



Friends of the Animals
Vaccination and Microchip Drive-thru
Volunteer Handbook
Updated 5/20/2026

Purpose

The Friends of the Animals (FOTAS) is committed to providing access to affordable pet vaccinations and microchips. The Affordable Monthly Vaccination & Microchip Drive-thru (Vaccine Drive) provides core vaccinations and microchips to dogs and cats at a lower cost to owners.

Staff Contact

Clear communication helps keep our program running smoothly and safely. Volunteers are encouraged to ask questions and seek guidance whenever needed.

Primary Points of Contact

Program Coordinator

Randi Coleman

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FOTAS Operations Manager

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Overview

The FOTAS Monthly Affordable Vaccination and Microchip Drive-thru is the third Saturday of every month. The core vaccinations offered help keep pets safe from common illnesses. Additionally, receipt of a rabies vaccination enables owners to get the required Jackson County license for dogs over 6 months of age.

Microchips are a permanent form of identification that is injected under the skin between the shoulder blades of the pet. Microchips ensure lost pets can be identified and brought home quickly and safely.

This event is by-appointment only which can be made online. Pet owners make appointments via www.calendly.com/fotas. If the owner can't go online staff/volunteer will

obtain information from the customer and either go online and make the appointment for them, or send information to the Event Coordinator. Owners must schedule one appointment per pet. The address in Talent is provided after owners register their pet(s). It takes approximately 1 hour from the time of check in to make it through the line. Cats must arrive in secure carriers; one cat per carrier. Dogs must wear a collar and have a leash always attached. Pets who are ill, on antibiotics, in heat, or on cortisone products cannot be vaccinated.

What to Wear

Please wear comfortable pants or scrubs that can get dirty. Wear a plain T-shirt or scrub top. You will be on your feet for four to six hours, so please wear comfortable, skip-resistant, closed toe shoes.

LOCATION

300 W Valley View Rd, Talent (huge parking lot)

VOLUNTEER PARKING

After entering the parking lot, turn LEFT immediately and park in the LONG rows.

FOTAS Staffing

Licensed veterinarian (DVM)

Certified veterinary technician (CVT)

Program coordinator

Items offered

Canine Rabies, Canine Distemper (DAPP) and Bordetella (oral) \$25

Feline Rabies, Feline Distemper (FVRCP) and Feline Leukemia \$25

Microchips– includes a lifetime “membership” \$30

Schedule

SUMMER:

Set-up: 7:15 AM

1st Shift: 8:30 AM – 12:30 PM

2nd Shift: 11:15 AM – 2:15 PM

Teardown: 1:15 PM

WINTER:

Set-up: 8:15 AM

1st Shift: 9:30 AM – 12:30 PM

2nd Shift: 12:15 PM – 2:15 PM

Teardown: 2:15 PM

Volunteer Roles

ROLE	DESCRIPTION	SHIFTS	# OF VOLs NEEDED
U-Haul Driver	Make reservation for U-Haul, rent the day before the event & drive for load-up/set-up/Unload – 24-hour rental	3 PM (summer) 4 PM (winter)	
Loading Crew	Help load the U-Haul the day before the event in Medford	3:30 PM (summer) 4:30 PM (winter)	2
Set-up Crew	Set up clinic on the day of the event	1	6
Volunteer Check-in/Entrance Traffic Control	Have volunteers sign in, and then direct incoming customer traffic to the Entrance Check-in	2	1
Entrance Check-in	Obtain last name of owners and number of animals. Grab their pre-printed Pet Vaccination Certificates; guide visitors to the proper line.	2	2
Traffic Control	Guide pet owners to vax/microchip stations and/or exit	2	4
Certificate Reviewers	Confirm owner information and neatly print changes onto the Pet Vaccination Certificate forms (1 per pet).	2	2
Cashier	Obtain payment from pet owners prior to injections (cash or credit card)	2	2
Draw Shots	Draw vaccines throughout the day in preparation for vaccinations. Must be trained on how to draw vaccines.	2	2
Microchip Administrators/Paper Handler	Inject animals with microchips; handle paperwork - add scan-bar sticker to Pet Vax certificates. Must be trained.	2	2
Animal Wrangler	Helps to handle the animals. Must be very confident with both dogs and cats.	2	2
Vax Guru	Consulting with each client on their vaccination needs. Must be trained. This role is incredibly important to help the line more quickly. The Vax Guru is well-trained in asking questions about past vaccinations, explaining the value of the combo vaccinations, and reviewing past	2	2

	<p>records from their vet or previous vaccination clinics.</p> <p>The Vax Guru fills out the <i>Order Form</i> to ensure the vet/vet tech inject the correct vaccines.</p> <p>The Vax Guru checks the correct boxes on the <i>Pet Vaccination Certificate</i> and fills in the correct "Next vaccinations due" boxes. Example: Indicating whether it's an "Initial" or "Booster" vaccination. Or if this is the 1st, 2nd, 3rd of 3 vaccines needed for puppies/kittens. Then filling in the "next due" date(s).</p> <p>The Vax Guru will also explain how Microchips work, their value, and what they don't do (not a GPS chip), if the client is interested.</p>		
Clean-up Crew	Breakdown canopies, tables, chairs, cones, etc. and put them away.	1	6
Unload U-Haul	Unload at FOTAS storage unit in Medford.	1	3
Return U-Haul	Return U-Haul by the 24-hour mark.	1	1

It's exceedingly important that you keep yourself safe during the event. PLEASE do not reach into cars to pet dogs - this is a stressful environment for them, and even though they may usually be very friendly, they may behave differently under these circumstances. If you need to approach the car to speak with the owners and the dog's head is sticking out of the back window, for instance, please ask the owner politely to close the back window to keep everyone safe.

If you haven't volunteered at this event before, please view this video: <https://youtu.be/bGYanZi14TE>

If you would like to be trained for a job at this event that requires training, please let the Program Coordinator know. We are happy to teach!