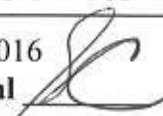


Commission on Animal Care & Control	Policy Number: GO - 063
Subject: Offsite Event Requests (Clinic / Information Fair)	Date Issued: 12/16/2016 Manager's Approval 

Chicago Animal Care and Control (CACC) will occasionally team up with other organizations to provide low cost or free vaccine or microchip clinics or information fairs outside the CACC facility. CACC is able to provide outdoor clinics one time per month beginning May 1 through September 30 each year weather permitting. The number of animals to be serviced will depend on the number of Veterinarians available for the clinic. Only 100 animals per Veterinarian will be serviced.

In order to request this type of service, the organization must prepare a written proposal with all the details about the event to include the suggested date/time, location of the event, estimated number of pets to be serviced and submit it to askcacc@cityofchicago.org at least 6 weeks in advance. All off-site events must be approved by the Deputy Director and Operations Manager at least 5 weeks prior to the event.

Once the proposal is approved, a CACC point of contact will be determined and the following arrangements will be made:

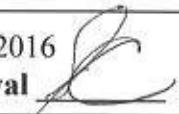
Information Fairs:

- CACC will contact the proposer to ensure venue specifics (availability of tables, chairs, set up location {outside/inside}, parking for CACC staff vehicle).
- CACC contact will arrange for transportation with the Operations Manager.

Off-Site Clinics:

CACC is able to provide off-site (outdoor) vaccine/microchip clinics one time per month beginning May through September of each year, weather permitting. The clinic will be no longer than 4 hours (hours will not begin earlier than 10 a.m. and will not extend past 4 p.m.) and will not service more than 100 animals per Veterinarian working. CACC will provide the Animobile (mobile vehicle), a driver for the vehicle, a Veterinary Technician/Assistant for inventory control and 1-2 various staff for paperwork purposes along with 6 tables, 6 chairs, 2 pop up tents (if available) and various other clerical supplies for the clinic (any other items needed must be provided by the organizer).

- Sponsor Supported – A Sponsor Supported clinic is paid for by a sponsor. The Sponsor will provide a Volunteer Veterinarian along with two Veterinary Technicians/Assistants for every 100 animals to be serviced. The sponsoring organization will provide CACC with the name and contact information for the Veterinarian(s) and Veterinarian Technicians along with a copy of their current Illinois license at least three weeks in advance in order to confirm supplies/materials required and vaccination procedures. CACC will invoice the sponsor the cost of the items used (Vaccines, Microchips, Syringes, tags) after the clinic is completed and applications are closed out and counted.
- CACC Supported – A Low Cost clinic provided by CACC Staff. CACC will staff the clinic with volunteers and paid staff including one Veterinarian and Veterinarian Technician/Assistant. Clients will pay for the services by cash (exact change only) per the fees listed on the vaccine

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clinic fliers. No more than 100 animals will be serviced at the clinic.

All advertising is to be done by the Organizer/Sponsor for these events. CACC will make copies of the flier and distribute at the CACC facility, post to any social media sites and on our website at www.adoptchicago.org. The flier will be required at least two weeks in advance via email.

CACC will visit the location of the clinic within one week prior to the event to verify parking and set up of the Animobile.

CACC will arrive at the clinic at least 45 minutes prior to the start of the event for preparation. All CACC Staff, the clinic organizer and volunteers will be required to help with the clean up efforts after the event.

Outdoor Events

Outdoor events are allowed weather permitting. Rain / Snow / Wind / Hail / Adverse Temperatures (vaccines will freeze / heat up too much). CACC has the right to cancel or postpone clinics due to inclement weather for the safety of the staff, volunteers, customers and pets.

Created: September 2016 - SC