
O&M

Video Request Sheet



Client Services Department
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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, including pace, physical attributes and abilities, lifestyle and environment.

- 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

PART ONE: INTERVIEW (answer the following questions **on-camera**)

- 1) Please state your NAME, CITY, STATE and that you are applying for Orientation & Mobility Training.
- 2) Why are you interested in independent travel?
- 3) Do you currently travel independently? If so, please describe your weekly travel routine. (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) If you have remaining vision, please describe what you see. (Example: "I can tell when lights are on and off. I can see contrast between light and dark colors. I can see the walk/don't walk sign at an intersection.")
- 5) Do you have independent travel goals? Please describe.
- 6) Are you interested in working with a guide dog in the future?
- 7) Are there any other details that you wish to share, such as medical conditions or physical limitations?

NOTE: If the applicant is DeafBlind, please answer the interview questions using the primary communication method. If your primary communication method is American Sign Language and you can, please show both interviewer and applicant in the video. This will provide helpful information about which method of sign language (visual, tactile, etc.) is accessible to the applicant.

PART TWO: TRAVEL DEMONSTRATION -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 intersections that are familiar to you.** If your routes include crossings with traffic signals, include the method you use to cross streets in the video. If you are DeafBlind, demonstrate the method you use for crossing streets (*demonstrates applicant's ability to safely and effectively read traffic and cross streets*).
- ✓ **Daily route(s)** including workplace if possible. (*gives instructors information on the types of environments you travel in*)

Definition of a Route: We define a route as travel between a clear starting and ending point. For example, your home to a restaurant, bus stop, store, etc. Or your place of employment to your home. An exercise walk that starts and ends at your home can also be a route.

We prefer to see a **CONTINUOUS** video of your travel demonstration that is approximately 10-15 minutes long, of a walking 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.

For ease of uploading video, cuts may be acceptable as long as they are brief and do not leave out any problem-solving, support or travel. If travel includes the use of public transportation, only the parts showing the entering and exiting are necessary.

TIPS FOR VIDEOGRAPHER

- Keep natural sounds on video (no dubbing music).
 - Avoid physically or verbally assisting applicant unless applicant's safety is in jeopardy.
 - Avoid excessive editing—we prefer to see a continuous video of travel demonstration.
 - 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** for Part One of the video.
 - Please hold your recording device horizontally before pressing record.
 - Avoid filming from the front. Follow behind applicant and allow enough space between yourself and the applicant so applicant is fully in frame.
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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).

****If neither of these formats is an option for you, please contact Client Services for alternative options.***

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.

*For an example of a complete application video, please visit the Virtual Learning section of the Leader Dog website at www.LeaderDog.org.

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 Dropbox 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.
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"