



## The Fox Valley Therapy Dog Club Yorkville, Illinois

### Annual Requirements for FVTDC Registered Teams

*The following must be submitted to the Membership Coordinator annually:*

1. **Annual Health Record** form \* completed and signed by Veterinarian documenting evidence of the following:

- a. **Negative fecal test;**
- b. **Current rabies vaccination;** and
- c. **Annual veterinary exam.**

The **Annual Health Record** is due based on when these tests expire for your dog.

2. **Annual TB test \***

- a. Please obtain the "one step" TB test unless otherwise indicated by the facility leader at the site
- b. Some facilities may offer free TB testing for volunteers. Check with your facility leader.

3. **Record of Visits**

- a. **Record of Visits** form(s)\*\* must be submitted by February 1 for visits that were completed during the previous calendar year. Please submit ALL **Record of Visit** forms listing your visits during the calendar year (even if you have submitted completed forms earlier in the year).
- b. A minimum of 12 visits is required per team during each calendar year. Teams that became newly registered during the year will have the required number of visits prorated based on the date they acquired registration.
- c. Junior handlers are required to complete 4 visits per year.
- d. Failure to complete 12 visits within a calendar year will result in a suspension of that team's visiting privileges. Teams can become reinstated by following the procedures listed below. (see Procedure for Reinstatement)
- e. Extenuating circumstances relating to visits may be brought to the attention of the Board *prior* to the February 1 deadline for consideration. (see below)

4. **Annual Dues**

- a. Dues must be paid by January 1. If dues are delinquent by more than 30 days, the team's visiting and voting privileges are suspended until dues are paid.
- b. Extenuating circumstances relating to the payment of dues should be brought to the attention of the Board *prior* to January 1. (See below)

\* Form is found at [www.fvtherapydogs.org](http://www.fvtherapydogs.org) under Membership link

\*\* Form is found at [www.fvtherapydogs.org](http://www.fvtherapydogs.org) at the Membership link, click on "Members Only", password required

## **PROCEDURE FOR REINSTATEMENT FOR INSUFFICIENT VISITS DURING THE CALENDER YEAR**

1. Failure to complete 12 visits in a calendar year will result in a team's visiting privileges being suspended. Reinstatement is contingent on the team successfully passing the FVTDC Evaluation Test again and completion of 1 supervised visit. **No further visits can be made until the team successfully complies with these requirements and is notified by the Board.**
2. The team may test at the next regularly scheduled Evaluation Test date.
3. After successful completion of the Evaluation test, the team will be required to complete one Supervised Visit.
4. The results of the Evaluation test and the Supervised Visit will be reviewed by the Board and if the team is approved, the team will be reinstated and notified that they can resume making visits.

### **EXTENUATING CIRCUMSTANCES**

The Board recognizes that there may be extenuating circumstances related to the above requirements. *It is required that the handler bring these circumstances to the attention of the Board PRIOR to the date the requirement is to be met.*

The Board may, upon unanimous vote, permit a team to complete any missing visits in a defined time without re-testing. To make a decision, the Board may consider the team's performance during its most recent Evaluation Test, any Board member's direct observations of the team's performance during therapy visits, the handler's stated intentions to continue on an active visit calendar, as well as any special circumstances, such as personal, family or canine illness. Visits made to complete the prior year's requirement will be credited to the prior year and cannot be credited toward the current annual requirement.

Extenuating circumstance relating to dues payment and other Club requirements will be reviewed on a case by case basis by the Board.

**NOTE: Although the Membership Coordinator will make every effort to send out notices in advance of the expiration of requirements, it is ultimately the sole responsibility of the handler to make sure that requirements are met in a timely fashion.**

*Failure to submit required documents prior to the expiration date of that requirement will result in the team being unable to make visits until such time as the documents are received.*