

## Group Tour Request Form

Thank you for your interest in a group tour with Help Save Pets.

Help Save Pets is a no-kill animal shelter, run entirely by volunteers, through host veterinary clinics who provide medical care and housing for all of our animals. Therefore, the dates and times that tours can be done are limited to Tuesday, Wednesday or Thursday afternoons. This can also change based on the availability of our volunteers and/or prior commitments.

Since we rely on donations, in exchange for a tour for your group, we ask that all members of your group contribute to our cause. First and foremost, monetary donations are always needed to purchase supplies for our animals and our cause. Additionally, we are always in need of puppy food, dog food, kitten food, cat food, cat litter, collars, leashes, blankets and towels. (A full list of items can be found on our website on the "You Can Help" tab.)

We always like to share stories of gratitude on our website. If you wish to take pictures of your group on the tour and share the pictures with us, we will gladly post them on our website. You can email your pictures to [Info@helpsavepets.org](mailto:Info@helpsavepets.org). Attached you will find a group tour consent form as well a photo permission slip. Please be sure that the form is fully completed, signed and brought with you on the day of your tour. The photo permission slip must be completed for each and every child in your group. It must be signed by the child's parent or guardian.

If you are interested in scheduling a tour with our group, please complete the bottom portion of this form and fax to (815) 609-0005 or mail to Help Save Pets at 24020 W Riverwalk Ct. Plainfield, IL 60544. Someone will contact you to schedule your tour.

Contact Name & Title: \_\_\_\_\_

Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Ages of group: \_\_\_\_\_ Number in group: \_\_\_\_\_

Does anyone in your group have special needs (disability, allergies, etc.): \_\_\_\_\_

Possible Dates You Would Like Tour: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_



**Please print and bring with you the day of your tour.**

### **Help Save Pets Tour Guidelines**

Our group agrees to follow all guidelines/instructions (i.e. “no fingers or hands are to be put inside any cages”, etc.) given to us while on the tour. Following these instructions will help ensure the safety of the visitors, staff and animals. We understand that the date and time for tours is at the discretion of Help Save Pets (“HSP”) and the Animal Care Center (“ACC” of the “Host Facility”). The undersigned agrees to indemnify and hold ACC and HSP harmless if the procedures outlined in this agreement are not adhered to.

While HSP is honored to be invited to participate in this activity, it is important to recognize that we are guests as well of the “Host Facility”, and as such, we must be able to guarantee that adequate supervision is going to be provided by your group to ensure the safety of all, and minimize the impact on business at the clinic. We ask that only members of the group attend the tour. Please, no siblings, relatives or friends. Additionally, no parents except those that are group leaders.

Additionally, as a very small group of volunteers with limited time and resources to devote to our various needs, HSP asks that the coordinator of your group contribute a small summary of the day’s events and activities, including a few photos that can be submitted to the local media to generate public interest and exposure for HSP and your group’s interactions. As a not-for-profit group that relies on community support to continue our work, this sort of follow-up is absolutely essential for our very survival. We would be very appreciative of receiving a review of this type for us to submit as a press release or post on our website. You can email your pictures to [Info@helpsavepets.org](mailto:Info@helpsavepets.org).

Signed (Name & Title): \_\_\_\_\_

Group Name: \_\_\_\_\_

Date of Tour: \_\_\_\_\_



**Photo permission slip must be completed for each and every child in your group. It must be signed by the child's parent or guardian. Please print and bring with you the day of the tour.**

**HSP Photo/Website Permission**

Your permission is required for the photograph of your child to be published in local newspapers or other media sources. Photographs may be taken due to any events or activities that occur during the child's involvement with Help Save Pets. Permission is also required for your child's work or activity results to be published as well. I understand my child will be identified by first name only. Please answer either yes or no for each question.

Signed: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Please Circle Your Permission

Web Site: Yes or No

Newspaper: Yes or No

