

MICROCHIPPING CLINIC CHECKLIST

HOST A CLINIC!

Microchipping clinics are a great way to help pets in your community. You can offer microchipping during your next rabies clinic or hold a microchipping clinic as part of a fundraiser or open house event.

CONSIDER A DRIVE THRU!

Talk to your County Manager or local school's Principal about hosting a weekend drive through clinic at their facility. Because of Covid testing and carpool drop-off lanes, locations like these are already staged to help you run your next AKC Reunite Microchipping Clinic with ease — keeping pets safe and contained!

RECOMMENDED SUPPLY LIST

- AKC Reunite Microchips*
- Universal Scanner, like the ProScan 700*
- AKC Reunite Enrollment Forms*
- Promotional Banner*
- Tables: For supplies, to manage registration and payment, and/or to microchip smaller animals
- Chairs, and maybe a Pop-up Tent
- Cotton balls and rubbing alcohol
- Band-aids
- Paper towels
- Doggy-duty bags just in case!
- Plenty of pens and clip boards
- Treats for pets
- Money box and small bills for change
- Clinic ledger
- Designated holder for completed enrollment forms
- Camera

GETTING STARTED

O SECURE STAFFING, AT LEAST 3-4 PEOPLE

Two people to handle microchipping: one person to hold the animal and one to implant the microchip. AKC Reunite recommends that microchips be implanted by, or under the direct supervision of, a veterinarian. Check your local and state laws for compliance. Other team members can help answer questions and manage payment and paperwork.

- O IDENTIFY MICROCHIPPING CLINIC LOCATION, DATE AND HOURS
- O DETERMINE COST OF SERVICE AND PAYMENT TYPES ACCEPTED
- O PROMOTE EVENT AT LEAST FOUR WEEKS IN ADVANCE
 For promotional ideas go to www. akcreunite.org/clinics
- O ORDER MICROCHIPS AND MAKE SURE YOU HAVE PLENTY OF ENROLLMENT FORMS AND RECOMMENDED SUPPLIES

DAY OF THE CLINIC

- O SET UP CLINIC, ORGANIZE SUPPLIES
- O OVERVIEW PROCESS WITH MICROCHIPPING CLINIC TEAM
 - Price of each microchip and enrollment
 - Accepted payment types (cash, check and/or credit card)
 - · Where to keep money and completed paperwork

O HOW TO RUN THE MICROCHIPPING CLINIC

- Collect payment and give pet owner enrollment form to complete
- Microchip pet and adhere a microchip ID Barcode label to the completed enrollment form
- Give pet owner additional microchip ID stickers with tear off portion of AKC Reunite enrollment form

AFTER THE CLINIC

- O MANY ORGANIZATIONS CHOOSE TO ENROLL ALL PETS IMMEDIATELY THROUGH THEIR HUB ACCOUNT DURING THE EVENT.
 - O OTHERWISE, BALANCE NUMBER OF ENROLLMENT FORMS TO NUMBER OF PETS MICROCHIPPED
- O MAIL COMPLETED ENROLLMENT FORMS WITH ANY REQUIRED PAYMENT TO:

AKC Reunite 8051 Arco Corporate Drive, Ste 200

Raleigh, NC 27617

*Contact AKC Reunite at 800-252-7894 to order today!