



## **Constitution of ICAN Service Dogs at Indiana University**

### Preamble

The name of the organization shall be ICAN Service Dogs at Indiana University and ICAN at IU for short. The mission of the organization shall be to educate, fundraise, and volunteer with the Indiana Canine Assistant Network (ICAN). The mission of the organization shall be consistent with the missions of Indiana University and the Indiana Canine Assistant Network.

### Article I: Membership

1.01. Membership shall be open to all Indiana University - Bloomington students and staff, as well as members of the Bloomington community and must comply with federal laws prohibiting discrimination on the basis of race, sex, handicap, age, sexual orientation, or political or religious affiliation. Compliance with these laws means that membership, benefits, and the selection of officers will not be made on the basis of these factors.

1.02. The Organization shall maintain a membership of at least 5 enrolled IUB students and 1 faculty advisor.

1.03. The Organization shall not have a maximum number of members.

1.04. All Members shall have equal rights and privileges with respect to membership and holding an office.

1.05. There shall be three levels of membership: general, committee, and executive.

1.06. General members are required to complete a membership form, pay dues once per academic year, and attend general meetings twice per month.

1.07. Committee chairs are required to attend committee meetings prior to general meetings and assist in planning and executing the responsibilities of their committee.

1.08. Executive members are required to attend executive meetings in addition to general meetings, and, if a committee director, lead their respective committees during committee meetings, oversee the operations of their committee, and delegate responsibilities to committee members. The President(s), Treasurer, Secretary, VCT Coordinator,

Membership Coordinator, and Social Media Director have additional requirements outlined in Article III.

1.09. A member is defined as an individual that has completed our membership form and paid the annual dues. While our meetings are open to the public, we will only consider an individual that has filled out our membership form and paid the required dues an official member. Therefore, we will not exclude any individual from attending our meetings.

1.10. The President can remove an individual from our email list, and therefore terminate their membership, if the individual is acting in a dangerous or hateful fashion.

## Article II: University Compliance

2.01. Statement of University Compliance: This organization shall comply with all Indiana University regulations, and local, state and federal laws.

## Article III: Executive Officers

3.01. The Officers of the Organization shall consist of a President, a Treasurer, a Secretary, a Volunteer Community Trainer (VCT) Coordinator, a Membership Coordinator, a Social Media Director, and Committee Directors who shall constitute the Executive Board of the Organization and are required to attend additional meetings each week to discuss and plan future events, volunteer opportunities, and other club matters with all executive members.

3.02. There will be two Campus Connections Directors, two Fundraising Directors, two Marketing Directors, and two Outreach & Education Directors.

3.03. Executive members are selected by the current Executive Board and are required to have been a general member or committee chair of ICAN at IU for at least one semester prior to holding an Executive Board position. The Executive Board may choose how to select individuals but shall select each executive member fairly and be able to justify the reason for their selection. However, an application and interview process is recommended.

3.04. Executive members service for a full academic year.

3.05. The Executive Board shall propose a program of events or publication to be sponsored by the Organization in forthcoming fall and spring semesters prior to the semester beginning. Proposed educational programs shall be presented to ICAN via email and to the committee chairs at the committee meetings. The Executive Board shall encourage Members to create programs or publications to be sponsored by the Organization. The Executive Board shall appoint committee chairs to oversee the various tasks related to the program or publications and to solicit the involvement of other Members of the Organization.

3.06. Additional Officer positions may be created by by a majority vote from the Executive Board.

3.07. The President shall call all meetings, general or otherwise, and shall serve as the chairperson of such meetings and develop meeting agendas and slides. In addition, the President shall, with the advice of the Executive Board, plan and coordinate the events to be sponsored by the Organization in forthcoming terms. The President must also meet with the Faculty Advisor twice per semester to discuss the Organization, is responsible for re-registering the organization each year, completing required University paperwork, and reserving rooms for Meetings. The President is responsible for delegating tasks to and guiding the other Executive Board members. The President shall work with the Treasurer to approve budget requests and manage the finances of the Organization. The President shall work with the VCT Coordinator to ensure all VCT operations are managed appropriately. All processes shall be overseen by the President and, along with Committee Directors, the President shall create the Committee Chair application to be released each fall semester. The President shall also serve as the primary point of contact to ICAN for all Organization-related matters. The President must have served as a VCT or Volunteer Relief Team (VRT) member at some point in time.

3.08. The Executive Board may choose to open a Vice President position if deemed necessary. If appointed, The Vice President, in the absence of the President, or should the President prove unable or unwilling to perform the duties described above, shall assume the responsibilities of the President.

3.09. The Treasurer must maintain accurate financial records of the Organization. The Treasurer shall be allowed to request payment on behalf of the Organization. The Treasurer, with the President(s), shall prepare and present any budget requests to the Center for the Integrative Study of Animal Behavior (CISAB) and any grant applications. The Treasurer shall reimburse members for any approved purchases after obtaining receipts. The Treasurer shall organize and maintain the Treasurer's cash box. The Treasurer shall maintain accurate, detailed ledgers tracking all purchases and withdrawals. The Treasurer shall manage the process of membership dues collection. The Treasurer shall complete the IU Funding Board request form whenever funding is requested.

3.10. The Secretary shall be responsible for recording accurate minutes of any General or Executive Board Meetings. The Secretary shall be responsible for the writing and distribution of an email or other notice to the Members informing them of any Meeting or other gathering of the Organization, and furthermore shall at all times maintain an accurate and complete list of the Members of the Organization. The Secretary shall track attendance of members at all meetings and events. The Secretary shall also be responsible for responding to emails from members and forwarding miscellaneous emails to the appropriate Executive Member(s).

3.11. The Volunteer Community Trainer (VCT) Coordinator shall manage Members who are selected as VCTs through ICAN at IU. The VCT Coordinator shall develop the application process for selecting VCTs. The application shall be released at the end of each fall semester and the VCT Coordinator, along with other current VCTs, shall select new VCTs by a majority vote. The number of new VCTs selected shall be decided by the VCT Coordinator after discussion with ICAN regarding current needs. The VCT

Coordinator shall work with ICAN to schedule training for new VCTs and answer all dog-related questions members may propose. Monthly VCT meetings and VRT meetings shall be scheduled and planned by the VCT Coordinator. The VCT Coordinator shall reserve rooms for these meetings. The VCT Coordinator shall work with the IU Office of Disability Service for Students (DSS) to register all VCTs and VRT members and report any on-campus issues. All VCT supplies shall be inventoried by the VCT Coordinator and organized within the office of the Organization. The VCT Coordinator shall perform home visits for all VCTs and VRT members prior to placing a dog with any individual. The VCT Coordinator shall assign VRT members to VCTs for each dog using class schedules as a guide and ensure all VCTs are holding shadowing sessions as required. The VCT Coordinator shall update, distribute, organize, and maintain record of all official VCT and VRT forms. Other Executive Members shall request that the VCT Coordinator recommend how many and which dogs attend ICAN at IU events. The VCT Coordinator shall communicate with ICAN to determine which dogs are appropriate for which events. The VCT Coordinator will also be expected to work closely with the Volunteer and Canine Coordinator at ICAN, Julie Mathias, to place appropriate dogs with students on campus. The VCT Coordinator must be a VCT. The VCT Coordinator shall provide Julie all requested information for furlough scheduling.

3.12. The Membership Coordinator shall plan membership appreciation initiatives and events to enhance Organization unity. Selection of Members of the Week and the organization of respective prizes shall be overseen by the Membership Coordinator. The Membership Coordinator shall manage meeting icebreakers and other games. At least one large social event shall be held each semester and other small events are recommended.

3.13. The Social Media Director shall be responsible for posting daily on the social media accounts of the Organization. Consistency shall be maintained among the four accounts. The Social Media Director shall work with other Executive Members to advertise upcoming events and share educational information pertaining to ICAN and service dogs. Any messages received on the Organization's social media accounts shall be responded to by the Social Media Director. The Social Media Director shall work with the Marketing Director(s) to obtain photos, videos, and fliers to post.

3.14. The Campus Connections Director(s) shall be responsible for creating and maintaining partnerships with student organizations, colleges, and other on campus or IU-affiliated groups such as Greek Life, IU Athletics, and IU residence halls. The Campus Connections Director(s) shall work with committee chairs to obtain materials for Tails to Tell and distress events and ensure all materials used are accurate and reflect ICAN's mission appropriately. The Campus Connection(s) Director shall also work with chairs to coordinate class talks to promote upcoming call-out meetings and other events. The Campus Connection Director(s) shall work with the VCT Coordinator to determine how many and which dogs attend events and shall work with committee chairs to recruit and manage volunteers for events. The Campus Connections Director(s) shall manage a committee and partake in the chair selection process each fall semester.

3.15. The Fundraising Director(s) shall be responsible for delegating and supervising the following: canning, dine & donates, independent fundraising events and initiatives, donation drives, donation requests, and promoting ICAN's fundraising. The Fundraising

Director(s) shall determine the date, time, and location of events and reserve space on-campus or at other venues. The Fundraising Director(s) shall work with: the Treasurer to budget for all events, make purchases, manage profits, and donate to ICAN; the Social Media Director to promote all events and initiatives; the Marketing Director(s) to create all fliers, posters, and backdrops needed for events; the VCT Coordinator to determine how many and which dogs attend events; and chairs to recruit and manage volunteers for events. The Fundraising Director(s) shall manage a committee and partake in the chair selection process each fall semester.

3.16. The Marketing Director(s) shall be responsible for delegating and supervising the following: design, purchase, and distribution of apparel, tabling, creation of advertising materials included but not limited to fliers, posters, and backdrops, media inquiries — specifically local papers and radio stations to advertise events, photographer and videographer attendance and projects. The Marketing Director(s) shall work with the Secretary and Treasurer to order new membership dues shirts and stickers each semester. The Marketing Director shall work closely with the Treasurer to submit and Purchase Orders for apparel. The Marketing Director(s) shall manage a committee and partake in the chair selection process each fall semester.

3.17. The Outreach and Education Director(s) shall be responsible for facilitating partnerships with outside entities including, but not limited to, elementary schools, nursing homes, local businesses, and local nonprofits. In addition, the Outreach and Education Director(s) is responsible for communicating with ICAN staff and the VCT Coordinator to ensure successful events with proper approval, dog attendance, and materials. The Outreach and Education Director(s) shall work with committee chairs to obtain materials for events, ensure all materials used are accurate and reflect ICAN's mission appropriately, and recruit and manage volunteers for events. The Outreach and Education Director(s) shall delegate and oversee Advocacy Moments and Service Projects at general meetings to produce engaging, informing presentations and activities for members. The Outreach and Education Director(s) shall manage a committee and partake in the chair selection process each fall semester.

3.18. The advisor to the Organization must be a full-time staff member of Indiana University. The Organization Advisor shall serve as a non-voting member of the Executive Committee and shall provide guidance and administrative assistance in the preparation of a program of events to be pursued by the Organization in forthcoming academic year.

3.19. Any Officer of the Organization may resign at any time by delivering a written notice or email of such resignation to the President, or in the case of the resignation of the President, to the Faculty Advisor.

3.20. If any Executive Member of the Organization is absent from the Indiana University campus due to a leave of absence or studying abroad, the Organization's application procedures shall be used to fill the position.

3.21. Any Executive Member of the Organization may be asked to resign if deemed unfit for the position because of inaccurate portrayal of organization, not upholding

responsibilities, or lack of involvement. If the executive member declines to resign, there will be a vote to remove the member from such office by a two-thirds (2/3) affirmative vote of the Executive Members.

3.22. When an Executive position is vacated, the Executive Board shall appoint the best candidate to fill the position for the remainder of the term. An application and interview process is recommended.

3.23. The Organization shall have four committees, each lead by an Executive Member, and be composed of several individuals. Committee Chairs each hold their position for one full year and are selected via an application process. Each respective elected Committee Director will select individuals they desire to be on their committee via an application process.

3.24. Committee Chairs may present to the Executive Board a reason to remove a Committee Chair from their position. The Committee Chair may be removed from such office by a two-thirds ( $\frac{2}{3}$ ) affirmative vote of the Executive Members.

#### Article IV: Advisor

4.01. The advisor to the Organization must be a full-time staff member of Indiana University. The Organization Advisor shall serve as a non-voting member of the Executive Committee and shall provide guidance and administrative assistance in the preparation of a program of events to be pursued by the Organization in forthcoming academic year.

4.02. Potential advisors must show interest in the organization and commitment to the responsibilities outlined in the constitution. An advisor is selected by the Executive Board after speaking to each potential advisor. A preference should be shown to animal-related professors but this is not a requirement.

4.03. Advisors are required to serve for the length of an academic year. Each March, advisors will be asked if they would like to serve for the following year.

#### Article V: Meetings

5.01. General Meetings of the Organization shall be held once every other week for approximately 30 minutes to an hour at such time and place to be determined by the President.

5.02. Committee Meetings, unless otherwise decided by the Executive Board, shall occur for 30 minutes before each general meeting.

5.03. All Members shall be notified via E-mail or other form of communication of any General Meeting at least one week before such Meeting. No Meeting shall be called with the intent to exclude any one Member or any portion of the Membership.

5.04. The Executive Board of the Organization shall meet each week at such time and place to be determined by the President.

5.05. The President shall be responsible for creating agendas and slides for each General Meeting and Executive Meeting. Each Committee Director shall be responsible for creating an agenda for their respective committee meeting.

5.06. The President has the authority to call Special or Emergency Meetings. Members will be notified of these Meetings via Email and via the organization's GroupMe.

5.07. The Secretary shall be responsible for keeping attendance during General Meetings. It is kept electronically, and General Members are responsible for signing in. Members who cannot attend are responsible for notifying the Organization of their absence via an Online Response Form. In addition, the Secretary is responsible for overseeing Committee Chair and Executive Member attendance records.

5.08. Each Committee Director shall be responsible for keeping attendance during Committee Meetings. Each Committee Chair is responsible for notifying their Committee Directors of their absence prior to the meeting.

5.09. The Secretary shall be responsible for recording accurate minutes of any Executive Meetings.

#### Article VI: Elections

6.01. No elections shall take place when selecting new Executive or Committee Chairs.

6.02. Executive members are selected by the current Executive Board and are required to have been a general member or committee chair of ICAN at IU for at least one semester prior to holding an Executive position. The Executive Board may choose how to select individuals but shall select each executive member fairly and be able to justify the reason for their selection. However, an application and interview process is recommended.

6.03. The Organization shall have four committees, each lead by an Executive Member, are composed of several individuals. Committee Chairs shall be selected via an application process. Each respective elected Committee Director will select individuals they desire to be on their committee.

#### Article VII: Non-Hazing

7.01. Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

#### Article VIII: Dues & Budgets

8.01. At the beginning of each semester, within 2 weeks of the semester call-out meeting, the Treasurer will collect dues from each member. New members will pay \$20 and returning members will pay \$5. Each member need only pay once per academic year.

## Article IX: Finances

9.01. The Treasurer shall be responsible for maintaining accurate financial records of the Organization and shall be allowed to request payment on behalf of the Organization. The Treasurer, with the President(s), shall prepare and present any budget requests to CISAB. The officers shall ensure that all funds are properly kept within the CISAB accounting system.

9.02. At the beginning of each semester, within 2 weeks of the semester call-out meeting, the Treasurer and Finance Committee Members will collect dues from each member. New members will pay \$20 and returning members will pay \$5. Each member need only pay once per academic year.

9.03. The Treasurer will be responsible for assisting the President(s) and Marketing Director(s) in obtaining t-shirts and stickers that are provided for each new member and are included in the dues.

9.04. Following each fundraising event, the Treasurer will present the financial records at the following Executive Board meeting. The Executive Board will determine the percentage they believe should be kept for the organization and the amount donated to ICAN's non-profit organization.

9.05. Any donations, whether objects, services or monetary resources, will go through the Treasurer, Fundraising Director(s), and the President.

9.06. At the beginning of each semester, each Committee Director (i.e. Campus Connections, Fundraising, Marketing, Outreach and Education) will be responsible for submitting a semester budget to the Treasurer.

## Article X: Personal Gain Clause

10.01. Personal Gain Clause: This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization, or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

## Article XI: Amendments

11.01. This Constitution may be amended or repealed by a two-thirds (2/3) majority vote of the Executive Board of the Organization. Proposed amendments will be presented at the next Executive Meeting, and Executive Members will be informed via Email that a proposed amendment will be on the agenda.

11.02. Any amendment to this Constitution shall be attached hereto and made a part hereof for all purposes.

11.03. This Constitution and any amendments and changes hereto shall be filed by the club with the Division of Student Affairs and shall be available to any Member of the Organization for inspection during office hours.



11.04. The Constitution on file in the Division of Student Affairs shall be the official Constitution of the organization.

11.05. Membership in this organization is contingent upon the compliance to the rules of ICAN at IU and of ICAN.

#### Article XII: Programs Involving Children

12.01. Programs Involving Children: This organization, when working with children, will be aware of and abide by the University's Programs Involving Children (PIC) Policy.

#### Article XIII: Committee Chair Responsibilities

13.01. All committee chairs will be expected to attend the committee meetings as well as the general meetings that occur at minimum twice per month. Committee Chairs will also be expected to work closely with the members of other committees to ensure that events run smoothly.

13.02. The Campus Connections committee shall be responsible for creating and maintaining partnerships with student organizations, colleges, and other on campus or IU-affiliated groups such as Greek Life, IU Athletics, and IU residence halls, as well as coordinating class talks to promote upcoming call-out meetings and other events.

13.03. The Fundraising committee shall be responsible canning, dine & donates, independent fundraising events and initiatives, donation drives, donation requests, and promoting ICAN's fundraising.

13.04. The Marketing committee shall be responsible for design and distribution of apparel, tabling, creation of advertising materials included but not limited to fliers, posters, and backdrops, media inquiries — specifically local papers and radio stations to advertise events, photographer and videographer attendance and projects.

13.05. The Outreach and Education committee shall be responsible for scheduling outside presentations at off-campus locations with the intention to educate the Bloomington community. This committee shall also be responsible for creating relevant educational documents that can be distributed throughout campus and at events

#### Article XIV: Volunteer Community Training

14.01. All dogs on campus must know basic obedience cues and must be potty-trained.

14.02. Students who become Volunteer Community Trainers (VCTs) must register with the IU Office of Disability Services for Students as "trainers" on campus upon successful completion of ICAN training but prior to beginning as a VCT. The VCT Coordinator shall oversee this process.

14.03. Volunteer Community Trainers will be selected through an extensive screening process. The President, Volunteer Community Training Coordinator, and other current

VCTs will make selections based on an application, interview, home-visit, involvement within the organization, class & work schedules, and observations.

14.04. Volunteer Community Trainers shall be required to undergo extensive training provided by the Indiana Canine Assistant Network (ICAN).

14.05. Volunteer Community Trainers shall be required to interact with and educate the public, handle service dogs in training at a variety of ages with a variety of skill-sets and comfort levels, and communicate frequently with the Volunteer Community Training Coordinator and ICAN at IU Training Mentor.

14.06. Volunteer Community Trainers shall be required to adhere to both ICAN and ICAN at IU policies at all times. These policies are outlined in the attached ICAN at IU Volunteer Community Training Policies Document.

14.07. Failure to adhere to ICAN and ICAN at IU Volunteer Community Training Policies will result in dismissal from this portion of the organization. Those removed from this portion of the organization may still serve in other roles, including on the Executive Board.

14.08. The Volunteer Community Training Coordinator has the right to remove an individual from the Volunteer Community Trainer with the guidance of the ICAN at IU Training Mentor and ICAN Staff without approval from the Executive Board.

14.09. Volunteer Community Trainers shall be responsible for obtaining all necessary materials for the dogs. Many of these materials can be rented from ICAN at IU, and therefore must be returned in excellent condition.

14.10. Volunteer Community Trainers shall be required to attend additional training throughout their time as a VCT, both in Indianapolis through ICAN and on campus through ICAN at IU.

14.11. Volunteer Community Trainers shall be responsible for reporting their place of residence. The Volunteer Community Training Coordinator shall be responsible for reaching out to each place of residence to inform the establishment of the service dog in training.

#### Article XV: ICAN Staff and Volunteers to Report To

Consult with ICAN at IU Executive Board Members to determine which ICAN individuals to speak to for the planning of specific events.

15.01. ICAN Founder and Program Director, Dr. Sally Irvin.

15.02. ICAN Executive Director, Jillian Ashton.

15.03. ICAN Director of Development and Outreach, Dino Sierp.

15.04. ICAN Director of Training, Sean Diamond.

15.05. ICAN Volunteer & Canine Coordinator, Julie Mathias.

15.06. ICAN at IU Mentor, Maggie Simcox.

15.07. Local ICAN Volunteers, Uldis and Susie Koch Augenbergs.

15.08. ICAN Volunteer, Steve Ward.

15.09. ICAN Client Success Manager, Sandi Holubik.

## Article XVI: Miscellaneous

See Pages Below:



# **ICAN Service Dogs at Indiana University Policy Reference Sheet**

## Serving as a Volunteer Community Trainer

1. All members interested in serving as Volunteer Community Trainers (VCTs) within our organization will be required to complete an extensive application.
2. All VCTs will be required to undergo ICAN's extensive training program to learn how to properly handle and care for these service dogs in training in addition to learning how to interact with the public.
3. All VCTs will be required to act responsibly and respectfully at all times as they will be representing ICAN, Indiana University, and ICAN Service Dogs at Indiana University.

## Animal Care

1. Each VCT will receive specific and detailed instructions about feeding, walking, and caring for the service dog in their care.
2. Prior to entering any building, VCTs will be required to provide the dog an opportunity to relieve itself.
3. All VCTs will be required to carry waste bags and paper towels with them at all times in order to clean up after their dog.

## Animal Handling

1. Each VCT will receive extensive training on how to interact with the dog in all settings.
2. Other VCTs or Volunteer Relief Team (VRT) members may “dog sit” when the assigned VCT cannot care for the dog for a short period of time. No individual may handle a service dog in training for any period of time without first undergoing ICAN’s extensive training process. This policy includes roommates, friends, and significant others. Disobeying this rule will result in immediate dismissal from our organization
3. In classroom settings, the dog will be required to lay silently underneath the volunteer community trainer’s desk.
4. Before entering a classroom, VCTs must inform each professor and student that a service dog in training will be attending class.
5. VCTs must ask their professors if there is one area of the classroom or a specific seat they should sit in to minimize the distraction.
6. During class, students should not interact with the service dog in training in anyway, including but not limited to touching, speaking to, or staring at them.
7. In the extremely unlikely event that the service dog in training disrupts the class, the VCT will be required to immediately regain control. If the VCT cannot regain control of the service dog in training, he or she is required to remove the dog from the classroom immediately.
8. Dogs may not attend class on the day of an examination.
9. No individuals are allowed to interact with the service dog in training while under the influence of alcohol or any illegal substance. This includes the general public. Clearly intoxicated individuals, for example, may not pet the service dog in training at any time.

### Restricted Areas

1. Each VCT is required to follow specific guidelines put into place about where on campus service dogs in training are not allowed.
2. No dog is to be allowed on the 4<sup>th</sup> floor of Jordan Hall or the 4<sup>th</sup> floor of the Psychology building.
3. No dog is allowed to be present in sterile environments (e.g. life sciences laboratories) or places where food is being prepared.
4. The service dogs in training are not allowed to visit doggie-daycare facilities or dog parks. Any interaction with another dog will be closely supervised until it is confirmed these dogs can interact safely.

5. Service dogs in training may not be present where illegal substances are present or criminal activity of any sort are occurring. This behavior is not a representation of ICAN, ICAN at IU, or Indiana University and will not be tolerated. Failure to follow this procedure will result in immediate dismissal for our organization.

6. Service dogs in training may not be present at any location where alcohol is being consumed, even if you are not consuming the alcohol yourself. The dog must be removed immediately from any situation where alcohol is being consumed. It is your responsibility to ensure your partner or another VCT can “dog sit” while you “go out.” This statement includes but is not limited to throwing a party, attending a party, going to a bar, or drinking alcohol in a casual setting at home.

### Living Situations

1. ICAN and ICAN at IU will inspect every VCT’s place of residence to determine if living conditions are safe for a service dog in training.

2. Service dogs in training will be required to be crated overnight or any time the VCT is asleep or not present.

3. Service dogs in training should accompany VCTs almost all of the time. If the trainer needs to leave the room for a short period of time, the dog should come with or be placed in a secure crate.

4. Service dogs in training living off campus may only be crated for a total of 4 hours per day (with the exception of overnight).

5. Service dogs in training cannot be crated at any time when in an on-campus residence hall, with the exception of when the trainer is sleeping.

6. Since crates are an important part of a service dog’s training, placing a dog in a crate is something that VCTs should practice. Entering, staying in, and exiting a crate should be positive experience; therefore, placing a dog in a crate as a punishment is never acceptable.

### Other Pets

1. VCTs are allowed to have other pets; however, an ICAN employee must be present when the animals are first introduced and must approve the situation.

### Documentation

1. All VCTs must complete a furlough report for each dog. This furlough report should be updated throughout the duration of the furlough and should have clear, neat details of the dog's behaviors and responses. VCTs should report any difficulties or successes the dog has faced with a detailed description of the event, the location, and the time. Examples of these events would be unusual or nervous behavior, new situations (loud noises, being on the bus for the first time, walking passed a dog, etc.) These can be both positive or negative: it is necessary to report any and all unique experiences.
2. ICAN staff must include a written note and initial/signature stating they approve the individual's living condition and any pets the VCT has living in the trainer's place of residence prior to the VCT working with any dog.
3. Each volunteer community trainer will be required to obtain written permission from each of their professors to bring a service dog in training to class.
4. Each VCT will be required to register with the Office of Disability Services for Students (DSS) by submitting the required online form. The VCT Coordinator will provide further information (e.g. place of residence, list of professors, etc.) to DSS.

### ICAN Policies

1. Each VCT is required to follow every ICAN policy at all times. These policies will be clearly expressed to each trainer during ICAN's extensive, well-established training program.
2. VCTs will be required to use positive reinforcement techniques at all times.
3. VCTs will be required to only give pre-approved cues.
4. Service dogs in training are not allowed on any furniture at any time, including couches and beds.
5. As part of ICAN's extensive training program, VCTs will learn how to interact with the public in a respectful and educational manner. It is essential that VCTs follow these specific guidelines when representing ICAN, ICAN at IU, and Indiana University.
6. VCTs are required to strictly follow ICAN guidelines outlined in ICAN's extensive training program when it comes to how the public interacts with the service dogs in training (especially when they are allowed to touch/pet them).

### Expenses

1. ICAN at IU will be responsible for obtaining the appropriate amount of secure dog crates. VCTs will then rent these crates from our organization. Any damage to these crates while in the VCT's care is the VCT's responsibility.

2. Any property damages are the responsibility of the VCT.

3. It is suggested that VCTs purchase toys and/or bones to reward the service dog in training for good behavior and to keep it distracted when it has to sit in one place for an extended period of time. It is required that toys and bones are approved by ICAN and ICAN at IU. The toy that is present in public may not make noise, as this may be a distraction. ICAN at IU will rent out any toys, bones, and other supplies that are donated.

\*Failure to follow any of these procedures may result in dismissal from this portion of ICAN Service Dogs at Indiana University.\*