

FOBCAS Transport Volunteer Checklist

Prepare in Advance

- **Know Your Animal**
 - Familiarize yourself with the animal before pickup. Learn the details and physical description of the animal. Aim to be able to pick out the animal in a lineup. Consider bringing a photo for comparison.
 - Make sure you have the 5-digit ID number of the animal you're transporting.
- **Necessary Equipment**
 - The shelter can typically loan standard equipment, but confirm this beforehand.
 - Cats will need a secure, hard plastic carrier that should be large enough for the cat to stand in.
 - Dogs will need a suitably sized crate and a leash.
 - Handy items: Food, water, and bowls; treats; towels, sheets or blankets; paper towels; extra leash; toys.
 - For animals with special circumstances such as medical issues, make sure you take any necessary extra supplies for the trip.
 - Bring a camera if you'd like to get happy arrival photos to share with FOBCAS.
- **Contact Information & Directions**
 - Make sure you have an accurate address for your destination. Additionally, it may be handy to confirm what type of building your destination is in.
 - Make sure you have a contact number for the person or location you are driving to. Make sure you keep the shelter's phone number handy as well, in case of questions in transit.
- **Scheduling**
 - Once permission to transport is confirmed, you bear some responsibility of arranging the day and time of transport. Scheduling can be handled in many ways, but one way is for you to speak to the rescue/destination and figure out some days and times that would work for both of you; once you have a short list, approach an Animal Advocate with these suggestions and confirm which will work for the shelter.
- **Confirmation**
 - Make sure to call the shelter shortly before you arrive for pickup to confirm that all details and plans are still in place, and that transport is still approved at this time.

Before You Leave the Shelter

- **Confirm the Animal**
 - Confirm the identification of the animal. Double-check the animal's ID, as well as physical descriptors of the animal. Make sure you're able to uniquely identify the animal before leaving. Do not rely solely on the shelter staff to do this for you.
- **Tie Up Loose Ends**
 - For animals going to rescue, make sure to confirm that any applications on the animal are all accounted for by the Animal Advocates (ie, none of the applications are good or immediately worth considering).
- **Transporting Donations**
 - Confirm whether there are any donations to be transported along with the animal to its destination, such as pet supplies or donated cash or checks.
- **Bring Paperwork**
 - Make sure you depart with all necessary paperwork, which you can obtain from and confirm with the front office. This would definitely include the animal's medical sheet, but should also include rescue/adoption agreement paperwork, rabies waiver, etc.

At Your Destination

- Transfer the animal, the paperwork, and any donations to the intended recipient.
- If you're comfortable getting a photo of the animal being received by the rescue, please do so, and send it to a FOBCAS Facebook volunteer for sharing.

Afterwards

- Shoot a quick note to your BCAS contact and/or any other FOBCAS volunteers that helped you coordinate. Let everyone know the transport was successful, and any other important details.