



# INTAKE

## Initial Set Up



1. Check in with Small Animal **Shelter Leader**
  - a. Be assigned to **location**;
  - b. OR reschedule for a different shift.
2. Check in with the **Shelter Manager** for assigned area.
3. Read over **Initial Set up of your assigned shelter.**
4. Organize with your **Team** leader
  - a. Know what your **Team** is doing.
5. Refer to Intake floor plan
  - a. Set up Tables according to the floor plan.
6. Create an organized flow of paperwork
  - a. Binders, staplers, pens;
    - i. Flow so clerks don't have to back track on the table;
  - b. Plan for one line incoming all the way to staging for runners.
7. Create runner staging area
  - a. Label runners by shelter assignment.
8. Think about what you will need and organize
  - a. Water, leashes, carriers, etc.
9. **Other duties as Required**

**Don't Forget Personal Hydration!**  
**Report all personal injuries to the Intake Leader**