

How to process a Paw Point Dog Park Membership Application:

1. Applications will be delivered via US Postal Mail to the designated Nature Council address 1000 Lakeside Drive, Baltimore Maryland 21210.
 - a. The Paw Point Executive Committee, at their discretion, may determine designated dates that walk-up registration will be permitted.
2. The Nature Council treasurer will review the applications for:
 - a. Accuracy for further processing of the application.
 - b. For required funds for further processing of the application.Once the treasurer has completed their review, they will place the incomplete applications in the Paw Point Incomplete Applications File and applications that have met the above criteria into the Paw Point Applications Pending File. Both of these files are located in the Paw Point Application Processing Box.
3. Non-current (year or version) applications or applications that members self-create should be returned to the member applicant immediately for replacement with a current (year and version) application.
4. Upon the receipt of the Paw Point Application Processing Box containing the Paw Point Applications Pending File, review each application for accurate owner contact and dog vaccination/licensing information:
 - a. Address
 - b. Phone
 - c. E-mail
 - d. Rabies – date
 - e. City/County Tag – date
 - f. Confirm that all acceptance boxes are checked.
 - g. **Confirm the member applicant is not on the Paw Point Membership Termination List. If that is the case, do not process the application and notify the Paw Point Executive Committee immediately.**In the event an application(s) is missing any of the above information, place the incomplete application(s) in the Paw Point Incomplete Applications File. Incomplete applications are to be immediately returned to the member applicant and no volunteer time is to be taken in attempting to contact the member applicant for the required missing information to complete the application. It is the member applicant's responsibility to submit a complete and accurate application.
5. **If an application is missing any of these fields of information, the application must be mailed back to them with payment attached for their completion. Incomplete portions of the application are to be circled and highlighted including a brief note of comment why the application is being returned. Pre-printed incomplete application notes are in the Paw Point Application Processing Box.**

6. Paw Point Committee Members or Application Processors are to use the address on application (not on check) for any correspondence with the owner.
7. Address envelope with owner's address (from application).
8. All processed applications and issuance of tags will be logged into the "current" Paw Point Receipt Book (Receipt Books are maintained in consecutive order and are incrementally replaced as they become full). The current Paw Point Receipt Book is located in Receipt Book Folder in the Paw Point Application Processing Box.
9. Each receipt should contain:
 - a. Date of processing
 - b. Owner's name
 - c. Paw Point tag number(s)
 - i. If this receipt is being made out for a replacement tag (write in the tag number that will be replaced and the new tag number)
 - ii. If the receipt is being made out for an addition to an existing membership (write in existing tag number and new tag number).
 - d. Highlight the type of payment: Cash, Check, Charge or Money Order
 - e. Tear out white copy of the receipt from the current Paw Point Receipt Book and place in the envelope outlined in Step 9.
10. Write the tag number(s) on the top right hand corner of the Paw Point membership application.
11. Place the pre-printed Current Gate Code with gate operation instructions in the envelope with the tags. Pre-printed Current Gate Code with gate operation instructions are in the Paw Point Application Processing Box.
12. Place tag(s) and collar attachment ring(s) and receipt in previously addressed envelope.
13. Seal envelope, stamp envelope, place self-adhesive return address label on the envelope (labels contained in the Paw Point Application Processing Box) and place envelope(s) in the ready to be mailed folder. For Paw Point committee members, postage will be provided to you and will be contained in the Paw Point Application Processing Box. (If tags are mailed on a re-imbusement basis, please provide your postage receipt information to the Nature Council Treasurer for re-imbusement.)
14. Review the Paw Point Incomplete Applications File once the current application processing has been completed to determine if information has been provided to address issues with prior applications, owners or dogs that had been previously unresolved.
15. Once application processing is completed, place the processed Paw Point Membership Applications in the Paw Point Applications Processed File in the Paw Point Application Processing Box.

16. The Paw Point Problem file is for member/dog issues outside the scope processing activities described above and is for the use of the Paw Point Executive Committee.

17. Return the Paw Point Application Processing Box to either the Paw Point Committee Chairs or the Nature Council Treasurer.

Part time county staff paid to process application(s) will only utilize their personal time for processing application(s). All time is to be accounted for on a Baltimore County supplied time sheet. Time sheet(s) will be submitted on a monthly basis to the Paw Point Committee Chair. **No time should be allocated to activities related to purchasing postage or mailing of the actual applications at the post office.**