

SYDNEY DOGS AND CATS HOME

 **PO BOX 4105, KOGARAH BAY NSW 2217**
 **02 9587 9611**

 **SYDNEYDOGSANDCATSHOME.ORG**
 **INFO@SYDNEYDOGSANDCATSHOME.ORG**

 **@SYDNEYDOGSNCATS**
 **SYDNEYDOGSANDCATSHOME**

ABN: 16 943 464 585
CFN: 16738

CORPORATE SNUGLING RESCUE PROGRAM

Thank you for your interest in supporting Sydney Dogs and Cats Home and for inviting us to your office with our adoptable furry-residents.

Our Corporate Snuggling Rescue program is a unique way to bring happiness into your workplace, while supporting Sydney's lost and abandoned pets.

This document has all the information you need to know about the program, and also includes an Application Form for your business.

What happens during the event?

- Animal playtime
- Chance to ask Sydney Dogs and Cats Home staff and volunteers about our organisation, adoption process, and how else to get involved – including volunteering, foster care program, and fundraising etc.

How long does the event run?

30 – 60 minutes

What times / days are available?

Ideally, Thursdays between the hours of 10am and 1pm.

What we ask for in return?

A contribution of **\$1000**, plus the cost of parking if on-site parking is not available. This fee will go directly to our vital work.

We also encourage our corporate friends to get behind us by hosting an office fundraiser.

Some ideas can include:

- Gold coin mufti day
- Morning tea/bake sales
- Promote and encourage work place giving
- Join a local fun run

How to book?

Please complete the form on Page 3 after reading the Risk Control Plan. Email back to fundraising@sydneydogsandcatshome.org. Our team will contact you to confirm availability.

WOOF. MEOW.



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CORPORATE SNUGGLE RESCUE PROGRAM RISK CONTROL PLAN

Hazard	Risk controls already in place	Risk probability LOW, MODERATE, HIGH	Further action required to control risk
Animal toileting	<ul style="list-style-type: none">- SDCH volunteers/staff trained and instructed to take each animals outside for regular toilet breaks- SDCH volunteers/staff equipped with poop bags, kitty litter etc.- Office Manager will supply sanitiser and cleaning equipment	LOW	<ul style="list-style-type: none">- SDCH to liaise with Office Manager before event to identify access to outdoor area where the animals will go for their toilet breaks. Or designated area.
Allergies towards animals	<ul style="list-style-type: none">- Office staff are informed well in advanced about the event, SDCH will specify which type of animal will be attending.- The Office Manager is responsible for liaising with staff regarding allergies, and decides the control measures – e.g. Making it an invite only event, securing a room, etc.	LOW	<ul style="list-style-type: none">- The Office Manager will liaise with SDCH to discuss if this event is suitable for their office and the wellbeing of their staff.
Animal injures a human	<ul style="list-style-type: none">- Before any animal is invited to come along, a trained staff member at SDCH makes a thorough assessment of its behavior. This includes assessing their behavior with people.	LOW	<ul style="list-style-type: none">- SDCH volunteers/staff handling the dogs are experienced and trained to control each animal.- First aid available by Office Manager
Animal injures another animal	<ul style="list-style-type: none">- Before any animal is invited to come along, a trained staff member at SDCH makes a thorough assessment of its behavior. This includes assessing their behavior with other animals.	LOW	<ul style="list-style-type: none">- SDCH volunteers/staff handling the dogs are experienced and trained to control each animal.
Animal containment	<ul style="list-style-type: none">- All animals will be on leashes- SDCH dog handlers trained and instructed to ensure that each animal is safely controlled	LOW	<ul style="list-style-type: none">- All animals will never be off-leash or left unattended- The Office Manager will organise a secure room or space for SDCH

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CORPORATE SNUDDLING RESCUE BOOKING FORM

CONTACT DETAILS

Name:

Organisation:

Address:

Suburb:

State:

Postcode:

Phone:

Mobile:

Fax:

Email:

BOOKING DETAILS

Preferred Date:

Preferred Time:

Address:

(if not the same as above)

Do you have permission from strata to allow pets in the building? ☐ Yes ☐ No

Animal preference: ☐ Doggies ☐ Kitties ☐ Other:

How many people will be present:

Please provide any additional information which we need to know:

PLEASE CONFIRM THE FOLLOWING BY TICKING THE APPROPRIATE BOX

I/We agree to contribute \$1000 for Sydney Dogs and Cats Home	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have read the Risk Control Plan and understood the responsibilities of your company and Sydney Dogs and Cats Home	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a Public Liability Insurance? (If yes, please attach copy)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

understand my obligations with regards to inviting Sydney Dogs and Cats Home to host a Corporate Snuggling Rescue at your office:

Name: _____ Signature: _____

Date: _____

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