

PET PARTNERS[®] POLICIES AND PROCEDURES

The following are the Policies and Procedures for Pet Partners which you are responsible to follow at all times. Following these will make your Pet Partner volunteer experience a successful and fulfilling one.

Review and initial each line item and sign the last page to complete your registration packet.

1. I will abide by all Pet Partners policies and procedures, and must represent the program in a professional manner.
2. I will uphold the code of ethics for AAA and AAT. See Lesson 1.4.
3. I will visit only with animals registered with the Pet Partners program.
4. I will visit with only one animal at a time.
5. I will ensure that each facility I visit has policies and procedures in place regarding AAA and AAT. If there are no policies and procedures in place, I must provide the facility's program coordinator with a copy of the Pet Partners Facility Policy Agreement.
6. I will abide by all policies, procedures, and precautions of each facility visited.
7. I will check in and sign in, as well as sign out when leaving, with the staff or supervisor for each visit.
8. I will observe all rules of privacy and confidentiality.
9. I will be on time for every commitment made.
10. I will be responsible at all times for the animal, considering the animal's needs and humane care first. I will always stay with the animal and be in control of the situation.
11. For safety, all animals must wear a collar or harness and be on lead at ALL times.
 - A facility may in rare circumstances approve an animal to be off-lead, with the written understanding that the facility is assuming liability for off-lead work.
 - Cats and small animals such as rabbits, guinea pigs, etc. shall be carried in a basket or on a towel. They must wear a collar or harness and must be on lead at all times.
 - Caged birds that leave their cage for visits must be in a harness and on lead at all times. Caged birds that visit in their cage do not require a harness.
12. Prior to each visit, I will abide by the Pet Partners grooming guidelines in place for their animal.
13. I will be well-groomed. Comfortable and casual clothing is acceptable, with an emphasis on neatness and professionalism. Adhere to the dress code of the facility where I am visiting. e.g. blue jeans, sleeveless tops, and open-toed shoes are not acceptable in some hospital settings.
14. I will clean up after the animal inside and outside the facility.
15. I understand as a handler, I am required to wear their Delta Society[®] identification badge and my animals must wear their Delta Society identification tag (in addition to any identification required by the facility) while providing or promoting AAA/AAT as a Pet Partner. This ensures that it is clear whom I am representing should an incident occur.

16. I will **not** tie animals to people, equipment, or furniture while visiting.
17. I will **not** be under the influence of alcohol and/or illegal drugs during a visit.
18. I will **not** borrow money or personal items or receive any personal gratuity, gift, or tip such as money or jewelry from people they visit.
19. I understand, it is **not** routinely acceptable to give gifts to the people I visit, even small ones such as candy, cookies, etc. If any doubt exists, a Pet Partners area coordinator or facility contact should address the appropriateness of all gifts.
20. I will **not** charge a fee for their services.
21. **In case of an accident or unusual occurrence**, I will follow the Delta Society's set procedures for these types of situations.
22. I will **not** take photographs of people they visit without first obtaining a photo release waiver signed by **the client and the facility contact**. Photo release waivers are provided by the facility, not Delta Society. (Polaroid photos may be acceptable only if the photo is left with the client and permission has been granted by the client and the facility.)

I have read and acknowledge the Delta Society[®] Policies and Procedures.

Print Name

Date

Signature