Gotham City Dog Shelter Event List

* Shelter director enters volunteer and staff shifts and assignments into system.
* Volunteers/staff sign in to system at start of shift and review assignments.
* A dog is brought to the shelter by a member of the public or animal control and accepted by a shelter worker
* The dog is given sequential ID number and is collared with ID number.
* Dog information including ID number, description and location found (or former home address) is entered into dog intake form in system.
* If dog from Animal Control, confirmation of receipt of dog is given to animal control worker.
* Dog is seen and examined by the veterinarian.
* Veterinarian enters exam information, prescribed diet, and health status for adoption into system.
* Dog care plan initiated by volunteer or staff in system.
* Dog is assigned cage, given TLC and bath and is fed as needed.
* Dog behavior with volunteers and staff and other dogs is observed and recorded in system.
* Fitness for adoption is determined by staff and volunteers based on veterinarian assessment and volunteer/staff behavioral assessment.
* Dog deemed fit for adoption is added to adoption list.
* Volunteers take pictures of the dog and write a description (history, behavior) and enter into system.
* Pictures and description of dog are uploaded to website.
* Volunteers and staff perform resident dog care duties including feeding, bathing and exercise per individual dog care plans.
* Volunteers and staff perform cleaning and maintenance per shelter schedule.
* Potential adopters visit shelter, and sign in and present ID.
* Potential adopters are added to mailing/email list for fundraising and events if permission given.
* Volunteers supervise potential adopters as they interact with dogs.
* Potential adopters choose a dog.
* Potential adopters begin adoption process and pay refundable fee.
* Potential adopters complete application for adoption.
* Volunteers and staff review completed application and approve or reject potential adopter based on shelter guidelines.
* If approved adoption, family is called and allowed to pick up dog.
* Dog adoption status updated and adopting family information is entered into system.
* Dog picture is moved to adopted page of website.
* Adoption family schedules appointment to have dog spayed/neutered.
* Adoption family sends in verification of procedure and entered into system.
* Follow-up call to the family to check-in is made by volunteer one month after adoption.
* Food and supply donations are accepted every day by volunteers/staff and logged into system.
* Volunteers/staff sign out of system at end of shift.
* Vet comes in for dog check-ups on the 10th of every month.
* Vet services are paid on the 15th of every month for previous month’s services.
* Waste service picks up garbage and bio hazard waste every Thursday.
* Waste service is paid by the 25th of every month for previous month's services.
* Dog food and supplies are delivered by paid vendors every other Thursday.
* Vendors are paid for previously delivered supplies on the 15th of every month.
* Mailer/email is sent monthly to mailing list.
* Adoption fundraiser event is held at local business bi monthly.

The above events are events occurring in the day to day running of the shelter as it pertains to intake/care procedures for a dog and the dog adoption procedures. Dogs that are not deemed adoptable for health or other reasons and procedures for handling rejected potential adopters are outside the scope of this event list.