

Residence Life & Housing  
Puppy Sitter Approval Form

**Instructions:** Each puppy sitter will need to receive their roommate(s') and floor's approval before sitting in the residence hall. Puppy sitters must first have their roommate(s) approval before discussing it with their floor. If people that live on the same floor (but in different rooms) wish to puppy sit, they will each need to complete the roommate agreement section with their own rooms but only need to complete one floor approval sheet. Once this document is complete, puppy sitter applicants must receive the signature of the president of their organization, complete an online registration form, and then meet with Justin Bruchey to receive final approval to puppy sit in the resident hall. The online registration form can be found at <http://bit.ly/UDpuppysit>. For questions, please email [jbruchey@udel.edu](mailto:jbruchey@udel.edu)

**Roommate Agreement**

Please complete the section below with your roommates. Each resident, including the puppy sitter, will need to sign it. This agreement can be revisited at any time and your resident assistant or residence hall coordinator can assist you in creating or editing it.

Puppy Sitter(s): \_\_\_\_\_  
\_\_\_\_\_

Roommate(s): \_\_\_\_\_  
\_\_\_\_\_

Residence Hall & Room Number: \_\_\_\_\_

Puppy sitting can occur in our room during the following days: \_\_\_\_\_.

Puppy sitting can occur in our room during the following times: \_\_\_\_\_.

Puppy sitting should not occur in our room when \_\_\_\_\_.

We will let each other know about when we can puppy sit \_\_\_\_\_ in advance.

When a concern comes up, we will discuss it \_\_\_\_\_.

**By signing below, we agree to follow the roommate agreement above and understand all associated policies (listed on the next page).**

\_\_\_\_\_  
Signature of resident                      Signature of resident                      Signature of resident                      Signature of resident

CCI/PROUD President Signature: \_\_\_\_\_

## Policies

1. Roommates of the dog sitter must indicate on the form that they agree with the dog being in the room. Sitters must receive their roommate(s) approval before each time they puppy sit in the room. If the puppy sitter is granted a room change by their Residence Hall Coordinator, the approval process must be repeated.
2. The dog must be escorted by the sitter at all times. The dog may accompany the sitter through activities in the residence hall as part of the training process. For example, if the sitter needs to visit a resident on a different floor, the dog may go with the sitter. A bandana/ vest that clearly identifies the dog's program affiliation and designation as a dog being raised for The Seeing Eye or CCI must be worn at all times outside of the resident room.
3. Sitters are expected to go door-to-door in their residence hall to request permission from fellow residents to watch the dog on the floor, the goals of the program, and how concerns can be addressed.
4. Sitters must maintain a sign on the exterior of their door at all times that clearly communicates that a dog is living in the room.
5. If at any time a resident complains of being afraid of the dog or allergic to it, the sitter must work to resolve the situation or may be directed to move or remove the dog from the floor.
6. The dog may not be taken to another resident's room to be watched while the raiser is gone unless the person is authorized to dog-sit in the residence hall.
7. The dog may not urinate or defecate in the residence hall. If such an event happens, the sitter is responsible for immediate cleaning. Proper cleaning supplies must be used. If not cleaned properly, the sitter will be billed for the cleaning by the University of Delaware custodial management staff. The Custodial Manager must approve cleaning supplies.
8. The sitter must clean up dog droppings outside immediately. Droppings are to be placed into a 3 mil or stronger plastic bag and dispose of in a trash dumpster that is emptied by a trash truck.
9. The dog may not be allowed to bark excessively.
10. All damage caused by the dog (improperly disposed of or improperly cleaned feces, stained carpet, scratched doors, chewed furniture, etc.) will be charged to the sitter. The contracted rate for cleaning the room and repairing the damage will be charged to the sitter.
11. The Residence Life & Housing staff is responsible for insuring compliance with the above guidelines. If at any time guidelines are not kept, the sitter may not be permitted to keep the dog in the residence hall.
12. The University reserves the right to require sitters to remove dogs upon notice of violations of these guidelines, as other residents' concerns are raised without cause. If it is found that problems arise with allergies or problems with students or staff interaction problems with the dog, the dog will be removed.
13. Violators will be reported to the sponsoring organization program coordinator. If guidelines are not followed the puppy will be removed.
14. The University reserves the right to discontinue this program at any time.



