

Intake Binder



- ♦ The white part of the “Impound” form goes in the Intake binder.
- ♦ The yellow part of the “Impound” form goes with the Animal Care clipboard into the shelter.
- ♦ The pink part of “Impound” form goes to the owner: except for the “Liability Release” form!
- ♦ Keep all forms in numerical order in the Intake binder.
- ♦ Use the separate section for *Evacuated* animals “Impound” forms in the Intake binder.

Incomplete Paperwork

- ♦ Use a post-it-note that extends out on **ALL** Incomplete Paper Work.
 - This will remind you that these forms need to be corrected and / or completed.
- ♦ Owners of *Evacuated* animals will have to come in and sign the “**Liability Release**” form. Make phone calls as necessary to contact the owner. Keep the entire “Liability Release” form.

Release Binder



- ♦ After the owner signs and dates the bottom of the “Liability Release” form: give them the pink portion.
 - Make sure a NVADG volunteer has signed and dated the bottom of the form.
- ♦ The Animal Care Schedule goes in the Release binder behind the “Liability Release” page.
- ♦ Do not staple the forms together.
- ♦ Keep all forms in numerical order in the Release Binder (Please do **not** staple the forms together.)
- ♦ *Evacuated* animals “Impound” forms should be keep in the separate section in the Release binder.