



Tour/Presentation Application

Thank you for your interest in Animal Humane | New Mexico! To help us process your request, please complete the following information and return this form to outreach@animalhumanenm.org, fax to (505) 265-6470, or mail to Jaclyn Sinclair, Volunteer and Outreach Manager, 615 Virginia St. SE, Albuquerque, NM 87108 at least 30 days prior to the event date. We will respond to your request as soon as possible.

1. What is the name of your group? _____

2. What is the name, email address and telephone number(s) of the person we should contact regarding this event? _____

3. What kind of event would you like to schedule?
 Tour of the Main Campus
 Presentation for children at your location
 Adult Presentation

4. How many people will be attending the event? ____ adults ____ children

5. When would you like to schedule this event? (Please provide at least 2 possible dates and times) _____

6. If children will be attending this event, state the age or range of ages of the children _____

7. Would your group be willing to fundraise or collect needed goods for Animal Humane? If so, please check the following:
 Yes, I'd like to be sent a packet of materials on how to fundraise.
 Yes, I'd like an idea sheet on easy to execute fundraising ideas and plans.

Please provide the address where materials should be sent:

_____ Yes, our group will happily raise \$_____ to serve homeless pets in Animal Humane's care.

General Information about Tours of our campus

a. We do not give tours for children under the age of 8. Young children can become very excited when viewing our pets and this causes stress to our animals. Also, the dogs often bark very loudly when large groups come through the kennels and this can be frightening to young children.

b. Tours are conducted in groups of 10. If your group is larger than 10, we will need several tour group leaders. Please be advised that we rarely have available staff or volunteers to lead more than two tour groups at one time.

c. Tours are conducted between the hours of 11:00am and 5:00pm Monday through Friday.

d. Please confirm your tour and the number of participants 48 hours in advance by emailing outreach@animalhumanenm.org or call Jaclyn Sinclair at (505) 938-7877.

Presentations for Children:

In order to help children benefit from our presentation, we ask teachers and group leaders to discuss a handout that we will provide with their class/group before our team arrives. Are you willing to do this? _____ yes _____ no

What kind of presentation do you prefer?

_____ interactive humane education program with props symbolizing elements of recommended animal care. (suitable for grades K-3)

_____ PowerPoint presentation about humane education

_____ PowerPoint presentation about Animal Humane programs and services for homeless pets.

_____ Other (describe) _____

Would you like us to bring a dog or cat to the presentation? ___yes ___no. If "yes", please be sure that permission slips, disclaimers of liability, etc. which your organization requires are signed prior to the event.

State the address and room number where the presentation will be given:

State any special instructions, e.g. where to park, where to sign in, whether visitor name badge is required _____

Adult Presentations:

Please select the type of presentation you prefer:

_____ Outreach table with printed brochures and other collateral about Animal Humane

_____ Speaker

_____ Power Point presentation

What topic would you prefer:

_____ Animal Humane programs and services

_____ Spay/Neuter

_____ Feral Cats

_____ Other, please specify _____

Please provide the address and parking or other special instructions for the event
