Volunteer Guidelines
Bark at Fair Park Presented by DFW Rescue

Thank you for volunteering for Bark at Fair Park, our 24-day State Fair adoption event. We hope that everyone enjoys volunteering with us at the fair. The purpose of this document is to prepare volunteers for the fair experience and answer as many questions as possible.
Please read this document thoroughly. Urban Paws where we park, get parking passes and human passes for the fair. It is at 2526 Elm Street in Deep Ellum.

GOAL: Our goal is to adopt out dogs to quality forever homes and to represent DFW Rescue
Me well to both the public and to The State Fair of Texas so we can continue to come back.

EXHIBIT: We have purchased a 20x40 booth in the Centennial Plaza outdoor area. It is located on the northeast side of the Centennial Building. We have a large tent and electricity. We will set up the interior of the booth prior to the start of the fair. We will not be breaking down crates or the tent daily. All dogs will be transported out of the fair at the end of the evening (back to Urban Paws, or they will go home with their foster).

PARKING AND FAIR ADMITTANCE: The fair does not provide free admission or parking passes for exhibitors. To avoid asking our volunteers for pay for entry and parking, we will be parking in covered meters by Urban Paws. This will also be our staging area for picking up volunteers and foster dogs. If you volunteer for the first shift you will meet in front of Urban Paws and help load the adoptable dogs into the dog transport van. For the second and third shifts, we will meeting at the designated meters by Urban Paws. We will provide transportation into and out of Fair Park from these parking spaces. Transportation will be available at the start and end time of your shift.

PARKING AREA FOR VOLUNTEERS: DFW Rescue Me has secured and paid for 6 meters by Urban Paws at **2526 Elm Street in Deep Ellum.** A map is included in this information and the area is marked in blue. You will need to get a parking pass from us when you arrive (the pass could be given to you from someone leaving, or possibly from the Urban Paws office, please ask a volunteer when you arrive). You will place this pass on your dash board. You will need to park in the designated spaces mentioned above. Please,please don’t forget to return the parking pass to us before you leave, we will have to pay again to replace the pass if taken. If you want to stay to enjoy the fair after your shift you will need to ask when arrive for your shift to ensure there will be adequate room in the shuttle to transport you out of the fair. Please be in front of Urban Paws on time so we can keep to everyone’s promised schedule. You will be picked up at the start time of your shift. If you are scheduled at 9:00 a.m., that is what time you will be picked for your shift. We would also appreciate a hand loading the dogs on the first

shift of the day. If you can assist with loading the dogs, please arrive around 8:30AM-8:40AM.
Park and walk to the front of Urban Paws where the dogs will be loaded. Occasionally a shift may be late being picked up due to traffic, etc. please be patient. However, every effort will be made to pick up shifts on-time. Please be prompt! We will not be able to wait if you do not arrive on time (transportation leaves on time/promptly!). Unfortunately, volunteers have been late in the past and we could not
wait for them to arrive, even though they had a good reason. Please take into consideration traffic, etc. when planning your travel time to the staging area in Deep Ellum.

TRANSPORTATION INTO THE FAIR: Transportation into the fair this year will be different.
We will be using individual's cars to enter the fair. We were not able to secure a SUV this
year. We have purchased a set number of parking spaces on the fair grounds. If you happen
to be an individual that transports people into the fair, please don't forget to return the
parking pass to us before you leave the fair grounds. This is extremely important because
replacing one of these passes is very expensive. We will ask that dogs be placed into the dog
transport van to enter and leave the fair grounds. However, there might be a circumstance
that would require a dog to be transported in a car. We will do our best to keep this to a minimum.

WHAT TO BRING TO THE FAIR:
• Hat/Sunscreen/Sunglasses
• Comfortable shoes
• Clothes that can get dirty
• **We have a T shirt sponsor, pick your size on your signup sheet. Please wear the shirt on your shift Jill.**
• Keep in mind the weather can be hot, raining, and/or chilly… please dress accordingly
• Money for meals or snacks (for before or after your shift, please be prepared to work your
entire shift)
• We will have water available for all volunteers
WHAT TO EXPECT AT THE FAIR: Once you arrive at the fair please check in with the shift
leader for your assignment and check-out at the end of your shift. Please come prepared to work your entire shift. The shift leader is responsible for volunteer assignments. Before each shift, we will try have a very brief meeting to discuss shift details. If it is too hectic to hold a brief meeting,

please check in with the shift leader and transition into your assignment. If you need to take a break during your shift, please notify the shift leader so someone can cover for you while you are gone.

DOG HANDLING RULES: Your primary duties will be taking care of the dogs and greeting people. The goal is to keep dogs as comfortable and calm as possible. We will be walking them in limited areas of the park and prefer our experienced dog walkers to do this to avoid any conflict with the public.

• Only walk dogs with a DFW Rescue Me approved slip lead (provided). Please leave the slip lead when you leave the tent at the end of your shift.

• Certain designated dogs will need to be walked by one of our experienced walkers. Please check with the shift leader before walking dogs

• Slip leads must be secured tightly around dog's neck with grommet and the lead doubledwrapped around your wrist securely

• Do not allow dogs to go within 100 feet of any food vendor

• Do not allow dogs to approach fair attendees without the attendees' permission

• Walk only in the designated areas

• Clean up after the dogs. Volunteers must pick up after the dog on their walk when they have a bowel movement (disposal bags provided). It is imperative that you do this t eliminate us getting in trouble by fair staff and security. If necessary, return to the area with a water bucket to make sure the area is clean. We will be the only rescue group there and attendees are not allowed to bring their dogs

• When getting dogs in and out of the crate, you must have left leg pressed against crate door to prevent dog from bolting and the lead must be tightly secured on the dog with the grommet before dog exits crate

• Exit tent at the closest location to the crate, move quickly and keep the dog on a short, tight lead and keep them moving. Don't stop when people ask to pet the dogs. Let them know you will return shortly and they are welcome to wait at the tent

• Do not allow dog to stop at another dog's crate
• Do not allow your dog within 6 feet of another dog being handled by a volunteer (either held or on a lead) unless directed to do so by shift supervisor

• Do not allow potential adopters to walk a dog unless closely supervised by a volunteer

• Ask attendees if they are interested in adopting a dog prior to getting a dog out of a crate

• If a minor asks to pet a dog, make sure that a parent is there and that the parent is interested in adopting. We are not a petting zoo

• It is rare but if a dog bites a fair visitor immediately let the shift leader know. The dog should be removed from the fairgrounds immediately and taken to a vet for quarantine. All dogs are current on their vaccinations. Please call Jim at 940-465-4688 to let him know so
he can contact the vet

TENT ACTIVITIES: The primary job of shift leader is to monitor the activities of the public. Please bring any questionable actions to the supervisors' attention immediately. These activities include: opening crates, feeding the dog's inappropriate fair foods, sticking fingers in crates, teasing, loitering around donation bins and merchandise, etc. Please be sure to greet all guests upon arrival at the tent and ask them if you can help. The attendance in the tent will vary greatly moment-to-moment. Pay attention to traffic flow. Stop any secondary activities when the tent is full. If you are standing with other volunteers, break off so you can better greet and observe attendees. Please avoid using your cell phone including texting while walking the dogs and talking with the public, as we will need your full attention on the tent and dogs.
Note – the shift supervisors will be on their phones coordinating fair stuff, so please do not think they are not observing the rules.

FOSTERS: If you plan on bringing your foster to the Fair while you volunteer you will need to let the shift leader know that in advance so they can ensure there is a crate available for your foster dog. It is always a good plan to leave your foster dog at Urban Paws for a few days so your foster can be taken to the Fair for several days. You can plan on picking themup from Urban after a couple of days.

FIREWORKS: There is a fireworks show every evening at approximately 8:00PM. Every dog will be leaving the fair to head back to Urban Paws. All dogs should be loaded no later than 7:00PM. NOTE: some volunteers will leave early to take the dogs back to Urban Paws before fireworks begin. Two to three people will remain behind to man the booth through closing. Fireworks make most dogs scared and anxious. It is our goal to keep the dogs as calm as possible since a fair environment is generally stressful for them under thebest of circumstances.

ATTENDEE DONATIONS: Donation bins are located around the tent. If attendees hand you money, please thank them and place it in the donation bins as soon as possible. If someone offers you fair food tickets, please graciously accept them and give them to shift leader or place them in a donation bin. We will distribute them to the volunteers to assist with food purchases either before/after your shift. You are never allowed to keep any monies or tickets that someone has given you for the organization.

OTHER DUTIES TO EXPECT: Running the kissing booth (please check with the shift leader for the best dogs to put in the kissing booth), manning the merchandise table and cleaning up soiled kennels.

DFW RESCUE ME MISSION: We are an all-volunteer, non-profit organization that works closely with Dallas Animal Services and other shelters to ensure that we provide a new leash on life for as many dogs as possible.

ADOPTION FEE: Adoption fee is a $300 tax deductible donation. Every dog that is adopted has been spayed/neutered, current on vaccinations, micro chipped, found to be heartworm negative, or if heartworm positive, will undergo treatment by a vet designated by DFW Rescue Me. Every dollar given to the rescue goes to saving more lives.

PROCESS FOR ADOPTION: Potential adopter must fill out an adoption application. Please place the date and time on the application so we know the order in which an application on a dog was received. Some dogs get multiple applications and we do our best to process the applications in the order received. Not all applications are ideal, and people frequently change their minds after thinking about adopting a dog. Thus, the order in which the application was received can become very important in the adoption process. Once the application is approved, we will do a home visit followed by a play date, and then we move forward with the adoption process. We will not be letting people take dog(s) home from the Fair. We only ADOPT our dogs, we do not SELL them.

Thank you for volunteering! We could not do what we do without dedicated volunteers!
Direct any questions to: jim@dfwrescueme.org or tammy@dfwrescueme.org
If you are not able to make your shift PLEASE email us as soon as possible to let us know. We depend on you to show-up for the shift/s you have committed to volunteer. Please do not show-up for a shift you did not sign-up for. We are counting on you being present for the shift you signed-up for. If you can't make it please be courteous and let us know right away. If you cancel the day of your shift, please text Jim at 940-465-4688. Thank you very much!