



## ADOPTION FAIR GUIDELINES

The following are general fair guidelines. If you have any questions, please ask a NorSled Board Member.

### **WE NEED TO FOCUS ON SAFETY: KEEPING PEOPLE SAFE, KEEPING DOGS SAFE, AND ADOPTING OUT DOGS.**

- **The person staffing the table is the Fair Manager. Listen to him/her. Especially if a dog gets out, or there is an issue.**

The Fair Manager is responsible for assigning who does what, and knowing where the dogs are.

- **Wear NorSled identification/name tags.** If a NorSled ID is not available, volunteer must use tape/sticker to have name on upper body area
- **Wear NorSled tee shirts/sweat shirts** if available. Both the public and other volunteers need easy volunteer identification
- The **minimum age** of an adoption fair volunteer is **12 years old for the merchandise table – 18 years old for dog handling**
- **Dogs must never be left unattended. At least one person must stay with the dogs** (even if crated)
- Dog Monitor/Volunteers are responsible for ensuring that the assigned dog is comfortable, receives adequate water and is not disruptive nor a risk to anyone in attendance
- Sidewalks must be open and accessible at all times
- Keep both children and adult a safe distance **12 inches away from crate, 24 inches away from dog** until in an individual, quiet space where interested parties can safely interact with dog
- Children in the NorSled Adoption Fair area must be supervised. If guardians are not paying attention to their children, NorSled volunteers must ask the guardian to take control of their children or leave the fair. A NorSled volunteer must monitor until the guardians comply. **NorSled cannot risk a child connecting with a dog**

All volunteers are responsible for keeping visitors from putting fingers, hands and faces into the crates to “pet” the dogs. **No exceptions!**

- All NorSled dogs must be **under NorSled control at all times**
- **Only a NorSled volunteer may remove a dog** from a crate
- If a potential adopter wants to walk a dog, a NorSled volunteer must leash the dog, remove the dog from the crate **and remain with the potential adopter and dog at all times.** The Dog Monitor and interested party should walk the dog away from the crates and fair to a quiet area.

If a dog gets loose at a fair, 2-3 people take slip leads and multiple high value treats (like jerky, pupperoni) and try to capture the dog. Fair Manager will assign. Someone must remain focused on the dogs at the fair. Norsledders are to keep themselves, the public and the dogs safe.

*Please:*

*Do not bring personal dogs to the event. We are counting on you to support NorSled dogs. We need ALL of your attention on the event.*

*Do not bring friends and family unless they are also NorSled members and are formal event volunteers*

- If the NorSled member thinks the potential adopter is mismanaging the dog, the dog must be returned to the sole contact of the NorSled volunteer
- When a dog is taken out of its crate by a NorSled volunteer, the volunteer must notify either the Fair Manager, Fair Monitor or the Adoption Coordinator that they are doing so and where they will be going. A note must be made by writing Dog's Name, NorSled volunteer name, activity and time on the large white board on the front desk.
- If small animals or cats are near the Adoption Fair, the volunteers must be extra vigilant in keeping the NorSled dogs under control. A volunteer may need to cover a crate with tablecloth or move a dog so that shoppers with other animals can easily and safely get to their destination.
- If someone enters the fair area who needs mobility assistance, is using a cane, wheelchair or walker, or seems uncomfortable around the dogs, a NorSled volunteer should escort the person through the group and ensure the person feels safe, secure and respected
- No more than two dogs should be out of the crate at the same time unless being viewed by a potential adopter.
- Dogs are not to interact with each other. This is to prevent dog fights and injury to dogs and humans.

***Please note:*** The participation of any volunteer is at the discretion of any Board Member and can be revoked at any time if the volunteer's behavior is deemed inconsistent with the organization's mission.

**I acknowledge that I have read the above fair protocol.**

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Thank you for your continued support!