

Dear Associate Member: Please hand this form out to the coordinator at each facility you are visiting.

**Memorandum of Understanding between Therapy Dogs International (TDI) and**

88 Bartley Road, Flanders NJ 07836

Tel: 973-252-9800; Fax: 973-252-7171

Email: [facilities@tdi-dog.org](mailto:facilities@tdi-dog.org); [www.tdi-dog.org](http://www.tdi-dog.org)

Name of Facility: Metro Library System (Chactaw Library + Library) Midwest  
Address: 300 Park Avenue, Oklahoma City, OK 73102 Volunteer Services Office  
Contact: Heidi Port Phone: 405) 606-3762  
Email: hport@metrolibrary.org

Therapy Dogs International, a non-profit organization, provides visitations free of charge through its tested and registered handlers to wherever a therapy dog is needed. All of our registered handlers are volunteers, and covered under TDI's liability insurance program (see attached).

**Hospital/Facility visits**

At all times while visiting, our dog/handler teams are governed by TDI's rules and regulations (see attached).

While in a facility the handler must follow the rules and guidelines set forth by the facility as long as no harm can come to either dog or handler. If additional training or paperwork for hospital volunteers is required, it is up to the handler to comply if the handler wants to visit at a facility.

The facility should provide guidelines to the handler for its therapy dog program. A staff member must be assigned to take charge of the therapy dog program. Preferably all visits should be accompanied by a staff member. If that is not possible, it should be made clear to the handlers in which sections of the hospital visitations can be conducted. This is important for the health and safety of our volunteer dog/handler teams as well as for the hospital patients.

The facility must have a policy in place for infection control to protect the dog/handler team from coming in contact with possible dangerous germs. The dog handlers will visit with a clean dog. The handler is expected to wipe hands (with a disinfectant which should be supplied by the facility) prior to visiting with a patient. The patient is expected to also have hands wiped prior to touching the dog. This procedure is to be repeated for each patient. Upon leaving the facility the handler should wipe the dog including its feet.

All visitations must be scheduled in advance. The volunteer as well as the facility is responsible for adhering to a scheduled visitation program. If a scheduled visit cannot be made, the volunteer or the facility must cancel in advance.

TDI would like to receive periodic updates on the work of its volunteers. After a dog/handler team is accepted into our program we request that the handler complete a facility form after three months. TDI will call the facility about the work of the dog handler team. This is important to us so that we may provide the best volunteer work.

The hospital/facility is responsible for checking the handler's TDI credentials and make sure they are up to date at the time of visitation. TDI requires a current Health Record Form (see attached) from its handlers. If any of the required procedures lapses, the handler will be prohibited from visitations. This gives us the assurance that the dog has received the best possible care and is current on all its health care procedures. Our handlers are made aware when any of their credentials are due to expire.

To assure high standards of the therapy dog program, the facility agrees that only TDI certified teams will conduct therapy dog visits, with the exception of teams from other organizations who have been visiting and are still visiting.

If there are any problems with a dog/handler team please feel free to contact us:  
[facilities@tdi-dog.org](mailto:facilities@tdi-dog.org) or give us a call at: 973-252-9800 ext. 205.

\_\_\_\_\_  
Ursula A. Kempe  
President, Therapy Dogs International

Date

1/15/14

\_\_\_\_\_  
Authorized Signature of Facility  
Representative

Date

June 13, 2014

Dear Facility Coordinator:

*Heidi Pont*

We would like to thank you for including our volunteer dog/handler teams in the healing and v being process of your clients. TDI is a volunteer organization working with thousands of facilities all across the country. In order to facilitate the work of our volunteers we would like to arrange an agreement with your facility. This agreement outlines the essential points of understanding needed between a facility and our organization (TDI). An agreement makes it easier for all to know the boundaries and also to help all involved to exchange ideas and to be more successful providing therapy dog visits.

We would appreciate if you could sign this agreement, Memorandum of Understanding (MOU) or pass it on to an authorized person for signing. Please send the completed agreement back (we will return the signed copy with our signature back to you) to:

Therapy Dogs International  
Attn.: Facility Department  
88 Bartley Road  
Flanders, NJ 07836

Email: [facilities@tdi-dog.org](mailto:facilities@tdi-dog.org)

Website: [www.tdi-dog.org](http://www.tdi-dog.org)

Phone: 973-252-9800

Fax: 973-252-7171

I am looking forward to working with you in helping to bring qualified TDI volunteers to your facility.

Sincerely,

Ursula A. Kempe  
President