



The Hawaiian Humane Society Pet Visitation program is a vital link to the support of the human-animal bond.

Purpose: To establish guidelines to ensure safety and enjoyment to pet visitation volunteers

General Information:

1. All Hawaiian Humane Society Pet Visitation Teams are evaluated prior to visiting for temperament, aptitude and health.
2. Your contact for this activity is the Community Relations Assistant: (808) 356-2222. The coordinator is the final authority on the placement of pet visitation teams; volunteers will not make the determination of Program Partner.
3. All pet visitation volunteers must wear their Hawaiian Humane Society photo identification badge, vest and bandana on their pet during visits. The photo includes the animal eligible to visit. Note that the expiration date on the badge must be current. This date correlates with the animal's health certificate that is required to be renewed on an annual basis.
4. Animals will be groomed as needed before visiting and will be under the handler's control at all times. Dogs and cats will wear a collar or harness and leash unless in a carrier. Other animals will be in a carrier, basket or other appropriate means of containment.
5. The first visit at site will not include the animal. This visit is for the volunteer to become familiar with the Program Partner without the distraction of having their pet along.

Prior to the visit:

1. All Program Partners must complete an application form and submit to a site inspection to ensure the environment is appropriate for pet visitation.
2. Advise staff on the procedures and schedule for pet visitations in order to avoid confusion.
3. Establish a free parking area as close to the facility as possible, giving consideration to hot pavement and bad weather.
4. Identify clients who display unpredictable behavior, allergies, phobias or a dislike of animals. These clients should not be a part of the group to be visited.
5. Remember to be considerate of the volunteer's schedule and try to avoid scheduling other activities such as bingo, meals, music or other visiting groups during pet visits.
6. The Hawaiian Humane Society does not give out a volunteer's personal information. You may ask the volunteer directly, but any information given is at the volunteer's discretion.
7. To cancel a visit due to illness or a scheduling conflict, please call the Community Relations Assistant and the volunteer if they have given you their contact information.

During the visit:

1. If the volunteer is required to sign in, have the sign in sheet available upon their arrival.
2. Have a staff member available to greet, welcome and escort the volunteer. Brief the volunteer on any new patients or other pertinent information about the visit.
3. Program Partner staff or volunteer must be present during the entire visit. Hawaiian Humane Society volunteers are responsible for and need to concentrate on the animal in their care and can not attend to the needs of patients.
4. To ensure a safe environment for the visiting animal, remove low or open rubbish bins and pick up any small items from the floor.
5. Whenever possible visits should be in a group setting in a common area such as a day or activity room. Individual room visits may be arranged as requested.
6. There will be no smoking near the animal and no food is allowed to be given without the owner's consent.
7. Program Partners that require the animal's paws to be cleaned before entering and/or leaving a patient's room, brief the team on doing so before the first visit. The Program Partner needs to provide the wipes for the volunteers.
8. A Program Partner staff member should place a sheet or a towel on the patient's bed when allowing the animal to be on it (Animals are groomed before each visit, but can still leave hair on bed areas).
9. Visit length will depend totally on the animal, and the handler may end the visit at any time. An average visit length is 45 - 60 minutes.
10. Volunteers are required to make a log of their visit at the end of their shift. Have the log sheet, which will be provided by the Society, available to the volunteer in an accessible area as well as a designated area to leave their log.

After the visit:

1. Encourage the visitation team to continue to visit your facility. A happy volunteer will want to come back again.

I have read, understand and agree to abide by these Pet Visitation Guidelines.

Program Partner Name:

Program Partner Representative:

Print Name: _____ Signature: _____ Date: _____