



## Membership Guidelines

CAPPS is a group of professional pet sitters. All businesses must be 'legitimate' to join. Businesses must carry the necessary liability insurance and abide by New York State, County and Federal laws.

New members are required to be in business a minimum of six months before they are eligible to join. You are more than welcome to start coming to meetings as soon as you start your business to get to know people, ask questions and network but cannot be a paid member with a listing on the website until you've reached six months in business.

### **Benefits:**

- Listing on website
- Referrals
- Camaraderie with fellow pet sitters
- Monthly dinner meetings
- Advertising opportunities
- E-group for referrals, event planning & questions

### **Dues:**

Annual dues are \$100 which includes a CAPPS t-shirt. Dues are renewable on March 1<sup>st</sup>.

Dues are pro-rated for the first year. If you join March-May it is \$100, June-August is \$75, September-November is \$50 and December-February is \$25.

### **Attendance and Meetings:**

New members are required to attend 3 meetings within a 6 month period before they are eligible to join the Capital Area Professional Pet Sitters (CAPPS) and will then submit an application and payment for dues. Once you have attended your first 3 meetings, been in business a minimum of 6 months, and paid your dues you will be able to get a listing on the CAPPS website: <http://www.localpetsitters.com>

After becoming an official member there is an attendance requirement of three meetings per year. ***The more effort you put into your membership by attending functions, volunteering at a booth and/or taking an active role, the more your membership will benefit you.***

Our meetings are monthly and rotate between Tuesday and Wednesdays. We meet from 4-6 pm at Appletini's on Central Avenue in Albany, NY.

**2010 Meeting Dates:**

January 13th, Wednesday  
February 9th, Tuesday  
March 16th, Tuesday  
April 20th, Tuesday  
May 12th, Wednesday  
June 15th, Tuesday  
July 14th, Wednesday  
August 10th, Tuesday  
September 15th, Wednesday  
October 12th, Tuesday  
November 10th, Wednesday  
December - no meeting

**Voting:**

Each paid member is allowed one vote per membership. Should a member be unable to make it to the meeting where a vote is being taken a deadline for voting will be set. Votes can be emailed to Wendy Nigro at [purrfectpetsitting\(at\)hotmail.com](mailto:purrfectpetsitting(at)hotmail.com).

**2010 Advertising (included with membership):**

Each year the group decides what advertising will be included in the dues for upcoming year. Included this year are:

- Booth at APF (Animal Protective Foundation) Fireplug 500 (September/Schenectady).
- Brochures, business cards and pens for give aways at booths
- CAPPS website
- Others to be determined as they come up

**Optional Advertising (not included with membership):**

Occasionally the group will go in on an advertising venture that has not been included in the dues. It's a great way to reach a much larger audience at a cost that wouldn't be feasible for a single business. Participation in this type of advertising is voluntary and is not included in the cost of CAPPS membership.

Examples of past optional advertising ventures have been:

- Print Ad in AAA Magazine
- Radio Advertising
- Movie Theatre Advertising
- Display ads in local "Pennysaver" papers
- Verizon Yellow Pages advertisement

**New Client Etiquette:**

We can't please everyone all the time and there will be the occasional times that a client will look for another pet sitter. Should you get a new client who has used another pet sitter please be courteous and contact that sitter and let them know that the client has called you (if you can find out who the other sitter was). This way there are no hard feelings between sitters and no one will feel like another sitter has 'stolen' their client. This isn't a hard set 'rule', merely a good will suggestion.

**Booth Etiquette:**

CAPPS has booths at many events throughout the year and we rely on our members to volunteer their time to represent the group at these booths. Our primary interest is to promote pet sitting as an industry and to promote CAPPS. Our general rule of thumb for booth etiquette is we primarily hand out CAPPS information to interested parties, however, if you happen to strike up a conversation with someone in your service area and they ASK for your personal business card you may give it to them. We do not solely

promote our own businesses. Members are encouraged to wear their CAPPS apparel while working at a booth.

Everyone is encouraged to keep their ears open for opportunities where CAPPS can have a booth. If you hear of something, please mention it to the group for discussion!

### **Other Businesses:**

Many of our members have other businesses that we support and encourage. Members are welcome to introduce their business to the group by either posting a message on the e-group or giving a brief description in person at a meeting. We kindly ask that once a member has made the group aware of their other business that it not be advertised again, unless someone asks. Our main focus as a group is pet sitting.

### **Get Involved!:**

We realize the importance of knowing the person we are referring to from the CAPPS list to a prospective pet-sitting client. It is much more comforting to refer a member with whom most of us have had the chance to form a relationship. It is very difficult to have a professional, working relationship with each member of the group if we do not also have a degree of personal interaction, which can most readily be achieved through attending some of our monthly meetings. ***The more effort you put into your membership by attending functions, volunteering at a booth and/or taking an active role, the more your membership will benefit you.***

CAPPS maintains a website; [localpetsitters.com](http://localpetsitters.com). All members in good standing will be listed on the website. The website has reciprocal links with vets, groomers, shelters & rescue groups.

Wendy Nigro  
Phone: 469-6459  
Email: [purrfectpetsitting@hotmail.com](mailto:purrfectpetsitting@hotmail.com)

OR

Marta Hildebrand  
Phone: 461-5540  
Email: [auntiemartas@aol.com](mailto:auntiemartas@aol.com)