



Fort Leavenworth Human Animal Bond, Inc.
Membership Information and Guidelines Packet
September 2023



1. **Purpose.** This membership information and guidelines packet provides information for new HAB members and prospective members interested in joining the Human Animal Bond (HAB) organization. Besides information about the membership application process, this document also includes the forms needed to complete this process.

2. **Guiding Principle.** Guidelines outlined in this packet are in accordance with the current HAB Constitution and By-laws. New and prospective members are encouraged to review the HAB Constitution as well as the By-Laws to become familiar with how HAB is organized and how it operates. HAB is a 501c(3) non-profit private organization, recognized by the Army Veterinary Command (VETCOM), and is a Non-Federal Entity authorized to operate on Fort Leavenworth. The Constitution and By-Laws are included at the end of this packet and are also available on the HAB website (www.ftleavenworthhab.com).

3. **Membership Requirements.** As listed in Article IV of the HAB Constitution:

a. Membership is open to any individual, age 16 or older, whose pet partner meets the qualifications as specified in Army Technical Bulletin Med 4, *DOD Human-Animal Bond Program* (current version) and passes the temperament test.

b. Any person who wishes to support HAB but does not have a qualified pet partner to participate in visits, is also welcome to join HAB.

c. Membership in good standing for HAB requires payment of annual dues in the amount established by the HAB board of directors, a current annual health certificate for the animal pet partner on file, and active participation in HAB activities.

d. Membership in HAB and participation in activities, visits, and programs is strictly voluntary.

e. HAB will not discriminate against any prospective or active member based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, disability, age (age 40 or older), or genetic information. (U.S. Equal Employment Opportunity Commission 2023).

4. **HAB Membership Process and Checklist.** *The first step to becoming a HAB member is to fill out the application form on the HAB website at www.ftleavenworthhab.com. You will then be contacted by a HAB board member within a few days to answer any questions you may have and to walk you through the rest of the process, which includes an observation visit, a temperament test and health certificate for your pet partner, and a supervised visit.*

Human Animal Bond Membership Information and Guidelines Packet September 2023

Current information about the HAB membership application process will be maintained on the HAB website, www.ftleavenworthhab.com, under the resources tab.

All mandatory membership documents are required to be brought to the temperament test along with the membership dues.

5. Membership Responsibilities. As an active member of HAB, you contribute to the success of HAB by fulfilling the following responsibilities:

- a. Annually, provide an updated HAB health certificate for your pet partner, ensuring his/her continuing good health.
- b. Monitor the behavior and health of your pet partner for any changes that could adversely affect his/her participation in HAB visits.
- c. In the event of a significant negative behavioral change in a previously even-tempered pet partner, re-evaluation of the pet partner will follow before partner is allowed on future HAB visits.
- d. Participate in scheduled visits. Without your active participation, HAB is not able to meet commitments to the organizations and schools that request visits.
- e. Attend scheduled general membership meetings.
- f. Pay annual dues. The dues are HAB's primary source of income and are used to cover the premiums for HAB's required insurance coverage.

6. HAB Team Visitation Guidelines. Remember that all teams on visits represent HAB during all HAB scheduled and sanctioned visits and events. ***Members and their pet partner(s) shall comply with these visitation guidelines and any supplemental guidance provided during membership meetings.***

- a. The pet partners shall always remain under the direct control of a HAB member with a leash and collar or harness. NO retractable leads, choke or pinch collars are allowed. Leashes should be no more than 4-6 feet in length and the animals must be within 3 feet of their handlers at all times.
- b. Teams should arrive at the appointed visit location 10 – 15 minutes ahead of the visit time to allow participating pet partners to meet and greet one another prior to beginning the visit and take care of any toileting needs.
- c. 'Play' between participating pet partners should be kept to a minimum due to safety reasons. Pet partners should not be provided toys or treats during visits.

Human Animal Bond Membership Information and Guidelines Packet September 2023

d. Members should dress in an appropriate manner and **must wear their HAB badge**. HAB members are encouraged to wear closed-toe footwear, HAB apparel, and have their pet partner wear a HAB bandana. Pet partners should be clean and well-groomed.

e. Members will have a copy of the current health certificate for their pet partner with them during all visits. Most members carry the form in their badge holder.

f. Members should sign up for visits in advance through the HAB website calendar. If a conflict arises, please cancel the visit on the HAB calendar and contact the Director and at least one member of the team who is scheduled to be on the same visit.

g. If a HAB member chooses to take their pet partner to an event that is not on the HAB calendar, it is not a HAB-sanctioned event and is not covered by HAB insurance. HAB members are requested to not wear their HAB apparel to a non-HAB event.

h. If an injury incident or negative animal interaction occurs on a visit, handlers and the pet partners that were involved are required to leave the visit immediately and to then notify the Director as soon as possible. In the event of a significant negative behavioral change in a previously even-tempered dog, re-evaluation of the pet partner will follow before partner is allowed on future HAB visits.

i. Each member is only authorized to bring one HAB pet partner on a visit.

j. Animals that are not HAB pet partners may not be brought to HAB events. Non-HAB members are not allowed at HAB events except by special invitation. Children are not allowed to accompany HAB members on visits.



Fort Leavenworth Human Animal Bond, Inc.
PO Box 3101
Ft. Leavenworth, KS 66027



Compliance Agreements

1. **Member Guidelines.** I (print name), _____, have read and fully understand the current HAB Membership Guidelines as outlined in the Human Animal Bond Membership Information and Guidelines Packet dated _____.

I agree with the membership guidelines and will comply with them to the best of my abilities.

2. **Confidentiality Agreement.** I (print name), _____, understand that any information regarding patients, clients or residents of facilities visited while participating in HAB volunteer activities disclosed to me by any source is confidential, and that confidentiality is protected and mandated by law. HAB volunteers who violate the confidentiality of patient information or similar information may have their membership in HAB terminated and may face legal action.

HAB Volunteer Signature: _____ Date

Signed: _____

Explained and witnessed by:

Photo Release Consent

I (print name), _____, give permission for my and my pet partners photos to be used for HAB purposes. Such HAB purposes may include, but are not limited to, posting them on the HAB facebook page.

Please initial below:



Human Animal Bond

Ft. Leavenworth, KS



HAB Animal Partner Annual Health Certificate

Member Information

Name: _____

Address: _____

Telephone #: _____ Email Address: _____

Animal Partner Information

Name: _____ Species and Breed: _____

Gender (M/F): _____ Age: _____ Weight: _____

Spayed/Neutered (Y/N): _____ Microchip (Y/N): _____ Chip #: _____

Animal Health Information

Rabies Vaccination (must be current)

Type: _____ Brand: _____ Lot/Serial#: _____

Date Administered: _____ Date Due Revaccination: _____

Heartworm Test (annually, **dogs only**)

Test Date: _____ Heartworm Negative (Y/N): _____ Heartworm Preventative (Y/N): _____

Fecal Examination (annually)

Date: _____ Results/Free of Internal Parasites (Y/N): _____

Skin/Coat

Generally Healthy and Free of Parasites (Y/N): _____ Flea & Tick Preventative (Y/N): _____

Dental/Teeth and Gums

Generally Healthy, No Periodontal Disease (Y/N): _____

FeL/FIV Test (annually, **cats only**)

Test Date: _____ Results Negative (Y/N): _____ Broad Spectrum Dewormer (Y/N): _____

Veterinarian Information

Name: _____

Veterinary License #: _____

Veterinary Practice Name: _____

Address: _____

Telephone #: _____

I certify that I have examined the listed animal and found the animal to be in good health and free of significant clinical medical problems. The animal's rabies vaccination is current, heartworm test (dogs only) or FeLV/FIV test (cats only) is negative, and it is free of internal and skin related parasites.

Signature: _____

Date: _____