**Thanks for your interest in NHA’s educational programming. We review forms weekly prior to requested date(s), so please allow ample time for processing. Submission of an application does not guarantee date availability.**

**Educational Presentation Policies:**
- The group leader / educator must complete the below application prior to reserving any date(s).
- The group leader / educator must sign a group waiver prior to any off-site presentations.

**Tour Policies:**
- A parent / guardian of each student must sign a waiver prior to any NHA on-site shelter tours.
- There must be at least one (1) chaperone present per ten (10) children ages 15 and below. There must be at least two (2) chaperones present per eleven (11+) children ages 15 and below.
- NHA can accommodate a maximum of fifteen (15) students per tour.

**Volunteer Policies:**
- Volunteers must be at least 16 years old. If your group does not meet this age requirement and wants to contribute to NHA’s mission, please see link below: [http://www.nashvillehumane.org/custpage.cfm/frm/95804/sec_id/95804](http://www.nashvillehumane.org/custpage.cfm/frm/95804/sec_id/95804)
- For educational groups ages 16 or older wanting to volunteer, please complete our NHA Group Volunteer Application.

**Please email completed application to:**

volunteer@nashvillehumane.org  
Nashville Humane Association  
213 Oceola Avenue  
Nashville, TN 37209  
Fax: (615) 352-4111  
ATTN: Tracie Tyree
Basic Information

Group/Organization: __________________________________________________________

Primary Contact: ____________________________________________________________

Location: __________________________________________________________________

Email: _____________________________________________________________________

Phone Number: ___________________________________________________________________

Referred By: __________________________

Sponsorship Affiliations: ___________________________________________________________________

No. of Group Participants: _____  No. of Chaperones: _____

Approx. Number of Hours ________

Ages of Participants: ________ 5 ________ 6-9 ________ 10-13

__________________________ 14-18 ___________________ 18 and older

Are there any special accommodations that we should consider when coordinating a presentation for your group? ____________________________________________________________

Request

☐ Off-site Education Presentation  ☐ Shelter Orientation & Tour

What is the main objective of this visit or presentation?

________________________________________________________________________

Is your group interested in collecting or bringing donations?

________________________________________________________________________
Preferred Topic(s)

Please check the most applicable educational objective(s):

☐ Dog Bite Prevention     ☐ Shelter Role     ☐ Animal Behavior
☐ Animal Care             ☐ Pet Overpopulation

What are the primary goals or takeaway lessons?

________________________________________________________________________

*If a scouting program, please specify if this is for partial or full fulfillment of a badge requirement and what type.

________________________________________________________________________

Preferred Time(s)

Please indicate the best days and times (10 a.m. to 4 p.m.) for your group to host a presentation or tour the shelter (please offer at least 3 preferred options, if possible):

________________________________________________________________________

________________________________________________________________________

If Off-Site:

Education Presentation Capabilities

Please let us know if you have the following available:

☐ DVD Player     ☐ Projector / Screen     ☐ Internet
☐ Audio Equipment     ☐ Chalkboard / Dry Erase Board

Does your organization allow animals?

☐ Yes    ☐ No

NHA Staff Initials: ___________
Date Received: ___________
Date Discussed: ___________