
Video Request Sheet



Client Services Department
1039 S. Rochester Rd | Rochester Hills, Michigan 48307
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***Our mission is to empower people who are blind
or visually impaired with lifelong skills
for safe and independent daily travel.***

VIDEO REQUEST SHEET

VIDEO GUIDELINES

A video of each applicant demonstrating his or her independent travel skills is required by our admissions committee. This video helps us to evaluate the applicant's readiness for training. For guide dog applicants, if approved for training it helps us match a dog with the applicant's pace, physical attributes and abilities, lifestyle and environment where the dog will be used.

- **Accelerated Orientation & Mobility Training Applicants**—If you do not travel independently, or are unable to complete any of the requests below, please show or describe your current method of travel.

VIDEO REQUIREMENTS

- 1) Interview (answer the questions in the interview question section **on-camera**)
- 2) Give a quick tour of the home where the dog would be living, including where the dog would relieve itself (*guide dog applicants only*)
- 3) To help show us your current level of independent travel skills and establish future mobility goals, please demonstrate your travel ability in the following settings:
 - ✓ **Going up and down stairs** (*demonstrates physical ability*)
 - ✓ **Crossing multiple intersections that are familiar to you.** If your routes include crossings with traffic signals, include in video (*demonstrates applicant's ability to safely and effectively read traffic and cross streets*)
 - ✓ **Daily route(s)** including workplace if possible (*demonstrates what a potential Leader Dog will do on a regular basis and what environments they will be exposed to*)

We prefer to see a **CONTINUOUS** video, approximately 10–15 minutes long, of a route that you regularly travel that includes the above elements. If you are unable to include any of these elements please state the reason why in your video. Please note that you do not have to travel the route perfectly. Mistakes allow us to see your problem-solving abilities.

- **GRADUATE GUIDE DOG CLIENTS**—If your guide dog is reaching retirement, but is still working in harness, please include travel with both the guide dog and your white cane if possible. Also, let us know if your desired pace is different from the current pace of your working dog.

Tips for Videographer

- Keep natural sounds on video (no dubbing music)
- Avoid verbally directing applicant in any way, unless applicant's safety is in jeopardy
- Avoid excessive editing—we prefer to see a continuous video when possible
- If possible, record during a day/time that is part of the applicant's daily routine.
- Ask the applicant the provided list of interview questions **on-camera** at the **beginning** of the video.

INTERVIEW QUESTIONS – (answer the following questions on-camera)

- 1) Please state your NAME, CITY, STATE and what Leader Dog program you are applying for (Guide Dog Training or Accelerated Orientation & Mobility Training)
 - 2) What is your reason for applying?
 - 3) Do you have a breed preference? If so, what is the reason for your breed preference?
(*guide dog applicants only*)
 - 4) Briefly describe your weekly TRAVEL routine including timeframes for activities and routes. (Example: *"I typically go for a mile walk around my neighborhood in the morning. In the afternoon, I ride the bus into town for doctor's appointments, shopping or lunch with friends. In the evenings, I go for another mile walk around my neighborhood. On weekends, I use private transportation to attend church functions or family events. On occasion, I ride the train into the city to attend special events."*)
 - 5) Are there any routes that you would like to do once you've completed training that you do not currently travel?
 - 6) Describe one thing you appreciated about your last dog and one thing that was less desirable. (*previous guide dog users only*)
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ACCEPTABLE FORMATS

- **Dropbox (preferred)** — Upload the file to your Dropbox account and provide a shared link to access the file via email to clientservices@leaderdog.org. Please see the DROPBOX INSTRUCTIONS for step-by-step instructions for using Dropbox.
- **YouTube** — Upload the video to your YouTube account, then email a shared link to clientservices@leaderdog.org (must be uploaded as "Unlisted") ***Please be aware that you will need to leave your video up on YouTube until applicant is matched with a dog (up to 2 years).***
- **DVD** – If transferring a video to DVD, please use Windows DVD Maker or other DVD creation software, not as a file. Ensure DVDs play in a machine other than the original video camera. Label video with the applicant's name and date of recording. Mail to: [Leader Dogs for the Blind, Client Services Department, 1039 S. Rochester Road, Rochester Hills, MI 48307-3115](#)

****No other data formats will be accepted and may cause a delay in processing***

If you have questions on the video requirements or are unable to create your own video, please contact client services or your local Lions club for help creating your video.

Dropbox Instructions

UPLOAD OPTIONS

- Dropbox desktop app
- Dropbox online
- Dropbox app (iPhone, iPad, or iPod touch—iOS 8.0 or later, Android phone)

To begin, you must create a free Dropbox account *(if you do not have one)*. Your name, email address and a password will be needed.

To upload using the Dropbox desktop app:

1. Once the Dropbox desktop app is installed, it will be a folder option when you save.
2. To share the file, right click on the file name and select "Share" from the dropdown menu. You will be prompted to enter an email address and an optional message.

(Share with clientservices@leaderdog.org)

To upload files on the website:

1. Sign in to Dropbox
2. Click the upload button at the top of the window
3. A window will pop up—click the "Choose File" button, then select the file(s) that you would like to add to Dropbox
4. Once the file has been uploaded, you will be able to click the "Share" button and enter an email address and optional message. **(Share with clientservices@leaderdog.org)**

To upload using the Dropbox app:

1. Open Dropbox app
2. Tap the upload icon (bottom center of the screen, plus sign)
3. Select "Upload Photos"
4. Select video that you want to upload, and tap "Upload" in the upper right corner
5. Choose a folder to save it in, if needed
6. Hit "Save" (an upload box will pop up, and your video will load)
7. Open the Dropbox app and select the video
8. Click the "Share" icon and enter an email address and optional message **(Share with clientservices@leaderdog.org)**