



Applications

The reference station helps people process new, walk in adoption applications. Tables near station 2 will be set up with: LAPTOPS, ADOPTION APPLICATIONS, ADOPTER FAQ'S AND A BINDER WITH PICTURES OF ADOPTABLE DOGS. Please make sure those tables are ready before 8:00am on Saturday and 10:00am on Sunday. Thank you for helping us find great homes for these dogs!

- Confirm Previous Stations have been initialed with orange marker.
- Make sure laptops are working and connected to the internet, log into Wufoo.
- After person enters information check Do Not Adopt Listing
- Confirm All Family Members Present
- Confirm home is no more than a 45 minute drive from Cheshire for purposes of conducting a home visit. Only a team leader or coordinator may override this rule if THEY are willing to do the home visit – note that in the comments field of the adopters application on Wufoo.
- Confirm Vet Reference Available and Call Vet Reference (often closed by noon on Saturday and not open on Sundays)
- If the adopter has never owned a dog but wants to adopt today call Station 4 and request a volunteer for a home visit. Home visits may not be further than 20 minutes from the event.
- Send Adopter with Initialed Checklist to Station 3 ONLY if you could reach references and vet. If you could not – note that on the Adopter Checklist so no dog will be adopted to the person until their references have been checked!**

*****This Station Needs computers and a Wifi Connection*****

Station Volunteers Needed for This Station

Saturday AM: 8 | Saturday PM: 2 | Sunday AM/PM: 2

At Your Station: 3 Laptops for App entries, printed blank adoption applications. Station Signage: Orange checked Oil Cloth table covering, DD Brochures, Blank cards, Pens, Orange Adoption Binders. Lucite signs: "Charity", Station #,"Walk In" "Applications", "No Food", "Event Hours"