Video Request Sheet

SUMMER EXPERIENCE CAMP

Client Services Department
1039 S. Rochester Rd | Rochester Hills, Michigan 48307
Toll Free: 888.777.5332
Email: clientservices@leaderdog.org
Website: LeaderDog.org

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.

- **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) 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)*
- ✓ **Daily route(s)** including school or home if possible

We prefer to see a **CONTINUOUS** video, approximately 5–10 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.

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 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 that you are applying for Leader Dog's Summer Experience Camp
2) What is your reason for applying?
3) 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.")*
4) Attach your 3-year plan (optional)

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

THREE OPTIONS TO UPLOAD

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

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.
3. Enter the email address clientservices@leaderdog.org and include the applicant's first and last name. For multiple videos, include a number as well (ex. FirstName, Last Name 1)

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 files(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.
5. Enter the email address clientservices@leaderdog.org and include the applicant's first and last name. For multiple videos, include a number as well (ex. FirstName, Last Name 1)

To upload using the Dropbox app:

IPHONE

1. Open Dropbox app
2. Tap the upload icon (plus sign at the bottom center of the screen)
3. Select "upload photos"
4. Select the video that you want to upload and click "next"
5. Change the file name to the applicant's first and last name. For multiple videos, include a number as well (ex. FirstName, Last Name 1)
6. Choose a folder to save it in (if needed) and click "set location"
7. Click "upload"
8. Open the Dropbox app, select the video then click the three horizontal dots and select "share"
9. Enter the email address clientservices@leaderdog.org and include the applicant's first and last name in the message field, then click "share"

ANDROID

1. Open Dropbox app
2. Tap the upload icon (plus sign at the bottom center of the screen)
3. Select "upload photos"
4. Select the video that you want to upload and click "upload"
5. Open the Dropbox app, locate the video and tap the three vertical dots to the right
6. Click "rename" and name the file the applicant's first and last name. For multiple videos, include a number as well (ex. FirstName, Last Name 1)
7. Click the three horizontal dots to the right of the video again and select "share"
8. Enter the email address clientservices@leaderdog.org and include the applicant's first and last name in the message field, then click "share"