

Steps for Intake

Small Animal Shelter



Intake Runner:

- ◆ Complete the **Animal Intake Forms** for the owner. If multiple animals: use additional **Animal Intake Forms**. **list total number of animals on the initial Animal Intake Form* in the space provided.
 - Only put owner's name, date, and animal information on consecutive **Animal Intake Forms**.
- ◆ Review Liability Release section with the owner prior to signing. Owner must sign each **Animal Intake Form**.
- ◆ Return completed forms to the Intake Desk.

Intake Desk: two people

One Person does the following:

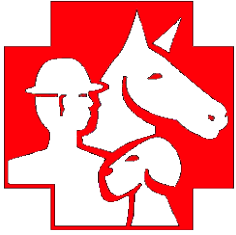
- ◆ Write the Intake Number on the top of each **Animal Intake Form**.
 - If multiple number of animals by the same owner: example S1a, S1b, etc.
 - Evac animals: write E1a, E1b, etc.
- ◆ Intake Runner: returns the **pink** copies of the **Animal Intake Forms** to the owner.
- ◆ Complete the "Master Intake List" Form.
- ◆ ***Evacuated Animals:** convert the **Request for Animal Service Forms** into the **Animal Intake Forms**. Keep or make a copy of the yellow Request for Animal Service Form and file it with the white copy of Animal Intake Form.
 - Evac teams return the **pink** copy of the **Request for Animal Service Form** back to Dispatch.

Other Person does the following:

- ◆ Place the **yellow** copy of **Animal Intake Form** under the plastic sheet on the Animal Care clipboard. Use the family radio: call shelter for specific number of each species for Intake.
- ◆ Place the clipboards by owner on the table for the shelter workers.

Intake Binder: Please do not staple paper work!

- ◆ File the **Animal Intake Forms** by *Animal Intake Number* in the Animal Intake Binder.
 - Evac Binder: keep the **Request for Animal Services Form** copies & **Animal Intake Forms** together in the Evac Intake Binder by *Animal Intake Number*.
 - ***Before** going home each night transfer the Evac Binder paperwork into a separate section in the back of the Intake Binder by *Animal Intake Number*.
 - Before going home each night transfer the Evac "Master Intake List" Form to the main shelter clipboard.
- ◆ ***If** the animal's owner is unknown, place a Post-It-Note on the outside edge of the paperwork.
- ◆ When time allows: address all the paperwork that has problems, calls, etc. and leave Post-It-Notes on paperwork.



Steps for Release

Small Animal Shelter

Intake Desk

- ◆ Owner must show their **pink** copies of the **Animal Intake Forms** and identification Driver's License.
- ◆ Owner signs and dates the bottom of **All** the white copies of **Animal Intake Forms**: at *Owner's Signature at Release*.

Hand the owner a NVADG brochure!!

- ◆ Use the family radio and call for specific animals / owner for release.
 - The shelter worker is to bring the "Animal Care Schedule" with clipboard back to the Intake Desk.
 - The shelter worker needs to review the "Animal Care Schedule" as they come to the Intake Desk so that they can update the owner.
 - The "Animal Care Schedule" goes with the white copies of the **Animal Intake Forms**.
 - Transfer the white copies **Animal Intake Forms** and the Animal Care Schedule into the Released Animal Binder by *Animal Intake Number*.
 - Evac animal paperwork is to be transferred into a separate section in the back of the Release Binder by *Animal Intake Number*.
- ◆ Enter the animal's release **date and time** on the "Animal Intake Master List" Form.
- ◆ Highlight the released animals in **yellow** on the "Master Intake Master List" Form.