2015 Homecoming Parade Registration Form
Purdue Organizations and Departments

Name of Group: ________________________________

Name of Group Representative: ________________________________

Fall Campus Address: ________________________________

Fall Campus Phone: ________________________________

Representative’s E-mail: ________________________________

Please check off one or more of the 2015 Homecoming Events your group is interested in.

☐ Participating in SPIRIT SIGNS (Formally known as window painting)
  Look over pages 14-15 of this packet
  Due Friday, October 2\textsuperscript{nd}, 2015

☐ Participating in CHARITY event
  Look over page 16 of this packet

☐ Participating in PARADE event
  Look over pages 2-13 of this packet
  Due Friday, September 25\textsuperscript{th}, 2015
Homecoming 2015 Parade Rules & Regulations
“Bundle up Boilers”

How your organization can be part of the parade

- Walking Unit
- Vehicle
- Float on a truck-pulled flatbed

Important Dates if walking in Parade

- **Friday, September 25th** Registration form is due at 5pm to PSUB Office (PMU Room 268) or by email to psubhome@purdue.edu.
- Attend one of our parade meetings. Dates/times/locations for these meetings will be announced at a later date. Please keep an eye on your email once you send your registration form in.
- **Friday, November 6th** is the Day of the Parade make sure to show up early (More details will be given at the parade meeting.

Important Dates if you will be having a VEHICLE in Parade

- **Friday, September 25th** Registration form is due at 5pm to PSUB Office (PMU Room 268) or by email to psubhome@purdue.edu.
- Attend one of our parade meetings. Dates/times/locations for these meetings will be announced at a later date. Please keep an eye on your email once you send your registration form in.
- The Purdue Student Union Board will send out an email on **Tuesday, September 29th** telling you if your float idea has been approved and if your budget has been approved.
- **Wednesday, October 7th @ 6:00pm, PMU 263AB** – all vehicle and/or float participants must attend our Parade Safety Meeting. Please mark your calendars now. Minimum only one representative from your organization must attend.
- **Friday, October 9th** is when the Driver Approval form is due. Please complete and turn in/email this form into PMU 268 by 5pm. If you need an extra copy of this, please email us back and we will attach it for you. We will need a photocopy of the driver’s license as well as their car insurance information. Please attach these documents or bring them to the PSUB office.
- (If applicable) Set up a date with PSUB Rep if your group needs to go shop for supplies. You will need to be ready to check-out between 4-5pm each shopping date. Mark your calendars for the following shopping dates:
  - Thursday, October 15th 4-5pm
  - Wednesday, October 21st 4-5pm
- **Friday, November 6th** is the Day of the Parade make sure to show up early more details will be described at the parade meeting you attend.
- **Friday, November 13th** when reimbursement receipts are due bring to office by 5pm. If they are not on time we will not take them.

Important Dates if you will be having a FLOAT in Parade

- **Friday, September 25th** Registration forms and float sketches are due at 5pm to PSUB Office (PMU Room 268) or by email to psubhome@purdue.edu.
- Attend one of our parade meetings. Dates/times/locations for these meetings will be announced at a later date. Please keep an eye on your email once you send your registration form in.
- **Friday, September 25th** Budget proposal due by 5pm.
• **Wednesday, October 7** the **Rental Agreement** form is due. Please complete turn it into PMU 268 by 5pm. If you need an extra copy of this, please email us back and we will attach it for you.

• The Purdue Student Union Board will send out an email on **Tuesday, September 29** telling you if your float idea and budget has been approved.

• **Wednesday, October 7 @ 6:00pm, PMU 263AB**– all vehicle and/or float participants must attend our Parade Safety Meeting. Please mark your calendars now. **Minimum only one representative from your organization must attend.**

• Please remember to **call Sunbelt Rentals** at (765) 494-8976 by **Friday, October 9** to confirm your trailer and generator.

• **Friday, October 9** is when the **Driver Approval** form is due. Please complete and turn in/email this form into PMU 268 by 5pm. If you need an extra copy of this, please email us back and we will attach it for you. We will need a **photocopy of the driver’s license** as well as their **car insurance information**. Please attach these documents or bring them to the PSUB office.

• (If applicable) Set up a date with PSUB Rep if your group needs to go shop for supplies. You will need to be ready to check-out between 4-5pm each shopping date. Mark your calendars for the following shopping dates:
  - Thursday, October 15th 4-5pm
  - Wednesday, October 21st 4-5pm

• **Monday, November 2nd** is the first day to **pick up your trailer and generator** from Sunbelt.

• **Friday, November 6th** is the Day of the **Parade** make sure to show up early- more details will be stated at parade meeting.

• **Monday, November 9th** is the last day to **return your trailer and generator** from Sunbelt by 4pm.

• **Friday, November 13th** when **reimbursement receipts** and **float supplies agreement form** are due to office by 5pm.

**Walking Units**
Organizations wishing to participate without building a float may be a walking unit, which must consist of at least 5 members. Walking units will be **required** to chant, dance, cheer, or perform. Make it obvious who/what your organization is. **Groups must be promoting this year’s chosen theme of “Bundle up Boilers.”** We hope to avoid duplicate themes so you must include your proposed themes on your overall registration form. Walking Units will also be **required** to shake hands, pass out candy, and/or Purdue paraphernalia, and include audience in the parade. (See **Giveaway section below**).

**Vehicle**
Organizations can choose to drive a vehicle in the parade with up to four people walking alongside to hand out candy or giveaways. (See **Giveaway section below,**) If you choose to have more than four people walking alongside the vehicle, you can also register a walking unit.

Vehicles driving in the parade need to be illuminated and are encouraged to be decorated with items such as balloons, streamers, and signs promoting Purdue University and Purdue Athletics. Vehicles also need to involve the theme in some way. All vehicles must follow the aforementioned safety requirements and are subject to inspection.

**Floats**
The most creative way to participate in the Night Train parade is by building a float. This is a great bonding experience and a chance to express your Purdue pride. Each entry will need to submit a drawing of their proposed float for approval, so that we do not have similar floats. These will be determined on a first come first serve basis. Please see above for important dates and times. Construction may begin after your float design has been approved by the Purdue Student Union Board. Float approval will be sent by **Tuesday, September 29**. If your organization will need a flatbed and/or generator for your float, please contact us about reserving them. We will place a hold on several flatbeds and generators.
Please see the attached “Float Construction Rules” for more information. All floats that will have people on them while in motion MUST have their float looked at before arriving to parade. This will be scheduled with a representative from Safety

**Note:** Float participants must complete the participation form, the legal confirmation form, and the Rental Agreement (if you are renting a flatbed from Sun Belt Rentals).

**Political Party Associations:**
Only recognized Purdue student organizations affiliated with political parties may participate in the parade. Only members of the student organizations may participate, and the entry must follow the given theme.

**Give-Aways:**
We require participation of groups by handing out Purdue paraphernalia. Some suggestions for giveaways include: Glow Sticks, Necklaces, Lollipops, etc. for the parade participants along the parade route, as well as candy, pom poms, miniature footballs, etc. Parade participants wishing to provide give-aways will be required to HAND OUT give-aways.

**DO NOT THROW ITEMS INTO THE CROWD!** Participants riding in cars will not be allowed to throw from the car. Give-aways will not be funded.

**Alcohol Statement:**
Refer to Purdue University Regulations 2014-2015 Handbook Part 5, Section V: E or corresponding section in the 14-15 Handbook upon release. Individuals that are causing a disruption to the parade will be removed.

**Funding:**
*(not applicable to community participants and only to student organizations that are a registered student organization with the Office of the Dean of Students) and building a float (i.e. a trailer being pulled by a vehicle not a decorated car).*

Funding may be available to groups that are interested. If you need financial help building a float, please submit a budget proposal to the PSUB Office Room 268 along with your proposal drawing. Budget proposals must include an itemized list of supplies, including approximate costs. These need to be submitted by Friday, September 25th. **Funds will not be reimbursed unless the budget has been approved!** We are also asking that groups do not solicit funding outside of the university without written approval from Purdue Student Union Board. You will not be reimbursed unless your budget proposal is approved by the Purdue Student Union Board.

A representative of PSUB will be available to accompany your organization to purchase supplies to create your float. This representative will directly pay for supplies at the store. This option does not require the reimbursement procedure, and thus may be to your benefit. Dates and times that the representative is available will be sent out in the fall.

If you choose to be reimbursed, you will not be reimbursed unless you have all purchase receipts for supplies. Receipts for reimbursement must be turned into Angelica McLean in Purdue Memorial Union room 268 by Friday, November 13th. After this date receipts will not be accepted and you will not receive monetary funds back. Please include Name, Social Security Number, address, and phone number; otherwise your check cannot be processed with the University. Payments will take approximately 2-3 weeks to be processed. PSUB cannot reimburse tax charges for purchases.

For more information call 765-494-8976 or email psubhome@purdue.edu. For the parade route go to www.union.purdue.edu/psub and look under the Homecoming Link.
“Bundle up Boilers”
2015 Registration Form
Purdue Organizations and Departments

Name of Group: ______________________________________________________

Name of Group Representative: _________________________________________

Fall Campus Address: __________________________________________________

Fall Campus Phone: _____________________________________________________

Representative’s E-mail: ________________________________________________

This Registration Form, Script (a few sentences of how you would like to be announced at the parade), as well as, a Float Drawing (if applicable) must be delivered to: PSUB Office (PMU Room 268) or through campus mail to PSUB, PMU 268 by Friday, September 25th, 2015 at 5:00 p.m. Student organization must be recognized by the Office of Student Activities & Organization (SAO) to be eligible for funding. Please review all Rules and Regulations before you submit this form.

Location: The parade will go down the streets of the Purdue campus on Friday, November 6th, 2015 starting at 7:30pm

Type of Entry and Number of Participants:
_____ Float (can have up to 5 people on a float)
    _____ Our float design is attached
    _____ If having riders on the float, float must be approved by Tom Cooper, Safety Commissioner
    _____ Approximate Number of Walkers (who will NOT ride on float. Must be less than 20 walkers)
_____ Vehicle (may be accompanied by 4 walkers to hand out candy, giveaways, etc.)
    _____ Approximate Number of Walkers (who will NOT ride in vehicle. Must be less than 4 walkers)
_____ Walking Unit (minimum of 5 participants required)
    _____ Approximate Number of Walkers (Must be more than 5 walkers)
_____ Yes, our entry will have music     _____ No, our entry will not use music

Please email psubhome@purdue.edu by October 26th with exact number of participants in parade.

PSUB will provide limited funding to help student organizations build a float for the parade. If approved, PSUB will fund a generator, flatbed, and materials that are needed for a float. Please check off the list below if you will need the following, but please keep in mind that funding is limited.
_____ Yes, we need to request funds to build float – Please see detailed funding rules
    _____ Our proposed budget is attached (Required by September 25th, 2015)
_____ Yes, we need to reserve generator for our float through PSUB.
_____ Yes, we need to reserve a flatbed for our float through PSUB
Construction of float may not begin until the float drawing and budget has been approved by the Purdue Student Union Board. By September 29th you will be notified via e-mail about your proposal including your budget and drawing.

Please give brief description for each and return with registration form:

If applicable, what will you be handing out? Please describe (candy/Purdue paraphernalia/etc.):

____________________________________________________________________________________________________________

☐ Check if you understand items may NOT be thrown, but must be HANDED out

Specialty Units: Please list specific details about specialty units other than floats, vehicles and walkers (ex. Motorcycles, horses, bicycles etc.)

Type of Units: ____________________________________________

Number of Units: ____________________________________________

Other information about specialty units:

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

Script: Please give a 4-6 line explanation of your organization and parade unit (this will be announced during Parade):

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

Date Office or Title Signature

I acknowledge that I have read and understand the rules and regulations for participation in the Boilermaker Night Train and wish to register the above student organization listed above.

For office use only:

Float Drawing has been approved. By: ___________________________ Date: ____________

Float Budget has been approved. By: ___________________________ Date: ____________

Due Friday, September 25th 2015

*End of Parade Registration Form*
Float Sketch Form

Name of Organization: ___________________________
Float Description: _____________________________________________
________________________________________________________________

*****Float MUST have a winter or holiday theme correspond with Purdue’s “Bundle up Boiler” Homecoming*****

Please sketch parade float in the box below:


Due Friday, September 25th by 5:00pm – PSUB Office
Driver Information

Attach a copy of Liable Proof of insurance of vehicle owner:

Attach a copy of a Valid License of the person who will be operating the Vehicle:

**Also make sure to complete and turn 2015 University Driver Approval Form with Driver information above by **5pm Friday, October 9th** to the PSUB office located in Purdue Memorial Union (PMU) room 268.**
Budget Proposal Information – 2015 Float Funding

Funding may be available to groups that will be building a float (i.e. a decorated trailer pulled by a vehicle not a decorated car). If you need financial help building a float, please submit a budget proposal to the PSUB office room 268. Below is a set of guidelines to complete the process:

**Funding**
- Organizations requesting to receive funding must be registered with Purdue’s Student Activities Office
- Funding is only available to those groups that turn in their registration form, budget, rental agreement, and float drawing on or before Friday, September 25th, 2015 at 5:00 p.m.
- Each organization that has their forms turned in on time will receive a specified amount of money to help to build a float.
- The amount of funding for organizations that request money after September 25th will depend upon allocation and budget status.

**Budget proposal instructions**
- Turn in your organization’s budget proposal and Rental Agreement to the PSUB office (PMU 268) by 5pm on September 25th, 2015. You should also have already turned in your registration form, drawing of float and script (of your float idea).
- A PSUB member will send your organization an email informing you of your approval and amount. This will be sent to you be Tuesday, September 29th.
- After receiving approval of float, begin constructing it!
- Do not use personal money when purchasing float material. If your organization does not have money to purchase materials a PSUB staff member will be available to meet you at the store to purchase the materials that have been approved. Please contact Angelica McLean at mclean5@purdue.edu or at 765-494-8991 to set up a time to meet you at the store.
- All purchases should be tax exempt. If you use club accounts to purchase materials the tax will not be reimbursed. Make sure to clarify that you are purchasing for a University event and your purchase should be tax exempt.
- Have receipts turned in by Friday, November 13th by 5:00 p.m. Your organization will NOT be reimbursed for receipts turned in after this date. Reimbursements will take up to 2 months to be reimbursed. Your organization will not be reimbursed for any items that were not approved in the budget.
- Turn in any equipment, including tools, decorations, etc to the PSUB office. PSUB cannot reimburse your organization for supplies that can be used for events other than Homecoming (i.e. giveaways, candy, t-shirts).
- PSUB does have materials that were used in previous parades that can be loaned out to organizations participating in the parade. See PSUB for a full list of items.

**Do’s and Don’ts for submitting a budget proposal**

**DO**
- Remember to include a drawing of your float idea with the budget proposal.
- Include a complete list of supplies, including the approximate costs with your budget proposal.
- Keep all of your receipts for float construction for reimbursements
- Make sure that your receipts are itemized. If they aren’t itemized, we don’t know what you spent money on and are unable to reimburse you for that purchase.
- Include your name, social security number, address you would like the check to be sent to, and phone number with your receipts.

**DO NOT**
- Solicit funding outside of the university without written approval from PSUB.
- Turn in receipts for items that were not approved in your budget.
- Budget for giveaways to be reimbursed (i.e. candy, handouts) your organization will be responsible for paying for these expenses.
- Budget miscellaneous items or items that are not essential to the actual construction of the float

**Important Dates**
- Friday, November 13th by 5:00 p.m – deadline for turning in receipts for reimbursements

If you have any questions, contact PSUB at 49-48976 or psubhomecoming@purdue.edu
Sample of budget to help fill out Budget Proposal Form:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost per item</th>
<th>Number of Items</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2”x4” Wood</td>
<td>$11.00</td>
<td>8</td>
<td>$88.00</td>
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<tr>
<td>Chicken Wire (2’x5’)</td>
<td>$5.00</td>
<td>3</td>
<td>$15.00</td>
</tr>
<tr>
<td>Box of 3/8 Nails</td>
<td>$4.00</td>
<td>2</td>
<td>$8.00</td>
</tr>
<tr>
<td>Sheet of Plywood</td>
<td>$8.00</td>
<td>4</td>
<td>$32.00</td>
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<tr>
<td><strong>Total Cost</strong></td>
<td></td>
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<td><strong>$143.00</strong></td>
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***Attach float drawing and to Budget Proposal Form (if applicable)***
# Student Organization Budget Proposal Form

Name of Organization: __________________________________________

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<tr>
<th>Item</th>
<th>Cost per item</th>
<th>Number of Items</th>
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Total Cost

*Please create a copy for your group and for the office

**Due: Friday, September 25th, 2015 at 5:00 p.m
**PSUB Homecoming Float Supplies- Agreement Form**

Student Organization Name: ________________________________

Contact Person Name and E-mail: ___________________________

<table>
<thead>
<tr>
<th>Items Borrowed</th>
<th>Date Returned</th>
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If you would like to borrow supplies from PSUB please email psubhome@purdue.edu. You will then make a date to go to the PSUB Office (PMU Room 268), fill out this form while you are there, and turn in this form to a PSUB member before you leave. If you would like, PSUB can make a copy of this sheet in the office to help your group keep track of the items borrowed.

All borrowed supplies and (approved) budget reimbursement receipts are to be returned to the PSUB Office by Friday, November 13\(^{th}\), 2015 by 5:00pm.

Signature: __________________________________________ Date: __________________

PSUB Approval/Date: __________________________________________
Rental Agreement

Boilermaker Night Train Parade

It is the responsibility of the Student Organizations to pick up and drop off Flatbeds and Generators. If the items are not returned, the Student Organization will be responsible for paying the overage charges. **This form is due to the PSUB office on Wednesday, October 7th at 5:00 PM.**

I understand that I may pick up items from Sunbelt Rentals starting on the agreed upon date. Items may be picked up starting **Monday, November 2nd, 2015.** Items are due no later than **Monday, November 9th, 2015 by 4:00 pm.** If the items are not returned I understand that my organization will be charged.

_______________________________
Signature of Student Organization Representative

_______________________________
Date

You need to call Sunbelt Rental by 4:00 PM Friday, October 9.
Please Note the following after you have Called Sunbelt Rentals
Phone Number: (765) 446-2600

Who will picked up supplies: ________________________

Phone # of person above: ________________________

**We have agreed to rent our Flatbed and Generator**

Starting On_________________________

Returning On_______________________

Please e-mail psubhomecoming@purdue.edu with the above information or return to PMU 268.

*Make a copy of this form for yourself and for the office*
Thank you for participating in Homecoming’s 2015 spirit sign, below you will find the guideline for submission.

Each student organization who participates in the Spirit Sign Competition will be required to turn in a sketch of their sign. The sketches are due Friday, October 2nd. Please turn your sketches in to PMU268 by 5pm.

Each student organization will receive white, red, yellow, and blue paint on the supply pick-up dates listed below. If your organization wishes to have a specific color not given, please contact psubhomecoming@purdue.edu by Thursday, October 1st.

The Purdue Student Union Board will provide each student organization a bucket that will include a sign that will be hung in local business windows, tempera paint, brushes, and cups for mixing paint. Supplies can be picked up Thursday, October 8th and Friday, October 9th.

You are allowed to use other paint and décor not provided by PSUB.

After the painted signs have been approved by the Purdue Student Union Board, the Homecoming Committee will hang up the signs in the windows of the business that each student organization signed up for.

Spirit signs should go along with this year's theme “Bundle Up, Boilers,” so you can decorate signs using winter or holiday inspirations!

All signs must include the phrase “Painted by (organization name)” in small print in the corner. Your student organization should not be the focus of your sign.

Painted signs will be judged based on design, creativity, colors, neatness, level of difficulty, and use of theme. All signs must be tasteful and not contain any explicit content. Any questionable content may result in a loss of points.

Painted signs and supplies are due on Wednesday, October 21st by 5pm in PMU 268.

Painted signs must be completely dry and rolled up when turned in.

The painted signs will be hung up by the Purdue Student Union Board Homecoming Committee on and judged on Wednesday, October 28th, and taken down Monday, November 9th.

IMPORTANT DATES TO REMEMBER!
- Friday, October 2nd: Turn in sketches
- Thursday, October 8th & Friday, October 9th: pick up supplies from PMU 268
- Wednesday, October 21st: turn in painted signs & return supplies

By checking this box, I understand all the rules and regulations stated above.

<table>
<thead>
<tr>
<th>Team Name</th>
<th>Theme for Sign</th>
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<tbody>
<tr>
<td>Printed Name</td>
<td>Signature</td>
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</table>

My sketch and description are completed on next page.
Spirit Sign Description:
Please describe your sign and how it incorporates your theme and Purdue.

__________________________________________________________________________
__________________________________________________________________________
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__________________________________________________________________________

Spirit Sign Sketch:

* Spirit Sign Form/Sketch due **Friday, October 2nd by 5:00pm to PSUB Office, PMU 268** *

*Additional colors wanted: _________________________________
Homecoming Charity Event Form

This year we will be collecting items for two local charities, **FoodFinders Food Bank** and **Almost Home Humane Society**. We will be collecting non-perishable items for the food bank and cat/dog supplies for the shelter. Please see the list below for specific items for each charity.

**Student Organizations Only:** Donations for both charities will be counted as “points” towards your overall score. Please make sure to alert a PSUB member of your donation so it can be documented during the events.

We will be collecting items on at our **Homecoming Kick-Off** event on **Monday, November 2\(^{nd}\) @ 5-9pm** on Memorial Mall (Rain location: South Ballroom PMU) and at **Homecoming Trivia Night** on **Wednesday, November 4\(^{th}\) @ 7:00-9:00pm** in Union Commons PMU.

**FoodFinders Food Bank items:**
- Peanut butter
- Cereal
- Hats
- Gloves
- Canned items
- Things that fit in a backpack: Pens, pencils, paper, notebooks, folders, assignment notebooks, markers, crayons
- Soup
- Boxed Meals (i.e. Macaroni)
- Bar Soap
- Toilet Paper
- Paper Towels

**Almost Home Humane Society items:**
- Dry dog or cat food and treats
- Canned dog or cat food (any brand)
- Dog and cat shampoo
- Puppy Pads
- Puppy Milk Replacer (Esbilac)
- Peanut Butter
- Clean blankets and towels
- Clean pet beds
- Grooming supplies (brushes)
- Toys
- Cat litter (clay, no-scoopable)
- Kitten Milk Replacer (KMR)
- Advantage or Frontline Flea Control
- Leashes & collars

*See more items on list attached.....*
AHHS WISHLIST

Animal Supplies and Treats
- Cat Litter (Clay Non-Scoopable)
- Towels, Blankets, Rugs
- Canned Dog or Cat food (any brand)
- Peanut Butter
- KMR (Kitten Milk Replacer)
- Esbilac (Puppy Milk Replacer)
- Dog and Cat Shampoo
- Brushes
- Advantage or Frontline Flea Control
- Puppy Pads
- Nutri-Cal
- A/D Science Diet Canned Food
- Heating Pads (Auto-Shut off preferable)
- Leashes & Collars
- Isopropyl alcohol
- Large Tongue Depressors
- Kwik Stop (gel or powder)
- Vet Wrap
- Beefeaters Freeze Dried Natural Cat Treats
- PureBites Freeze Dried Cat Treats
- Outward Hound Treat Bag
- Clickers
- Petsafe Treat Pouch Sport
- PetSafe® Lickety Stik® Lickable Dog Treat
- Sentry Calming Collar 3ct.
- Sentry Calming Spray
- Greenies Pill Pockets
- Kong toys, Rawhides, Nylabones, Kong Wobblers, JW Squeaky toys
- Corrugated Scratchers
- Plastic balls with bells
- Catnip
- Small Stuffed toys

Cleaning Supplies
- High Efficiency laundry detergent
- Household bleach
- Purel Hand Sanitizer
- Paper Towels
- Spray Bottles (32oz. and 8 oz.)
- Febreeze or Glad air freshener spray
- Medical Autoclave for Sanitizing Instruments

Office Supplies
- Post-its
- Sharpies
- Pens
- Office Paper
- Stamps
- Staples
- Push Pins
- Poster Board