



Suggestions for Special Visit Captains

Thank you for signing up as a Captain for an upcoming Special Visit! The following suggestions are designed to make your Captain experience as stress-free as possible for you and your volunteers.

1. Get in touch with your site contact 3-4 weeks before the visit. This information can be found on the Special Visit Request Form on the “Contact Name” line. Send a note to specialvisits@furryfriends.org if you haven’t received the Request Form. An email will also be sent to the site contact so they will know who you are.
2. Arrange with the site contact:
 - a. A site visit if you’ve never been to the site before. It’s helpful to see the parking situation, experience the sign in process, and assess the sun/shade and traffic flow for the visit location. If you can, visit at the same time of day as the Special Visit.
 - b. Time line of the visit from arrival on site to departure
 - i. Captain arrival
 - ii. Volunteer arrival
 - iii. Visit time period
 - c. Volunteer check in process. Some sites require sign in at a main office
 - d. Parking locations and availability
 - e. Site map: an electronic copy of a site map marked with parking locations, sign in/volunteer meet-up location and visit location can be very helpful.
 - f. Seating and shade or shelter for volunteers and their pets
 - g. Water source to fill dog bowls
3. You will receive your list of volunteers and their contact information about a week before your visit. Please email your team at least 5 days before your visit with the information from #2 above and any other information that they will need for the visit. It’s a good idea to include a reminder about Furry Friends visit rules:
 - i. Wear Furry Friends logo attire and your badge for you and your furry friend.
 - ii. Use the 4 ft. purple leash and hold onto it at all times
 - iii. No treats
 - iv. Confidentiality rules
4. Send a reminder to your team the day before the visit.
5. When the visit is finished, send the roster of attendees and no-shows to admin@furryfriends.org.
6. If you have any questions about any part of this process, feel free to send a note to specialvisits@furryfriends.org. Remember: you don’t have to have a furry friend with you to captain a visit. It’s often even more fun to be a Captain without an animal with you so that you can interact more with the visitors and volunteers.