

BUCHANAN COUNTY UNIVERSITY OF MISSOURI EXTENSION

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UNIVERSITY OF MISSOURI
Extension



REFERENCE GUIDE

Membership is a privilege, not a right

Organization:

Pony Express Therapy Dogs - all volunteer organization

Under the oversight of the University of Missouri, Buchanan County Extension Office,

Governed by Executive Committee:

- **Ex. Director (Bill Luce)** (*expires 2023*)
- **Secretary/Treasurer (Sharon Luce)** (*expires 2023*)
- **Three (3) members :**
 - Barb Tansey** (*expires 2023*)
 - Jodie Meschke** (*expires 2021*)
 - Molly Stewart** (*expires 2022*),
- **Ex Officio from Extension Office (Katie Pemberton)**

General Requirements:

- **ALWAYS BE YOUR DOG'S ADVOCATE!!!**
- **Annual Dues**
- **Dogs on leashes and under control at ALL times**
- **Two sets of eyes required at all times on all visits**
- **Use of Pony Express logo only at sanctioned Pony Express Therapy visits or special events**
- **Therapy Pack (*health record, Incident Report, Photo Release (optional), disposable bags, paper towel, sanitary wipes*) required at all visits/special events**

Vaccinations: Must be current at all times and copies provided to the Vaccination Coordinator.

Visits:

Number: One visit each month is required. It is encouraged to attend more if possible.

Sign up: Sign up for visits is done through the *Sign Up Genius* computer program. Handler is responsible to keep calendar updated.

Facility Coordinator: Each facility has a designated Facility Coordinator. They are responsible for that visit, i.e. making sure there are enough teams and handling any other specific situations. If you cannot make a visit, you should contact the Facility Coordinator and update the calendar as soon as possible. Facility Coordinator information is found on the calendar.

Pony Express Therapy Dog Contact Information:

Bill Luce, Ex. Dir.
816- 232-5162

William_luce49@yahoo.com

Meet and Greet: Always meet 5-10 minutes prior to the visit.

Conduct:

- You are your dog's advocate. You should leave a visit if any behavior issues interfere with the visit and notify the Facility Coordinator.
- No visitors allowed at visits – only registered Pony Express Therapy teams
- Conduct should be in accordance with the Guidelines and always in a professional manner. Be considerate of others.
- Visits start and end when you get in and out of your car.
- Licking by the dogs is discouraged for health reasons.
- Cell phones should be off or on vibrate. If emergency situations require using the phone, excuse yourself and move away from the visit. Keep the conversation as short as possible.
- No treats or water allowed during the visit.
- No personal business can be conducted during any Pony Express Therapy Dogs visit or special event.

Dress Code:

Dogs: should have cape/vest on and be clean and groomed.

Handlers: should have therapy pack, Pony Express ID. Sensibly dressed – not torn or ripped and no obscene logos. For safety reasons, ankle length pants and closed toed shoes required. No shorts or sandals.

Incidents: Any incident must be immediately reported to the Facility Coordinator and Incident Report procedures followed.

- It should be reported to the Facility Coordinator immediately;
- A Pony Express Therapy Dogs' Incident Report form shall be immediately prepared by the Facility Coordinator and one other Pony Express member; and
- The Incident Report should be submitted to the Executive Committee within twelve (12) hours of the incident.

Photo Release: No pictures are to be taken of teams with any children/patients/participants and used unless there is a Photo Release signed by the parent/guardian/patient. No photos taken as part of the Pony Express Therapy Dog program shall be used for any personal social media or other non-Pony Express application.

Behaviors NOT acceptable (aggression policy): NO aggressive behavior of any kind is tolerated. Any aggressive behavior when participating in a Pony Express event may result in immediate dismissal. Any aggressive behavior should be reported immediately to an Executive Committee Member.

Renewal: Teams are renewed every two years.

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