

# **COMPASSIONATE PAWS**

## ***PET PARTNER MANUAL***

*Compassionate Paws, Inc.*



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Compassionate Paws, Inc.



Dear \_\_\_\_\_,

We, at Compassionate Paws, Inc., an Affiliate of Pet Partners, Inc., welcome you as a Pet Partner. We hope you are beginning an adventure that will change your life and make a difference in the lives of others. Pet Partnering also holds the possibility of strengthening the bond you have with your animal partner. Opportunities abound for you. It is up to you to make your Pet Partner experience what you want it to become.

When you begin the process we will provide you a Mentor. A mentor is a PP Team that has been involved in our program who can show you the way and help you become plugged into the system. You may either choose to participate in the healthcare focus and/or the educational focus – *Read With Me*. Find your mentor's information below:

**Mentor's Name:** \_\_\_\_\_

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

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

The healthcare focus includes visiting hospitals, nursing homes, assisted living sites, and hospice. Some hospitals require that you attend their Volunteer Training Program before you begin visiting. The educational program involves the school systems, libraries and bookstores. Some school systems require that you attend their Mentoring Program Training. Private Schools may have their own volunteer application forms to complete. Compassionate Paws requires that you view the *Read With Me* video and Manual before participating in the reading program at any school or library.

You may view the *Read With Me* video online at: <https://petpartners.org/resource/tips-for-successful-read-with-me-visits/>.

For the *Read With Me* manual go to: <https://petpartners.org/resource/read-with-me-manual/>.

*Additional Read With Me Resources:*

Compassionate Paws *Read With Me* contact is Cathy Varidel at 863 242-3997 or [Rotticat1@yahoo.com](mailto:Rotticat1@yahoo.com)

*Read With Me* FAQ page at: <https://petpartners.org/resource/read-with-me-faq/>.  
Tips for successful *Read With Me* Visits: <https://petpartners.org/resource/tips-for-successful-read-with-me-visits/>

*Read With Me Certificate:*

<https://petpartners.org/resource/read-with-me-certificate/>

Once you receive your registration papers back from Pet Partners noting you are an official Pet Partner, please email the information to [ddowneywarley@comcast.net](mailto:ddowneywarley@comcast.net) or mail a copy of your registration to: Compassionate Paws, Inc., 3 Central Plaza #217, Rome, GA 30161. You need to keep a copy of your Health Form and Vaccination Records on your animal in your car with you in case you should need them while on a visit. There are some facilities that will require you to give them copies of those records along with your Pet Partner registration papers. Should you have a problem at any visit site please contact D'Ann Downey at 706 266-3444 (cell) immediately.

### **Recording your Visits**

Please record each visit including the amount of time you visited. Email this information to D'Ann Downey each month at [ddowneywarley@comcast.net](mailto:ddowneywarley@comcast.net).

### **Communication Styles**

Due to the ease of communicating online most of the communication will occur in the form of emails. Please respond to our email requests. Please do not assume that if you do not respond that that means "no". Please give us a response one way or the other if we are sending you an email. If you prefer a phone call over an email, please let us know.

### **On-Going Training**

Compassionate Paws, Inc. sponsors several Pet Partner training sessions per year. We request that you attend as many of these as possible. This is an opportunity for you to get to know other Pet Partners and to increase your learning skills about animal-assisted therapy and animal-assisted activities. These are usually a people only event unless you are notified that you can bring your animal partner.

### **Parties and Fun**

We have about two parties a year, one at Christmas and one in the spring or summer.

## **Events**

We have special events during the year that you may be asked to participate in. About four times a year we test Pet Partners and we may need your assistance helping with testing. The Board of Compassionate Paws may ask your help with FUNdraisers or community awareness events such as Pet Partner Recruitment, St. Petrick's Day Parade, or other such events. Your participation in those events is very much appreciated. Please do not set up any events under the name of Compassionate Paws, Inc. without consulting with the President of the Board first. These issues have to be addressed with the Board.

## **Website and Facebook**

Compassionate Paws, Inc. website is [www.romepaws.org](http://www.romepaws.org). Kendra Stallings at [Stallingsk6@gmail.com](mailto:Stallingsk6@gmail.com) is in charge of the website. We also have a presence on Facebook. If there is something you want added to the Facebook page, please email Vicky VanPelt at [vickysvanpelt@gmail.com](mailto:vickysvanpelt@gmail.com).

## **Recruitment of Pet Partners**

We are always recruiting good Pet Partners. Please be on the lookout for new possible Pet Partners. Included in the packet are Compassionate Paws brochures for you to distribute as you choose. There are also bookmarks for you to hand out.

## **T-Shirts**

We have Compassionate Paws T-Shirts for sale for \$14-\$18.00 in adult sizes and \$10 in children sizes.

## **Photos**

Remember if you are visiting at a site you cannot just take a picture. This becomes very complicated. In this Manual is a photo release form for the person to sign that you want to photograph. But you must check with the facility where you are taking the picture because they may have their own forms that need to be signed as well. If you are in a school setting it can become even more complicated. The child's parents may be divorced and you may need parental permission to take a photograph. In divorced situations you may need both parents' signatures. So, check with authorities and err on the side of caution. If students want to take pictures for a class project these same rules apply.

## **Compassionate Paws, Inc. Fact Sheet**

## **Mission Statement**

It is the mission of *Compassionate Paws, Inc.* to facilitate activities with animals and people, offering opportunities and providing experiences that demonstrate comfort, healing, presence, and joy in the context of the unique mystery of the human-companion animal bond.

## **History**

Compassionate Paws, Inc. is a 501(c)(3) in Rome, Georgia. It was founded on July 5, 2007, by Dr. D'Ann Downey. Downey put out an advertisement in the local paper, and approximately 15 people showed interest in starting the organization with her. Downey then hired a Berry College graduate student to create a business plan to submit to the IRS. In the early years, Compassionate Paws, Inc. held fundraisers, such as pancake breakfasts, to help get its feet off the ground.

## **How Compassionate Paws is Organized**

Downey is the president of Compassionate Paws, Inc. The organization also has a board that consists of 14 members. Board members serve three-year terms and can repeat terms. The current board members are:

- Laurie Angel
- Rosalind Batchelor
- Lisa Callahan
- D'Ann Downey
- John Franklin
- Carolyn Falcitelli
- Nancy Hunter
- Linda Jennings

- Mary Ann Pawlowski
- Misty Rigas
- John Rivest
- Kendra Stallings
- Vicky VanPelt
- Cathy Varidel

## **Pet Partners**

The heart and soul of Compassionate Paws, Inc. are its Pet Partners. Pet Partners consists of a handler and at least one of their personal pets. However, you do not have to own a pet to be a Pet Partner. Compassionate Paws, Inc. allows you to bring a pet that is not your own so long as there is a relationship between the animal and the handler. Currently, the organization has 26 Pet Partners. Pet Partners go through either an online training on the Pet Partners website, or they participate in an in-person instructor course. Both the animals and their handlers are trained, and the animals are recertified every two years. Compassionate Paws, Inc. has had a variety of animals serve, such as horses, cats, dogs, rats, rabbits, and pigs.

## **Services**

*As a nonprofit, Compassionate Paws, Inc. does not receive money for its services.*

Compassionate Paws, Inc. serves in both educational and healthcare environments. On the educational front, Pet Partners participate in the *Read With Me* program and visit college campuses during exam times. On the healthcare front, Pet Partners visit hospice patients, nursing homes, hospitals, and assisted living homes. Additionally, Compassionate Paws, Inc. participates in community events.

## **Contact Information**

**Office Address:** 3 Central Plaza #217, Rome, GA 30161

**Website:** [romepaws.org](http://romepaws.org)

**Phone Number:** 706 237-6273

**Email:** [ddowneywarley@comcast.net](mailto:ddowneywarley@comcast.net)

**Facebook:** Compassionate Paws

## **Dr. D'Ann Downey Biography**

Dr. D'Ann Downey is the founder and president of Compassionate Paws, Inc. The organization was founded on July 5, 2007, in Rome, Georgia. Downey put out an advertisement in the local paper, and approximately 15 people showed interest in starting Compassionate Paws, Inc. with her.

Downey has many credentials that help her in her position as president of Compassionate Paws, Inc. She has a master's degree in social work and holds a doctorate in clinical psychology from Fielding Graduate University in Santa Barbara, California. Downey did her dissertation on middle-aged women and their companion animals, and that research is what got her interested in starting Compassionate Paws, Inc. Downey has served as a Pet Partner with four dogs and one cat.

### *Downey's responsibilities include:*

- Running board meetings
- Setting up testing schedules for Pet Partners
- Maintaining contact with partnerships, such as Floyd Medical Center
- Maintaining the vision of Compassionate Paws, Inc.



### ***Contact Information***

Email: [ddowneywarley@comcast.net](mailto:ddowneywarley@comcast.net)

Phone number: 706 237-6273



## **POLICIES AND PROCEDURES FOR PET PARTNERS**

The foregoing policies apply specifically to the Pet Partners of Compassionate Paws, Inc. These policies are to be applied in conjunction with any policies, rules, or regulations set forth by the Pet Partners organization. Additionally, please remember that the facility you are visiting may have its own policies in place and those policies must be followed as well.

1. No Pet Partner events shall be coordinated by a Pet Partner without prior written approval by the Board of Compassionate Paws, Inc. or the appropriate subcommittee. For example, no Pet Partner can claim to represent Compassionate Paws without Board approval;
2. Pet Partners shall provide the Board or Pet Partner coordinator with their up to date contact information including cell phone and email (if available);
3. Pet Partner handler and animal shall wear appropriate identification including their name tag. Animals will be leashed at all times;
4. Pet Partners shall keep a copy of veterinarian records and rabies certificates, Pet Partner incident report form in their car;
5. Pet Partners shall be dressed appropriately when making visits to facilities (please check with the facility you are visiting regarding dress code, i.e. appropriate footwear, and Pet Partner guidelines, etc.);
6. Under no circumstances does a Pet Partner present themselves as a service dog team and wear a PP vest in a restaurant, stores, or other public places;
6. If a Pet Partner is registered with more than one animal, that handler can only visit with one animal partner at a time;
7. Pet Partners shall keep a record of facilities visited and the hours spent at such facility. This can be recorded on paper or sent by email to D'Ann Downey at [ddowneywarley@comcast.net](mailto:ddowneywarley@comcast.net);
8. Subject to any policies in place at that facility, Pet Partners may take pictures during visits; however, the Pet Partner shall get a release from the person photographed (please remember that photographs of minors require the parent or guardian's signature and persons at nursing facilities may be under guardianship and their guardian's signature would be required); Please use the forms provided in your Compassionate Paw Manual for photo release and in some cases the form required by the visiting facility.
9. Pet Partners shall timely notify the facility if they are unable to make a scheduled visit;
10. Pet Partners shall attend any meetings of Pet Partners if asked to do so (we respect your time and only will call a meeting when such meeting is necessary);

11. Any complaints should be in writing and addressed to the Compassionate Paws Board;

12. Paws Healthcare Coordinator or Compassionate Paws *Read With Me* Coordinator regarding the facility's policy on shadowing so that the organization is following the rules of that facility.

16. I give my consent to have a background check.

**Remember: A violation of these policies, Pet Partners Policies, or the facilities policies may result in the insurance coverage being voided and expose you to personal liability**

I acknowledge that I have read the policies contained herein and agree to abide by them.

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

Date: \_\_\_\_\_

## **C PAWS CONTACTS YOU MIGHT NEED**

### **Pet Partner *Read With Me* Program**

Cathay Varidel 863 242-3997 or [Rotticat1@yahoo.com](mailto:Rotticat1@yahoo.com)

### **Pet Partner Recruitment**

Rosalind Batchelor 706 346-7060 or [Garoz73@bellsouth.net](mailto:Garoz73@bellsouth.net)

Mary Ann Pawlowski [maryannpawlowski@yahoo.com](mailto:maryannpawlowski@yahoo.com)

D'Ann Downey 706 237-6273 or [ddowneywarley@comcast.net](mailto:ddowneywarley@comcast.net)

Misty Rigas 706 331-5470 or [mrigas2010@gmail.com](mailto:mrigas2010@gmail.com)

### **Pet Partner Workshops and Testing**

Laurie Angel 706 506-5908 or [langel275@gmail.com](mailto:langel275@gmail.com)

### **Anything Else**

D'Ann Downey 706 237-6273 or [ddowneywarley@comcast.net](mailto:ddowneywarley@comcast.net)

**PET PARTNERS HEALTHCARE VISITING SITES**  
***UPDATED 2-4-2021***

<b>Type</b>	<b>Status</b>	<b>Facility</b>	<b>Address</b>	<b>Contact</b>	<b>Telephone/ Email</b>
Hospital	Active	Floyd Medical Center	304 Turner McCall Blvd.	Carolyn Falcitelli	706-509-5071
Hospital	Active	Advent Health/ Gordon Hospital	1035 Red Bud Rd. NE Calhoun, GA 30701	Christina Seminario	<a href="mailto:Christina.seminario@adventhealth.com">Christina.seminario@adventhealth.com</a>
Hospital	Active	Redmond Regional Medical Center	501 Redmond Rd, Rome, GA 30165	Freda Gipson Andrea Pitts -Physical Therapy Visits to Floors	(706) 802-3019  (706)802-3019  (706)291-0291
Oncology Center	Active	Harbin Clinic	255 West 5 <sup>th</sup> Street Rome, GA	Jody Temple	(762)235-3910
Hospice	Active	Heyman Hospice/ Floyd Medical		Melissa Boone	(706)509-3200
Senior Citizen Center	Active	Cave Spring Manor	44 US-411 Cave Spring, GA 30124	No Activities Director	(706) 777-3533 cavespringmanor@gmail.com
Nursing Home	Active	Cedar Hill	402 East Ellawood Ave Cedartown, GA 30125	Savannah	(770) 748-2284
Nursing Home/ Rehab Center	Active	Cedar Springs Health and Rehab	148 Cason Rd Cedartown, GA 30125	Alinda Reece	(770) 748-3622
Nursing Home	Active	Cedar Valley Nursing and Rehab	225 S. Philpot St Cedartown, GA 30125	Phyllis	(770) 748-4116
Nursing Home	Active	Chulio Hills Health and Rehab	1170 Chulio Rd SE Rome, GA 30161	Emily Davidson	(706) 235-1132
Nursing Home	Active	Etowah Landing	809 South Broad Rome, GA 30161	Kiawanna Johnson	(706) 235-1337

Nursing Home	Active	Fifth Avenue Health Care	505 North 5 <sup>th</sup> Ave SW Rome, GA 30161	Tammy	(706)291-0521
Nursing Home		Regency House	Chattanooga	Lynia Diner	

Type	Status	Facility	Address	Contact	Telephone/ Email
Nursing Home	Active	Highland Rivers RTU	Water Oak Drive Cedartown, GA 30125	Delores Nowell	
Nursing Home	Active	Mercy Senior Care	212 West 3 <sup>rd</sup> St Rome, GA 30165	Rachael Hunton	(706) 291-8496
Nursing Home	May not want them	Murphy Harpst	740 Fletcher Street Cedartown, GA 30125	Pam Cramer	(404) 376-2723
Nursing Home	Active	Summit Quest	501c3 Cancer Family Support	William Jones	(706) 857-8820
Nursing Home		Rome Health and Rehabilitation Center	1345 Redmond Rd Rome, GA 30165	Summer McBurnett	(706)234-8281
Nursing Home	Active	Oakview	960 Highland Ave Summerville, GA 30747	Michelle Price	(706)857-4761
Nursing Home	Active	Roman Court	1168 Chulio Rd Rome, GA 30161	Kimberly Lowe	(706) 802-0990
Nursing Home	Active	Brookdale Canton	125 Riverstone Terrace Canton, GA 30114	Sally Wells	swells@wickshiresl.com
Nursing Home	Active	Winthrop Manor Nursing Home	12 Chateau Dr SE Rome, GA 30161	Bonnie Bennett	(706) 235-1422

Assisted Living	Active	Brookdale Rome	180 Woodrow Wilson Way NW Rome, GA 30165	Brittney Crane	(706) 234-1655
Assisted Living	Active	Morning Pointe Assisted Living and Alzheimer's Memory Care	660 Jolly Road Calhoun, GA 30701	Lisa Caldwell	(706) 629-0777
Assisted Living	Active	Riverwood Senior Living	511 W 10 <sup>th</sup> St Rome, GA 30165	Angela Boswell	(706) 235-0807

<b>Type</b>	<b>Status</b>	<b>Facility</b>	<b>Address</b>	<b>Contact</b>	<b>Telephone/ Email</b>
Assisted Living	Active	Behold Senior Activities Center	Chattanooga, TN	Valecia Cardwell	
Assisted Living	Active	Brookside Senior Living	1745 Parke Plaza Circle Stone Mountain, GA 30087	Ms. Rose	(770) 469-8800
Assisted Living	Active	Winthrop Court Retirement Center	10 Hwy 411 East Rome, GA 30161	Crystal Smith	(706) 236-2500
Assisted Living	Active	Keleidescope Polk	321 West Avenue Cedartown, GA 30125	Nicole Hutchinson	(770) 749-2229

## **List of Read With Me Sites - Schools and Libraries**

Cave Spring Elementary

Garden Lakes Elementary

Glenwood Primary

Model Elementary

Rockmart Elementary





**Compassionate Paws, Inc.**  
3 Central Plaza #217  
Rome, GA 30161  
Phone Number: 706 237-6273

**Board of Directors:**

D'Ann Downey, *President*  
Cathy Varidel, *Vice President*  
Secretary, *Laurie Angel*  
John Rivest, *Treasurer*

Rosalind Batchelor, Lisa Callahan, John Franklin, Carolyn Falcitelli, Nancy Hunter,  
Mary Ann Pawlowski, Misty Rigas, Kendra Stallings, Vicky VanPelt

**CONSENT TO PHOTOGRAPH, AUDIO RECORD OR VIDEO RECORD**

Name of the individual being photographed, audio or video recorded:

---

I hereby give permission for photos/videos to be taken of the above-named individual. I authorize the use of the photos/videos for the following purpose(s):

- Education and training of Pet Partners, professionals, staff, or administrators.
- Publication or broadcast by the news media.
- For external or internal publications or presentations.
- For website use.
- Other (Describe purpose)

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I understand that:

Photos/videos include any form of still photography, videotaping, audiotaping, digital imaging, or other electronic visual and/or audio recording or broadcast media created for the purpose(s) indicated above.

I have the right to request that the photography and/or videotaping be stopped at any time during the photo/video session.

I have the right to withdraw my consent at any time until a reasonable time before the photos/videos are used. Once the photos/videos are in use, this consent will not expire.

If I am signing this consent AFTER photos-videos have been recorded, an explanation has been provided at the bottom of this form that explains why my consent was not sought BEFORE the photos/videos were recorded.

The photos/videos will be used and stored by Compassionate Paws, Inc.

I am not entitled to any compensation for the use, reuse, publishing, or re-publishing of the photos/videos, and waive any right to inspect or approve the finished product or

printed matter that may be used in connection therewith or the use to which it may be applied.

I release Compassionate Paws, Inc. from any and all claims and demands arising out of or in connection with the use of the photo/videos, including any and all claims for libel or invasion of privacy.

Date: \_\_\_\_\_

Signature of Individual or Personal Representative being photographed/video taped

\_\_\_\_\_

If signed by a Personal Representative, describe Authority to Act on Individual's Behalf

\_\_\_\_\_

\_\_\_\_\_

For photos/videos recorded BEFORE consent was obtained, provide explanation below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Incident Report Form**

Pet Partners defines an incident as any unusual occurrence that happens while on a therapy animal visit. This includes injury to a person or an animal; high potential that an injury could have occurred either to a person or an animal, even though no one was hurt at the time; the perception of an injury; the perception of an accident, error or misbehavior by either the handler or animal; and damage to property.

By reporting an incident, you allow Pet Partners to best support you should a client or facility contact us regarding a situation. It also allows us to identify areas where additional training might benefit teams across the country.

Incidents should be reported to Pet Partners within 24 hours and teams must suspend visits until the situation has been resolved. Pet Partners has deep regard and respect for its therapy animal teams and the important role that you play in meeting the needs of the people that you interact with. Efforts to understand and resolve incidents are handled promptly and with sensitivity to everyone involved.

Please go to the below link to access Pet Partner's Online Incident Report Form:

**<https://petpartners.org/resource/incident-report/>**



# **PET PARTNERS VOLUNTEER AGREEMENT**

## **Section I: Adherence to Standards**

**A.** I certify that I meet all required qualifications for a Therapy Animal-Team as required by Pet Partners at the time of my registration, including, but not limited to:

1. I have known the animal the minimum required length of time.
2. The ages of the handler and the animal meet the minimum requirement.
3. My animal does not have a history of aggression towards animals or people.
4. My animal has not ever seriously injured or killed another companion animal.
5. My animal has never been encouraged or trained to bite, even as a part of dog sport, such as Schutzhund.
6. My animal is reliably potty trained.

**B.** I agree to abide by the most current versions of the Therapy Animal Program Code of Ethics, Standards of Professional Conduct, and Policies and Procedures as published on the Pet Partners website, conducting myself in a professional manner at all times.

**C.** I understand it is my responsibility to provide Pet Partners with up-to-date contact information for my volunteer record to ensure that I receive Pet Partners communications.

**D.** I understand I must cease visits if my Therapy Animal Team registration expires.

**E.** I understand it is my responsibility to report incidents that occur while volunteering as a Pet Partner Therapy Animal Team without delay using the incident Report Form. If an incident does occur, I will cease all Pet Partners visits immediately until I am told by Pet Partners that I may resume visiting.

**F.** I understand Pet Partners assumes no legal responsibility for my actions, or those of my animal, in our roles as a registered therapy animal team.

## **Section II: Insurance**

**A.** I understand that when performing volunteer activities as part of the Pet Partners Therapy Animal Program, I am covered by Pet Partners Commercial General Liability Insurance (CGLI) in respect to bodily injury and property damages I cause, and that:

1. Coverage under the policy is subject to the facts and circumstances of a loss and terms and

conditions of the policy. Coverage is not guaranteed.

2. Claims under the CGLI policy must be submitted promptly and could be barred if submitted late.

3. If applicable, the CGLI policy might apply in circumstances where a therapy animal handler's homeowner's policy does not, or vice versa; or the two policies might both apply.

4. The CGLI insurance policy has limits in the amount of \$2,000,000 per occurrence.

5. Coverage for injuries suffered by therapy animal teams is limited to qualified medical expenses of less than \$10,000 for handlers. There is no coverage for injuries suffered by animals.

6. Therapy animal handlers registered with Pet Partners are individually responsible for monetary awards not paid by the policy.

7. Coverage is not provided for damages occurring between fellow therapy animal handlers or any other Pet Partners volunteers.
8. Coverage is not provided for damages caused by intentional acts or as a result of a therapy animal handler acting outside the scope of, or not in compliance with, Pet Partners' policies and procedures for volunteers.
9. Territory covered by the CGLI includes the United States of America (including its territories and possessions), Puerto Rico, and Canada.
10. Therapy animal handlers must maintain their volunteer status for the policy to be available (i.e., handlers) must receive no compensation for their volunteer services and must not incorporate a registered therapy animal while performing duties of their job.
- Reimbursement of nominal incidental expenses such as supplies can be allowed without jeopardizing volunteer status.
11. A copy of the CGLI policy can be obtained by submitting a request to [insurance@petpartners.org](mailto:insurance@petpartners.org)
- B.** I understand volunteer insurance coverage will cease if my Therapy Animal Team (or Volunteer) registration expires.

DATE: \_\_\_\_\_ SIGNATURE:

\_\_\_\_\_

PRINTED NAME: \_\_\_\_\_