

## **SUNY DELHI GUIDING EYES FOR THE BLIND PUPPY RAISER/SITTER APPLICATION PROCESS DESCRIPTION**

SUNY Delhi students, whether living on campus or off campus, who want to raise or sit for Guiding Eyes for the Blind puppies must be approved by SUNY Delhi and Guiding Eyes. Volunteering for Guiding Eyes as a raiser or sitter requires dedication and commitment. The relationship and bond between the raiser and pup will become the foundation for all the life lessons a guide dog needs to master. Please visit the Guiding Eyes for the Blind website <https://www.guidingeyes.org/volunteer/puppy-raising/> to learn more.

A detailed application process is in place to ensure that potential raisers and sitters understand all the aspects of puppy raising and sitting and the impact on their college career. The Delhi application process proceeds in order through **the 8 phases**. The Chair of Veterinary Technology will notify the applicant on the outcome of each phase of the application process.

### **PHASE 1 - APPLICATION DOCUMENTS**

The following 6 documents must be completed and submitted to the Veterinary Science Department Office, 103 Farnsworth.

1. Cover Sheet
2. Application and Raiser/Sitter Guidelines – signed
3. Responses to Short Answer Questions
4. Reference from a faculty member
5. Reference from a staff member (ideally an R.D.)
6. Reference from a current or past SUNY Delhi Guiding Eyes for the Blind puppy raiser or sitter (as possible).
7. Letter of approval from parents or guardians (who you live with during Academic Breaks).

### **PHASE 2 - DELHI PROFESSIONAL STAFF REVIEW (After mid-term grades are released)**

The Veterinary Science Department and Residence Life Staff will review the student's application in regards to their academic success and contribution to the SUNY Delhi community.

### **PHASE 3 – DELHI COMMUNITY INTERVIEW**

The selection Committee will interview the applicant in regards to their awareness of the time commitment, duties, responsibilities, sacrifices, rules, regulations, financial commitment, time management, and the effect raising a GEB pup will have on their roommates and family.

#### **PHASE 4 – GUIDING EYES FOR THE BLIND APPLICATION**

Once approved by SUNY Delhi, the applicant contacts the Guiding Eyes for the Blind Leatherstocking Region Manager Joy Hawksby by e-mail: [jhawksby@guidingeyes.org](mailto:jhawksby@guidingeyes.org). She will guide you through the Guiding Eyes process of filling out their online application. The link for the application is below.

<https://www.guidingeyes.org/volunteer/puppy-raising/become-a-puppy-raiser/puppy-raiser-application/>

#### **PHASE 5 - PRE-PUPPY CLASS**

Once an applicant has been accepted through Guiding Eyes for the Blind, they will need to attend the 6-hour pre-puppy classes. This information will be given to the applicant by Joy Hawksby.

#### **PHASE 6 – GUIDING EYES FOR THE BLIND APPROVAL**

The Leatherstocking Region Manager will notify the applicant if they successfully complete the GEB requirements to be a puppy raiser or sitter. SUNY Delhi Office of Residence Life will be notified when Guiding Eyes approval is given.

#### **PHASE 7 – CONTRACTS**

Meet with the Chair of Veterinary Science and the Director of Residence Life to go over and sign the *SUNY Delhi Guiding Eyes Puppy Raiser and Sitter Contracts*. The contract specifies the responsibilities to Guiding Eyes for the Blind and SUNY Delhi for raising and sitting a Guiding Eyes dog in the SUNY Delhi community.

**If you have any questions about the process or phases, please contact the Veterinary Technology Office, Office of Residence Life, Guiding Eyes for the Blind Leatherstocking Region Manager.**

# SUNY DELHI GUIDING EYES FOR THE BLIND PUPPY RAISER/SITTER APPLICATION CONTRACT

Applicant's Name: \_\_\_\_\_

Please submit this Signed Contract, as well as, the Cover Sheet and Short Answers to the Veterinary Science Department office, Farnsworth 103. Your references will be responsible for submitting the reference form to the Vet Science office.

Being a Guiding Eyes for the Blind raiser, co-raiser, or sitter while a Delhi College student is a privilege that requires dedication, commitment, and respect for others in the Delhi Community. This contract specifies the responsibilities of those working with a Guiding Eyes for the Blind puppy so that they are respectful to the SUNY Delhi community and have positive effects on campus.

## GEB PUPPYRAISER/SITTER

- A student must complete 1 semester at SUNY Delhi before becoming a GEB raiser, co-raiser or sitter.
- A student in their 1<sup>st</sup> semester can start the application process after midterm grades are released, but will not be eligible to receive a puppy for raising until after the 1<sup>st</sup> semester is completed.
- A GPA of 3.0 or greater is required to apply and must be maintained to be a raiser/co-raiser/sitter.

## GEB PUPPY BEHAVIOR—CAMPUS

- The presence of a GEB puppy must make a positive contribution to the normal activities of the College and may not cause difficulties for the college community.
- Raisers, co-raisers, and sitters must **control** the puppy's behavior on campus
- The GEB puppy must receive all required **vaccinations**. Raisers are required to follow up with the appropriate veterinary services regarding any vaccinations that are needed after they receive their puppy.
- The puppy must be on **leash** at all times when outside a residence room, suite, or townhouse. The only exceptions to this are when a space that can be closed away from a public area is available (e.g. meeting room for GEB meetings, lounges (with doors) that are not restricting other students who need to use the space).
- The puppy's **feces** must be disposed of properly by picking them up from campus grounds with a plastic bag. The bag is sealed and placed directly in a dumpster or garbage can on campus, outside of buildings.
- Any **accidents indoors** (feces, urine, vomit, etc.) must be completely cleaned up and the waste disposed of in a dumpster or garbage can on campus, outside of buildings.
- Guiding Eyes for the Blind puppies must **wear GEB identification** whenever on campus. A GEB bandana is to be worn by the puppy until they earn their vest and then the vest must be worn.

## GEB PUPPYBEHAVIOR—ACADEMICSPACES(CLASSROOMS, LIBRARY,BREAKOUTROOMS,RUMBLEROOM,LABSPACES)

- The puppy cannot attend class until it has earned its GEB vest.
- Permission must be approved by each class professor to bring the GEB puppy to class. The professor may change her or his mind at any time in regards to the puppy's presence in class.
- Once approval has been granted from the class professor, the students in the class must be asked if they have any objections (allergies, fear, distraction, etc.) to having the puppy in class. If there are any objections, the puppy cannot be in that class.
- The puppy handler must be respectful and conscientious of classroom etiquette. The puppy must be removed from the classroom if it becomes disruptive.
- The puppy must remain on leash and in control at all times in the classroom.

## GEB PUPPYBEHAVIOR—DELHIRESIDENCEHALLS,ORTOWNHOUSE

- A maximum of 2 puppies may be raised on campus at any time.
- Only one Guiding Eyes for the Blind puppy is permitted to be raised within a traditional room (single, double, or triple) or townhouse apartment at SUNY Delhi.

**GEBPUPPYBEHAVIOR–PUPPYSITTING**

- All of the above expectations apply to approved students who puppy sit (raiser, co-raiser or sitter), as well as the raisers and co-raisers.
- Any approved students who puppy sit (raiser, co-raiser or sitter) may only care for two (2) puppies at the same time if it is less than 36 continuous hours.
- Any approved students who puppy sit (raiser, co-raiser or sitter) may only care for one (1) puppy at a time, if the sitting needed is for more than 36 continuous hours.
- When a puppy needs to go with an approved sitter for an overnight or extended stay, the Raisers and Co-Raisers are required to email the Residential Life Professional staff member of the residence hall where the puppy will be staying. The Residential Life and Housing Professional staff member will then notify the building that there will be a puppy or additional puppy in the residence hall for specified time frame.
- During the last two weeks of each semester (not including J-term), sitters may only sit for a maximum of 2 overnight sits for each week.

**IMPORTANT INFORMATION**

- The Office of Residential Life and Housing will notify the professional staff, resident advisors and students in the area where the puppy will be raised prior to the puppy’s arrival.
- The Office of Residential Life and Housing will notify the professional staff, resident advisors and students in the area where approved sitters are housed. An effort will be made to inform these groups when sitting occurs.
- If you have a roommate(s), all of them must sign the contract agreeing to have the puppy live in the room, suite, cabin or townhouse.
- All **liability** for the actions of the GEB puppy in direct contact with others or property (bites, scratches, chewing on furniture, belongings, etc.) is that of the puppy raiser, co-raiser, or sitter.

**GEBRAISER,CO-RAISERANDSITTERDISCIPLINARY MEASURES**

Raisers/Co-Raisers/Sitters must abide by both the GEB policies and SUNY Delhi policies. Failure to do so may result in GEB and/or SUNY Delhi action. This action can be through the following standard disciplinary measures and also Student Conduct.

**StandardDisciplinarymeasuresforRaisers/Co-Raisers/Sitters**

1st Offense: Written Warning

2<sup>nd</sup> Offense: Probation

3<sup>rd</sup> Offense: Possible removal of puppy or Raiser/Co-Raiser/Sitter status

◆ A Raisers/Co-Raisers/Sitters behavior(s) with the puppies can result in moving to higher disciplinary action if offenses are severe/significant (ex. probation/puppy or status removal could result after 1 or 2 offenses).

◆ A puppy that constitutes a nuisance to other residents as determined by the Residential Staff will be removed from campus housing within five (5) days of notification.

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I hereby agree to abide by these guidelines and am fully aware that failure to do so may result in in loss of permission to be a SUNY Delhi puppy raiser, co-raiser or sitter and result in Student Conduct action.

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Printed name

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Applicant’s Signature

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Date

## **SUNY DELHI GUIDING EYES FOR THE BLIND PUPPY RAISER/SITTER APPLICATION SHORT ANSWER QUESTIONS**

**Please submit the *ShortAnswers* , as well as, the *SignedContract* and *CoverSheet* to the Veterinary Science Department, 103 Farnsworth. Your references will be responsible for submitting the reference form to the Veterinary Science Department Office.**

**Please respond to each of the following on a separate, typed page.**

1. Why do you want to be a Guiding Eyes for the Blind Puppy Raiser, Co-Raiser or Sitter while at Delhi?
  
2. After reading the Key Components of Puppy Raising on the Guiding Eyes website <https://www.guidingeyes.org/volunteer/puppy-raising/become-a-puppy-raiser/key-components/> please comment on what would be most challenging for you while taking care of a GEB puppy?
  
3. Describe relevant experience(s) that you can draw on while working with a GEB puppy.
  
4. What is your plan as far as caring for the GEB puppy during Academic Breaks and Summer?
  
5. GEB Raisers, Co-Raisers and Sitters are required to attend training sessions and/or meetings on Thursday evenings. How would taking care of a GEB puppy affect your current academic, extracurricular and work commitments? What adjustments would be necessary to meet the GEB commitments?
  
6. Have you been involved in an incident or incidents that required Student Conduct action? If yes, please explain each incident and the outcome.
  
7. Describe your transportation plan, do you have a reliable vehicle to transport a GEB puppy to training sessions (in Oneonta) and during Academic Breaks?

# SUNY DELHI GUIDING EYES FOR THE BLIND PUPPY RAISER/SITTER APPLICATION PROCESS CHECKLIST

## PHASE 1 – APPLICATION DOCUMENTS

- Cover Sheet
- Application and Raiser Sitter Guidelines
- Responses to Short Answer Questions
- Faculty Reference
- Staff Reference
- Delhi Guiding Eyes Puppy Raiser or Sitter

## PHASE 2 - DELHI PROFESSIONAL STAFF REVIEW

## PHASE 3 – DELHI COMMUNITY INTERVIEW

- The Chair of Veterinary Science will contact you by email to set up your interview.
- Appointment on \_\_\_\_\_ at \_\_\_\_\_ in Farnsworth 103.

## PHASE 4 – GUIDING EYES FOR THE BLIND APPLICATION

- Email Leatherstocking Region Manager Joy Hawksby at [jhawksby@guidingeyes.org](mailto:jhawksby@guidingeyes.org)
- Complete the Guiding Eyes online puppy raiser application.  
<https://www.guidingeyes.org/volunteer/puppy-raising/become-a-puppy-raiser/puppy-raiser-application/>

## PHASE 5 – PRE-PUPPY CLASS

- Complete the 6 hour Pre-Puppy Placement Class
- Held at \_\_\_\_\_ **Part 1** on \_\_\_\_/\_\_\_\_ hours **Part 2** on \_\_\_\_/\_\_\_\_ hours **Part 3** on \_\_\_\_/\_\_\_\_ hours
- Complete the Pre-Puppy Online Quiz

## PHASE 6 – GUIDING EYES FOR THE BLIND APPROVAL

- Approved to \_\_\_\_raise \_\_\_\_co-raise \_\_\_\_sit
- Guiding Eyes contract signed

## PHASE 7 – DELHI CONTRACTS

- Meet with Veterinary Science Chair to sign the Delhi Puppy Raiser/Sitter Contract
- On \_\_\_\_at \_\_\_\_in Farnsworth 103.
- Roommates must also sign the Puppy Raiser/Sitter Contract
- Residence Life Contract signed (if live on campus)
- Letter of Landlord Permission submitted (if live off campus)

## SUNY DELHI GUIDING EYES FOR THE BLIND PUPPY RAISER/SITTER APPLICATION COVER SHEET

Please submit this Cover Sheet, as well as, the Signed Contract and Short Answers to the Veterinary Science Department office, Farnsworth 103.

Name: \_\_\_\_\_ Campus or Local Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Campus Box # \_\_\_\_\_ Student ID # \_\_\_\_\_ E-mail: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Semesters at Delhi: \_\_\_\_\_ Current GPA: \_\_\_\_\_ Expected graduation date: \_\_\_\_\_

Applying as:  Raiser  Co-Raiser with \_\_\_\_\_  Sitter

List your current and all other residence halls that you have lived in at SUNY Delhi:

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List other activities and jobs on and off campus that you currently hold:

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List other activities and jobs on and off campus that you anticipate participating in this academic year, including internships and student teaching.:

Provide the name of three Delhi Community members that will provide a reference for you. Each reference requires a separate form. **Your references will be responsible for submitting the reference form to the Veterinary Science Department Office.**

Faculty: \_\_\_\_\_

Staff (Ideally an RD): \_\_\_\_\_

Current Puppy Raiser or Sitter (if possible): \_\_\_\_\_