



Veterans Moving Forward - Puppy Raiser (PR) Process

Inquiry, Application and On-Boarding

- Potential raiser contacts VMF
 - Completes and submits **Puppy Raiser & Sitter Application** to VMF
 - Contacts Executive Coordinator via webpage inquiry link
- Applications and inquiries are forwarded (typically by Executive Coordinator) to Puppy Raiser (PR) Coordinator for initial contact with potential raiser
- PR Coordinator contacts potential raiser via e-mail or phone, and conducts follow ups as needed by e-mail or phone
- Potential raiser attends *VMF Volunteer Orientation and Training*, and *Canine Team Orientation*
- Potential raiser attends and observes a Sunday (1st, 3rd and 5th Sundays of each month) training class
 - PR Coordinator invites potential raiser to attend and observe a Sunday training session. Three – four potential dates are provided, and once date is confirmed, PR Coordinator informs Director of Canine Operations
 - PR Coordinator also attends this training class in order to talk with potential raiser, answer questions, make introductions, etc.
 - Potential raiser meets with Director of Canine Operations at end of the training class
- Potential raiser coordinates with Director of Canine Operations to attend Wednesday SDiT training sessions for hands-on training opportunities
 - PR Coordinator coordinates with potential raiser to conduct a Logistics and Suitability Assessment (LSA) of home and work (as applicable) environment(s)
 - PR Coordinator submits LSA report(s) to Director of Canine Operations for review and follow up actions, as required
- Director of Canine Operations, in coordination with PR Coordinator, schedules an initial puppy sit for potential raiser
 - Puppy sit is scheduled for a weekend when the current raiser will be home (for potential questions and support), and preferably to coincide with a scheduled Sunday training class



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- Current raiser completes Raiser portion of **Puppy Sit Form** and sends to potential raiser prior to scheduled puppy sit
- At conclusion of puppy sit, potential raiser completes Sitter portion of **Puppy Sit Form**, and submits completed form to current raiser, with copy provided to Director of Canine Operations

Pre-placement Training

- Raiser attends a four-week, pre-placement class series at VMF's Canine Training Center
- Raiser continues to participate in either Wednesday or Sunday training classes until placement of SDiT with raiser
- Raiser completes additional (two – three) puppy sits
- If raiser is planning on having SDiT accompany him/her to work
 - Discussion between raiser and Director of Canine Operations to ensure setting of conditions for success for both SDiT and raiser
 - **Employer Letter Agreement** is drafted, signed by raiser and submitted to Raiser's employer; **Employer Letter Agreement** is signed by employer/supervisor and returned to Director of Canine Operations
 - If the SDiT must be 6 months or older in order to accompany the raiser to work, a suitable starter home will be identified by the Director of Canine Operations
 - During the time the SDiT is in the starter home, the raiser will attend weekly training classes with Director of Canine Operations and the SDiT to ensure a smooth transition from starter home to raiser's home - - training day, time and location to be coordinated between Director of Canine Operations and potential raiser

Prior to SDiT Placement with Raiser

- Director of Canine Operations identifies a local Veterinarian for SDiT
 - Veterinarian support and **Letter Agreement** negotiated and signed by veterinarian; signed agreement returned to Director of Canine Operations
- Raiser signs VMF **Puppy Raiser & Puppy Sitter Agreement**, and submits to the Director of Canine Operations
- Raiser signs **Photo and Media Release Form**, and submits to the Executive Coordinator, with a copy to the Director of Canine Operations



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- Puppy Raiser provided equipment and supplies per **Puppy Raiser Outfitting Checklist**
- Initial supply of monthly preventatives for SDiT are provided to raiser

Upon SDiT Placement in Raiser's Home

- Raiser provided **Puppy Raiser Letter**
- Raiser attends weekly Wednesday training classes (Foundation Classes) with their SDiT until SDiT reaches 6 months of age
- Raiser attends Sunday training classes (1st, 3rd and 5th Sundays of each month) for the duration of the raising period (up to 15-22 months)
- Raiser takes SDiT on socialization outings – goal is five outings per week
- At 6 months of age SDiT is evaluated by VMF's Canine Training Team to ensure appropriate benchmarks (Foundation class skills) have been met
 - Raiser completes **SDiT Raiser Evaluation Form** and submits to Director of Canine Operations prior to evaluation
- From 6 months of age until placement with a veteran, raiser ensures SDiT is brought to VMF's Training Center on Wednesday of every week for SDiT training conducted by VMF's Canine Training Team
- Raiser and SDiT participate in VMF events, fundraisers, etc, as coordinated by the Director of Canine Operations
- Between 6-8 months of age, SDiT and raiser take and successfully pass AKC CGC test
 - Link to AKC CGC exam: <http://www.akc.org/dog-owners/training/canine-good-citizen/>
- Once CGC test and VMF evaluation are successfully completed, SDiT receives his red, VMF *In Training* vest
- At 9 months of age VMF Canine training staff evaluates SDiT and raiser
 - Raiser completes **SDiT Raiser Evaluation Form**, and submits to Director of Canine Operations prior to evaluation
- At 12 months of age SDiT is evaluated by *All About Dog's* certified dog trainers
- Between 12 and 15 months of age, SDiT and raiser enroll in and complete therapy dog certification
 - Links to various TD certification organizations
 - <https://www.therapydogs.com/>
 - <https://petpartners.org/volunteer/our-therapy-animal-program>
- During raising period, raiser coordinates with Director of Canine Operations for quarterly sits with other trained VMF sitters and/or raisers



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- A Puppy Sit Form is completed and submitted to the Director of Canine Operations upon completion of each sit
- For duration of raising period raiser completes and submits monthly reports
 - **Puppy Raiser - SDiT Welfare Report:** submitted to the Director of Canine Operations by the 7th of each month
 - **Volunteer In-Kind Donation Report:** submitted to the Executive Coordinator by the 7th of each month
- From 15 months of age until placement with veteran, SDiT is made available for *Veteran Meet and Greets* as coordinated by VMF's Veteran Coordinator

Upon SDiT Matching with a Veteran

- SDiT will undergo training in advanced skills, identified as required for matched veteran, under guidance of VMF's Canine Training Team
 - Raiser is responsible for follow-up training at home
- Prior to SDiT placement with veteran, raiser completes **SDiT Raiser Final Report**, and submits electronically to the Director of Canine Operations

Week-long Veteran-SDiT Training

- Raiser is available for formal photographs with veteran, raiser and SDiT
- Raiser may elect to demonstrate SDiT advanced skills to veteran during veteran-SDiT training, as coordinated by the Director of Canine Operations and raiser