 and 50.

❏ If adopter is walking in with no prior online application work please give them a number between 51 and 75 and ask them to go to STATION 2.

❏ FIND THEIR ADOPTION APP ONLINE AND ENTER: "Adopter is on Site at Station 1."

Station Volunteers Needed for This Station
Saturday AM: 10 | Saturday PM: 2 | Sunday AM/PM: 2

At Your Station: *Numbers 1-100, Hand stamps, (3) Binders with dog listings, (2) Attendee Waiver Book Orange checked Oil Cloth table covering, Event Sponsor Signs, DD Brochures, Blank cards, Pens, Orange Adoption Binders. Lucite signs: "Charity", Station #,"Walk In" "Applications", "No Food", "Event Hours"*