



Omaha Pet Sitters Association

New Member/Renewal Application (Please Print)

Mail application to:
175 Arbor Court
Omaha, NE 68108

Please check one:

_____ New Member

_____ Renewal (if no changes, indicate so and sign where indicated and provide your renewal dues, insurance, etc.)

Name: _____
(First Name) (Last Name) (Email address) REQUIRED

Name: _____
(First Name) (Last Name) (Email address)

Street Address: _____ City: _____ Zip: _____

Home Phone: _____ Business Phone: _____ Cell Number: _____

Name of Company: _____ Web Address: _____

Insurance Company: _____ Effective Date(s): _____

Services Offered	Definition	Check if 'Yes'	Avg. \$/visit
<i>Midday Care</i>	Dog Walking while the owner is at work		
<i>Pet Sitting</i>	In-home visits while the owner travels		
<i>Boarding</i>	Boarding provided at the sitter's home		
<i>Overnights</i>	Overnight stays at the owner's home		

Areas Served: _____

Zip Codes Served: _____

MEMBERSHIP CRITERIA

I agree to comply with the following Omaha Pet Sitters Association ("Association") membership requirements and my signature below is my acknowledgement and understanding of these requirements.

1. Complete an application and pay \$50 annual dues (Renewals are due January 1st and a late fee of \$25 will be assessed on dues not paid by January 31st.) New member applications submitted during the year will be pro-rated to the nearest full month.
2. I understand my membership fee will cover the Association's operating costs/expenses such as but not limited to website hosting, printing, banners, booth fees, seminar attendance, etc.
3. I understand that Members are eligible to be Board Members after 6 months & receive 50% off their annual membership dues.
(New Board Members: Please attach a short essay, 200 words or less explaining why you would like to join the OPSA Board)
4. I understand the new Board will be voted on at the annual meeting, and I must be present to get voted in.
5. I have read and agree to the "code of ethics" for the Association (See Schedule A)
6. I understand that I am required to show proof of liability insurance annually and as long as I am a member of the Association.
7. I agree to provide a copy of my business card, pet sitting report card and vet notification card with my application (See Schedule B)
8. I agree to abide by all state and local pet laws. I understand it is my responsibility to become familiar with these laws.

By submitting this application and signing below I am certifying that all information contained above is true and correct, that I am over 18 years of age and the person responsible for making the business decisions for the company listed above.

(Pet Sitter's Signature)

(Printed Name)

(Date)

-----**To Be Completed by a Board Member**-----
 Paid status: _____ Amount collected: \$ _____ Date membership collected: _____ Year of membership: _____
 Current Board Member Position: _____ Applying for Board Position: _____ Essay: _____
 Copy of the following received: BUSINESS CARD ___ REPORT CARD ___ VET NOTIFICATION ___



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Schedule A:

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CODE OF ETHICS

1. To provide conscientious care for the animals entrusted to me, being constantly attentive to their security, safety and well-being, and to place their welfare above all other business considerations.
2. To take every opportunity to learn more about my profession and to improve my services.
3. To deal honestly and fairly with the public, and to avoid misrepresentation of my services.
4. To respect the confidence of every customer served.
5. To place service to my customers and to the pet sitting industry above personal gain.
6. To avoid unfair competitive practices, any slander or defamation of my competitors, and actions or business practices which would result in dishonor upon or distrust of my competitors or of the pet sitting industry in general.
7. To support my association, its policies and programs, and to participate as fully as possible in its activities.
8. To be respectful of, and to cooperate with the other professions and trades which operate within the pet industry, in every way consistent with my other responsibilities.
9. To obey all applicable Federal, State and local laws governing animal care.
10. To operate my business in such a manner as to reflect honor upon the pet sitting industry within my local community.
11. To encourage responsible pet ownership.

MISSION STATEMENT

- Promote welfare of all animals
- Raise the standards of the pet sitting industry through example, education & cooperation throughout the Midlands
- To help new pet sitting businesses get started
- Foster comradely among members

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Schedule B:

1. Business Card: A card advertising your business including your company name, the pet sitter's name and phone number.
2. Report Card: A card/form left behind at the client's house after a sit is complete. This card provides the client with details on the outcome of the sit including the date of the sit, the time the sit took place, and the dog's behavior. *An EXAMPLE is provided below. This is just an example and not what is required:*

Lucky PAW PALS
Report Card

Pet Name: _____
 Visit Date: _____
 Visit Time: _____
 Food: Filled / Leftovers / Kept Empty
 Water: Filled / Changed / Left alone
 Treats: Yes / No
 Medication: Yes / No
 Walk: Yes / No
 Play: Yes / No
 Bathroom: #1 only / #1 and #2
 Comments: _____

 Initials: _____



3. Vet Notification Card: A note signed by the client giving the pet sitter permission to take their pet(s) to the vet in their absence. *An EXAMPLE is provided below. This is just an example and not what is required.*

<p>Lucky PAWPALS</p> <p>Jennifer Misfeldt Owner/Sitter</p> <p>(402) 510-1346</p> 	<p style="text-align: center;">Vet Notification</p> <p>This is to inform you that I have engaged the services of Lucky PAW PALS to care for my pet(s).</p> <p>In the event my pet(s) requires medical attention while under the care of my pet sitter, I authorize you to provide treatment*. I will assume full responsible upon my return for payment of all services rendered. Should my specific veterinarian (named above) not be available for any reason, I further authorize LPP to take my pet(s) to the nearest emergency veterinarian clinic.</p> <p>Thank you, _____ <small>(Pet Owner / Sitter) (Date)</small></p> <p>*Exclusions: _____ _____ _____</p> <p>Pet's Name(s): _____</p> <p>This release will remain valid and in effect for as long as the pet owner who signed above remains a client of LPP.</p>
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Omaha Pet Sitters Association

Board of Directors for 2009

***Chair** (Kelley McAtee) Responsible for the agenda and conducting the quarterly meeting. Handle all complaints and resolution to/from pet sitters and clients, responding to any questions/concerns from the Board and fellows members of the Association. Provides guidelines for how to handle complaints and report on the results of a complaint in progress. The Chair acts as the Public Relations Coordinator for press releases and acts as the spokesperson for the Association. The Chair is required to attend all meetings.

***Co-Chair** (Pam Purchase) Responsible for assisting the Chair with any and all of the Chair responsibilities. Required to attend meetings if the Chair cannot be present.

***Secretary** (Laurie Bidrowski) Responsible for recording and distribution via email the minutes from the meetings. The secretary is required to attend all meetings, otherwise must find a back-up person to take meeting notes.

***Treasurer** (Pam Weekley) Responsible for setting up a bank account, collecting annual dues, banking activities payment of association expenses. All transactions need to be documented and a financial report given to the association at each meeting.

Committees/Non Board Positions for 2009

***Membership Coordinator** - Responsible for reviewing applications and updating list of current members. Act as the new pet sitter contact person and recruit new members.

***Web Administrator** - Responsible for the design, maintenance and updates to the association website.

***Event Coordinator** - Responsible for all advertising and events in which the association chooses to be involved or support. Responsibilities also include contacting various pet businesses throughout the Midlands to help promote the association.

***Distribution Specialist** - In charge of coordinating the distribution of the association flyers at veterinary offices, pet shops, etc. Keep track of association flyer inventory and responsible for the printing of more, when needed. Distribution specialist can and may also be responsible for the OPSA quarterly newsletter to members.

Any member may apply for as many Board/Non Board positions as they would like. When a Board Member retires or quits, the position will be posted on the website or via email and each applicant will be considered and voted upon at the next Assoc meeting (must be present to vote).



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Member Bio for Website

(Please Print)

<p>Insert Logo here (you can email the webmaster your digital logo)</p> <p>Your photo here (you can email the webmaster your digital photo)</p>	Business Name:
	Owner Name:
	Mailing Address, City, Zip:
	Telephone/Fax:
	Website Address (with hotlink):
	Year Business Started:
	Memberships/Certifications:
	Brief Advertisement/Information about your business:
Areas Covered: City Names and/or Zip Codes:	