

## Space Coast Therapy Dogs, Inc. T/O Checklist for "Signing Off" a Team

- Check for required signatures, etc. on TDInc. Release and Test.
  - Give a copy of the TDInc. membership application, and...
    - Point out space for vet signature.
    - Point out amount of check and TDInc. address.
    - Point out 3 forms that must be mailed (Release, Test, and TDInc. appl).
    - Explain TDInc. vs. SCTD.
  - Review SCTD Membership Application. Tell potential member to...
    - Complete SCTD application.
    - Write 1 check payable to SCTD for Dues + Shirt.
    - Make copy of TDInc. card.
    - Mail application, check, and TDInc. card copy to SCTD P.O. Box address.
- REMINDER: NO visits until we have received the SCTD application, check for SCTD dues/shirt, and TDInc. card copy.

- Member Records chairman will notify him when he is clear to make his first SCTD visit.

T/Os should carry Sample Copy of each of the following to show/explain when signing off.

- Refer to website: **Standing Rules and Bylaws**. (paper copy for people w/o computer)
  - Tell potential member that he is expected to support 1+ visit/month from SCTD calendar. Explain reasons.
  - Remind that TDInc. card & health record must be available.
  - Review dress code.
  - Explain requirement to log private visits with President prior to visits.
  - Explain that all members will be reminded to send annual copies of dog health records as described in Standing Rules.
- Website: **Personal Visit Log**. Explain how and why to count hours from SCTD visits.
- Website: **Excellence Award** form. Describe what it is.
- Website: **Incident Report** form.
  - Explain insurance requirement of TDInc. and SCTD members to report incidents immediately.
  - Show how to use it.
- Reminder: Read all SCTD and TDInc. rules before first SCTD visit.
- Reminder: Keep a copy of the dog's health record and TD Inc. card in the car.
- First visit: New member can pick up shirt already paid for.
- Photo: Take picture, or confirm it was already done.
- Give a badge holder.

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T/O Sign Here

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Member-to-Be (print name)

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Date

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Member-to-Be (sign)