

MASTER LIST OF FORMS FOR ONSLOW CART ANIMAL SHELTER OPERATION

1. VOLUNTEER AGREEMENT AND RELEASE OF LIABILITY
(to be signed in duplicate: 1 copy for Animal Control and 1 copy for CART volunteer)
2. STANDARD OPERATING PROCEDURE FOR ONSLOW COUNTY ANIMAL RESPONSE TEAM ("CART") SHELTER OPERATION
3. PRE-OCCUPANCY INSPECTION/WALK-THROUGH (to be completed by School representative and CART representative prior to opening emergency pet shelter) with RELEASE OF FACILITY on reverse (to be signed by CART representative and School representative when emergency is over.)
4. EMERGENCY PET SHELTER STAFF CHECK-IN (to sign volunteers in and out)
5. RULES FOR THE OPERATION OF THE ANIMAL SHELTER AT JACKSONVILLE COMMONS MIDDLE SCHOOL (copy to be given to pet Owner at registration)
6. REGISTRATION AND PET-FRIENDLY PUBLIC EVACUATION SHELTER AGREEMENT
7. ANIMAL INTAKE FORM describing pet(s) to be signed by Owner when arriving at shelter with SIGN OUT, RELEASE AND DISCHARGE FORM on reverse (to be signed by Owner and CART volunteer upon discharge of pet to Owner when emergency is declared over.)

8. ANIMAL DAILY WALKING, FEEDING AND CAGE CLEANING SCHEDULE (animal name, breed, etc. to be filled in by intake CART volunteer and form attached to clipboard secured to cage.) Owner is responsible for entering animal care information on the form.
9. TELEPHONE CONTACT LIST FOR VOLUNTEERS ("Telephone Tree")
10. LIST OF PET-FRIENDLY MOTELS/HOTELS AND BOARDING KENNELS IN THE AREA