GUIDELINES FOR REIMBURSEMENT – THERAPY DOG VISITING PROGRAM

Our specific goal for the Therapy Dog Visiting Program is to ensure that all CAREing Paws volunteers have the items they need to meet the requirements of our clients so that we may visit with their patients, residents, passengers and students in order to share our special animals and bring joy and happiness to all.

Many organizations that we visit with now require the CAREing Paws logoed shirts, CAREing Paws ID badges, CAREing Paws vests and/or bandanas for the dogs, etc. It is our desire to meet the requirements asked of us by our clients and to project a professional image, as first impressions are often the public’s lasting impressions.

You already give your time and energy to the organization. CAREing Paws would like for all of our members to have what you need for your visits thus allowing you to continue meeting our mission: Enriching the lives of others by embracing the power of the human-animal bond.

Qualifications/ Eligibility for Consideration – Volunteers with Animals
1. Must be a current member in good standing with CAREing Paws.
2. Must have been with the organization for at least six months.
3. Must be a current member in good standing of a nationally registered therapy organization such as Alliance of Therapy Dogs or Pet Partners. Membership cannot be expired.
4. Proof of therapy membership must be provided.
5. Must be visiting at least monthly.

Qualifications/ Eligibility for Consideration – Volunteers without Animals
1. Must be a current member in good standing with CAREing Paws.
2. Must have been with the organization for at least six months.
3. Must be volunteering at least monthly.

Usage of Funds
Funds from this allocation will specifically cover the following:
1. CAREing Paws shirts purchased from our Land’s End store.
2. CAREing Paws ID badges.
3. CAREing Paws vest or bandana for your registered therapy dog/ CAREing Paws dog.
4. Resources needed to support your therapy program such as trading cards, stickers, holiday cards and gifts for the people you visit.

Amount of Funds Available
The amount available is $100 per CAREing Paws Therapy Team per year that this program is offered. You can submit for reimbursement multiple times throughout the year up to a total of $100. Or, you can hold onto all of your receipts and submit a single expense reimbursement prior to the deadline.

ENRICHING THE LIVES OF OTHERS BY EMBRACING THE POWER OF THE HUMAN-ANIMAL BOND
Deadline to be Reimbursed
All requests for reimbursement must be received no later than **December 1st**. Any requests received AFTER December 1 may not be considered.

How to Request Funding or Reimbursement
There are two ways to request funding or receive reimbursement:

1. Purchase the items upfront yourself, save your receipts and submit a request to be reimbursed.
2. Request the funds upfront, purchase the items, save your receipts and submit a reporting form.

In either case, you must agree to submit a reimbursement/reporting form. This will allow CAREing Paws to appropriately account for and track the funds for the organization. A copy of the reimbursement/reporting form is attached. You must fill it out completely, sign and date it, and attach copies of your receipts. Submit the entire package to:

Melissa Saul  
4 Terrace Park  
Newnan, GA 30265  
Fax - 404-759-2581  
Email - Melissa@CAREingPaws.org

Questions?
If you have any questions about the Therapy Dog Visiting Program, please don’t hesitate to ask!