

# **MICROCHIP CLINIC CHECKLIST**

## **Staffing**

- Dedicated professional and assistant for microchip implantation. *(AKC CAR recommends that microchips be implanted by, or under the direct supervision of, a veterinarian—check your local and state laws for compliance. Typically you will need at least two people to handle the microchip implantations—one person to hold the animal and one to implant the microchip.)*
- At least 2-3 people to manage payment, matching chips to enrollment forms, tracking completed enrollment forms, and handling pet owner questions

## **Prep and Set up**

- Confirm staffing
- Promotion of event, at least 4 weeks in advance (see 'Promoting Your Event\*')
- Plan 2-4 hours for clinic to take place
- Designated area to host event
- Determine cost of service and payment types accepted (cash, check, credit card)
- Staff overview of process
  - Price of each microchip and enrollment
  - Accepted payment types
  - To whom to write checks (i.e. your business name)
  - Match microchip ID label to appropriate enrollment form AND give pet owner tri-fold brochure with second microchip ID label attached to cover.
  - Understanding that AKC CAR will send confirmation to pet owners in the next 3-4 weeks with FREE collar tag. Collar tag has AKC CAR recovery service phone number and pet's microchip ID number.

## **Supplies**

- Microchipping Supplies \*
- AKC CAR Recovery Service Enrollment Forms \*
- AKC CAR Tri-fold Brochure for pet owners\*
- Promotional Banner\*
- Pens
- Clip Boards
- At least 2 tables (for supplies, to manage sign-up and payment, and/or to microchip smaller animals)
- Chairs
- Cotton Balls
- Band-aids
- Paper Towels, Mop and Bucket, Doggy-Duty bags (Just in case!)
- Plenty of pens and clip boards
- Treats for pets
- Money Box and Plenty of Change
- Clinic Ledger \*
- Designated place/folder/basket for completed enrollment forms (to be mailed to AKC CAR)
- Camera

## **After the Clinic**

- Balance number of enrollment forms to number of pets microchipped in your clinic
- Bundle enrollment forms with clinic COVER SHEET and send back to AKC CAR in provided envelope so pet enrollments are activated
- AKC CAR will send confirmation letters along with collar tag to pet owners within 3 weeks of receipt.

\*Included in AKC CAR Microchip Clinic Start up Kit