

Kong Distribution

Thanks for coming in to train! Here is some follow-up information:

General Notes

1. The code to the Davenport building where the enrichment station is XXXX. Please DO NOT share this with other volunteers.
2. All equipment used should stay at the station. Anything you take, please return there.
3. We keep track of all Kongs given out. Here is the spreadsheet you must update after each shift; please just follow the examples you see.

[Kong Tracking Spreadsheet](#)

4. Here is the spreadsheet for our Ice Block Treats (IB).

[Ice Block Tracking Spreadsheet](#)

5. We also have a Facebook group where our team brainstorms, posts updates on shift openings (e.g., I'm going on vacation and need someone to cover my shift, I will post in the group just to see if anyone is available. Please also notify me directly if you're not going to make it.) Please join our Facebook group if you think the enrichment program is the right fit for you.
6. Please sign up for your shifts at least a week in advance. Please give me a 48-hour notice if you can't make it in. Each shift is typically 2 hours. Please plan accordingly. If enrichment is no longer a good fit for your volunteering, please give me a two week notice!
7. Upon arriving for your shift, check the whiteboard at the enrichment station to see if broth has been started. If it has, you will be responsible for emptying it in the appropriate containers. Directions for how to do this are in the black binder at the station. Any questions, please ask. Also, put an "X" next to kong distribution and RG treats if you've given them out.

Distribution Points

1. IB stands for Ice Block Treats. You'll find the dogs who can have them on the spreadsheet above. Before each shift, reference this sheet and identify the next 6-8 dogs who don't have an "x" in their column. Move from left to right picking out the dogs you'll give the IB's to.
2. I've attached an example of the kennel checklist cards for you to study. The "SE" stands for Staff Enrichment. These dogs are given ice treats instead of Kongs.
3. "GF" stands for GRAIN FREE, and these dogs may only be given our pumpkin kongs. Pumpkin kongs are easily identified as they do not have a milk bone sticking out and are typically kept in the basket in the large chest freezer.

4. "No-Kongs" means this dog eats kongs, but doesn't guard them. This means you may give them one of the small cubed ice treats found in the blue liners at any time during your distribution.
5. RG" stands for Resource Guarder. This dog CANNOT HAVE ANYTHING IN THEIR KENNEL UNTIL AFTER THEY RETURN FROM THEIR LAST WALK OF THE NIGHT. Skip them in your first rotation. Once you've given all other dogs treats, go back and identify your RGs on each of the THREE whiteboards (1 per stray). They are noted with a BLACK TRIANGLE next to their name. Check their kennel NUMBER and then see if there is a smiley face next to their last 'out-time'. If there is, go back and give them an ice cube treat from the blue liners. If you run into questions, never hesitate to ask a staff member if the dog may have a treat yet. They wear black shirts with the words "staff" on the back. I recommend typing the kennel number into your phone to make things easier.
6. If you have trouble getting a kong into a kennel there are two options:
 - a. Shut the dog on the other side of the guillotine and close it. Open the door and toss the kong in.
 - b. Give the dog an ice cube treat as a replacement.

Mci D' bYYX'rc [UH Yf' h Y'k U[cbž' d' Ugh] Wt bHJ] bYfž' Ufci bX' %&\$ _cb[gž' Uh' YUgh' & cZH Y'; : _cb[gž' UbX') cZH Y' JW' W' VY'] bYfg"

Finishing Up

1. After you're done giving out RGs treats, bring everything back to the enrichment station, clean out the plastic container, put any unused kongs back inside the deep chest freezer, and wash out your plastic blue ice cube liners and REFILL them (instructions in the black binder if you need help).
2. Make sure you upload how many kongs and ice cube treats you gave out in the spreadsheet.
3. Check to see if the broth was made, if so, put it into the peanut butter containers found in the blue bin below the table at the enrichment station. The strainer and ladle are in the drawers at the enrichment station. Please clean out the crockpot and any tools used. Leave everything at the enrichment station besides the crockpot.

Phew! Thanks for stickin it all the way through for the book I just wrote. If you have any questions about this process you may always email, text or call me.

I look forward to seeing you around TLAC!