

Appendix C

[Facility Dog Handler Agreement Google Form](#)

Facility Dog Handler Agreement

THIS AGREEMENT is executed on (Date)_____, by and between the Program Supervisor, CAIU Canine Committee, Director of Student Services and _____, (hereinafter referred to as “Primary/Secondary Handler”), and collectively known as the “Parties” for the purpose of establishing and implementing a Facility Dog and Therapy Dog Program at the CAIU.

WHEREAS, it is the intention of the Primary/Secondary Handler to provide the Program Supervisor and Canine Committee with all completed and up to date paperwork necessary for the approval process, so that the Primary/Secondary Handler and dog can participate in the CAIU Facility Dog and Therapy Dog Program for the purposes of fulfilling these goals:

Goals of the Facility Dog and Therapy Dog Program:

1. Increase empathy and compassion within educational settings
2. Increase social-emotional competence in students and adults
3. Support a culture of belonging across the CAIU for students and staff
4. Create an enriching environment that promotes academic and behavioral success
5. Assist in breaking down barriers in establishing rapport between students and therapeutic staff, teachers, administrators, and support staff
6. Create positive feelings between staff and students in a judgment free environment

IN ADDITION, the Primary/Secondary Handler, Program Supervisor, Canine Committee, and Director of Student Services are desirous to enter an understanding, thus setting out all necessary preparations that all Parties agree shall be necessary to complete the CAIU Facility Dog and Therapy Dog Program Approval Process.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the Parties hereto agree as follows:

- Scope of Agreement
 - This Agreement forms the basis of mutual understanding and respective responsibilities of the Primary/Secondary Handler, Program Supervisor, Canine Committee, and Director of Student Services.
- 1. Primary/Secondary Handler agrees to:
 - Handler and dog certification required.
 - Provide all required documentation and update documentation on a regular basis. This documentation includes:

- i. Handler Agreement
 - ii. Site Permission Form
 - iii. Vaccination records
 - iv. Certification records
 - v. Proof of liability insurance
 - vi. Proof of handler training
 - vii. Training notes/summary for each training session while working at CAIU location(s)
 - viii. Medication records (flea, heartworm, tick)
 - ix. Veterinary Visit Form (submitted after each visit)
- Receive administrative approval for all site locations where the dog will be working.
- Comply with all training requirements, procedures, and work accommodations set forth in the Facility Dog and Therapy Dog Program Handbook, including:
 - i. Communicate the purpose of the dog to the school location and provide information and an opt-out to all stakeholders.
 - ii. Develop and coordinate education for students and staff about the dog.
 - iii. Develop a communication process to identify areas where the dog shall not be present and what to do for emergency procedures.
 - iv. Not relinquish custody of the dog at any time during the work day except to another Primary/Secondary Handler.
- 2. Program Supervisor agrees to:
 - Determine CAIU employee eligibility to apply as a handler. Verify the Primary/Secondary Handler is in good standing as an employee and able to manage the extra responsibilities of handling a dog.
 - Verify that the site location is in agreement to allow the dog on site.
 - Create funding plan for dog and provide funds as agreed upon.
 - Review the Facility Dog and Therapy Dog Handbook
 - Share concerns that arise about the Primary/Secondary Handler and/or dog with the Canine Committee and Director of Student Services.
- 3. Canine Committee agrees to:
 - Provide final approval or denial in writing of Handler Application and Handler Agreement.
 - Maintain and review all documentation associated with the dog and Primary/Secondary Handler.
 - Ensure that all procedures are followed in accordance with the Facility Dog and Therapy Dog Program Handbook.
 - Update procedures as necessary.
 - Provide ongoing support to Primary/Secondary Handlers.
 - Collaborate with Program Supervisor and Director of Student Services to address any issues or concerns with the handler(s) or dog.
- 4. Director of Student Services agrees to:
 - Oversee the CAIU Facility Dog and Therapy Dog Program and Policy.

- Provide final approval for all Handler Applications and Handler Agreements.
- Revoke Handler Agreements and permissions when deemed necessary.
- Remove dogs from site locations when deemed necessary.

II. Term of Agreement

- The Agreement may be terminated by the Director of Student Services if the Primary/Secondary Handler does not comply with the procedures and expectations outlined in the Facility Dog and Therapy Dog Program Handbook.
- The Agreement may be terminated by the Program Supervisor if the Primary/Secondary Handler is unable to manage the duties and responsibilities of the dog and/or is no longer in good standing as an employee.

III. Financial Agreement (Facility Dogs)

	CAIU Program	CAIU Employee (Primary Handler)
Cost of dog	(100%)	N/A
Liability insurance	(100%)	N/A
Veterinary Care	(100%)	N/A
Routine Medication	(100%)	N/A
Food		
Grooming		
Initial training supplies		
Ongoing training & supplies/treats		

Signatures

Primary/Secondary Handler Signature

Date

Program Supervisor Signature

Date

Canine Committee Official Signature

Date

Director of Student Services Signature

Date