

PPVPP Visit & Volunteer Protocol

GENERAL INFORMATION:

- Most visits are in groups with the exception of visiting at Northern Dutchess Hospital.
- Arrive at least 15 minutes before the start time of the visit.
- Volunteers with dogs should have another volunteer with them at all times.
- If you or your dog, are not comfortable at a visit (or before arriving at a visit) please do not hesitate to cancel or leave. Please inform another volunteer of this though.
- During breaks, please remove your dog's PPVPP vest.
- A Visit Report must be completed by for each visit. Usually the Team Lead completes the visit report or it is rotated.
- Visit Reports are to be handed in at the following monthly meeting.
- An incident that occurs must be reported on an incident report form. All incidents should be reported to the Event Facility, the PPVPP as well as Delta or TDI.
- Visit Reports, Incident Report, Facility Directions are available online at: http://www.ppvpp.freeservers.com/shopping_page.html

SCHEDULING:

- All visits are scheduled at monthly meetings.
- All visits with any PPVPP facility must be scheduled and/or approved through the Facility Coordinator (Linda Seipp).
- Any visits scheduled outside of the PPVPP will not be considered a PPVPP visit and PPVPP shirts and/or vests are not permitted to be worn.
- Team Lead responsibility is rotated among the VPP volunteers and should be scheduled at each meeting for each visit.
- If a VPP volunteer cannot make a scheduled visit they should contact both the Facility Coordinator as well as the scheduled Team Lead for that visit.

TEAM LEADS:

Team Leads are an essential and important part of our program.

Team Leads assist other VPP volunteers during visits to help ensure that our **group** visits go smoothly.

All visits (and events) must include a scheduled Team Lead except for Northern Dutchess Hospital and the Fishkill Plains READ Program (see below).

Northern Dutchess Hospital and the Fishkill Plains READ Program do not have Team Leads because there is a specific staff person at each of these facilities who is actively involved with the program and is present during all visits. A VPP member is never left alone with out facility support at these facilities.

Team Lead is rotated between volunteers. (It is greatly appreciated when VPP volunteers offer to be Team Lead.)

RULES & CONDUCT:

VPP members may visit with one certified pet at a time.

VPP members must be dressed appropriately for visits and their pet must be bathed within 2 days of a visit.

All VPP members must clean up after their pet on visits.

All VPP members must keep their pet on leash at all times during a visit, on facility property or while wearing a VPP vest at other events.

All VPP members must hold only their own dog's leash and are NOT permitted to hold the leash of another VPP member's pet while representing the PPVPP (with the exception of pets that are certified with more than one volunteer).

VPP volunteers should NOT give their dog's leash to anyone (including children) during a visit or an event. *(If the child would like to walk the dog you must still hold onto the leash or you may use a second leash.)*

VISITING OUTSIDE OF THE PROGRAM:

Any VPP member may visit outside of PPVPP scheduled visits but as an individual representing themselves only not as a PP Visiting Pet Partner.

VPP members should only have their pet wear the VPP vest/shirt on PPVPP scheduled visits and events.