**A logo of a heart with a paw print

Description automatically generated**

**My Caring Paws**

**Pet Therapy Services - NEW VOLUNTEER CHECKLIST  *Component Fund of the Community Foundation of Carroll County***

Use the checklist below to ensure you have everything completed before submitting your membership paperwork. Please keep all of your forms/paperwork until you’ve completed all registration steps.

**Step 1: Orientation/Training:**

|  |  |
| --- | --- |
|  | Register on website for Orientation OR Sign up for Therapy Dog training class |
|  | Volunteer Application - use website to submit  *(Review – age of dog, background review, other skills or interest in visits)* |
|  | Release of Claims for Accidental Injury Form – at Orientation |
|  | Photo Authorization form for Volunteers – at Orientation |
|  | Application Fee $10 – at Orientation |

**Step 2: Therapy Dog Group Evaluation (register on website):**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE: | | Time: | Location: |
|  | |  |  |
|  | Group Evaluation Form – top portion filled out | | |
|  | Copy of Current Shot records + Proof of Rabies vaccine, tag # | | |

*Be sure to bring these items along for your Group Evaluation and Visit Evaluations: water & water bowl, dog waste bags, and treats. Use a four-foot leash or shorter. NO FLEXI-LEADS. Use a buckle or quick release collar: NO PRONG or CHOKE COLLARS.*

**Step 3: Two Passing Visit Evaluations:**

Please contact [mycaringpaws@gmail.com](mailto:mycaringpaws@gmail.com) to talk to two different Evaluators to schedule.

|  |  |
| --- | --- |
|  | Visit Evaluation #1 Scheduled: When/Where: |
|  | Visit Evaluation #2 Scheduled: When/Where: |

**Step 4: Membership Submission:**

**Submit the following items to: mycaringpaws@gmail.com to complete your membership process.**

 Orientation/Training forms (in Step1) – *confirm are already submitted or need to submit*

 Copy of Vaccine Details and Rabies Tag # – at the Group Evaluation

 Vet Health Form – Filled out & signed by your veterinarian.

 Volunteer Agreement signed

 Group Evaluation Form – passing – signed by evaluator.

 Visit Evaluation #1 Form – passing – signed by evaluator.

 Visit Evaluation #2 Form – passing – signed by evaluator.

 Email a photo of you and your pet together for your ID Badge – to mycaringpaws@gmail.com

 $36 membership fee ($5.00 extra for each additional therapy animal.)

Once your membership is processed you will receive access to Member site to log hours, Sign up Genie emails, a letter stating insurance coverage, and your ID badge and scarf. Thank you so much for your dedication in making MCP a successful service to so many in our neighboring communities!

**FORM 08-2025**