



Records

The volunteers who manage the records station are overseeing that the correct state and local paperworks are filed for Dog Days and also copied for the rescue person and also given to the adopter. This is a station for someone who is detail oriented and can work with a computer if need be.

- Scan all IN STATE HEALTH CERTIFICATES issues on Friday. Print One for Rescue, One for Adopter and add file to dog's online record.
- Scan all OUT OF STATE HEALTH CERTIFICATES and Print One for Rescue, One for Adopter and add file to dog's online record.
- Confirm Previous Stations have been initialed with orange marker.
- Scan ADOPTERS CONTRACT – open the file to confirm it scanned properly.
- Keep contract original for rescue.
- Print a copy of scanned doc for adopter's folder, add folder to adopter bags.
- Upload scanned adoption contract to dogs record in Wufoo.

*****This Station Needs Laser Printer / Scanner and a Wifi Connection******

Station Volunteers Needed for This Station

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| <i>Saturday AM:</i> | <i>4</i> |
| <i>Saturday PM:</i> | <i>4</i> |
| <i>Sunday AM/PM:</i> | <i>2</i> |

Station Bin: Event Dogs

Station Signage: Orange checked Oil Cloth table covering, DD Brochures, Blank cards, Pens, Orange Adoption Binders. Lucite signs: "Charity", Station #,