ART Animal Intake Policy

1. PURPOSE

The purpose of this policy is to establish and outline the procedures for the intake of animals for Animal Resources of Tidewater (ART).

1. POLICY

It is not a policy of ART to take in strays or owner relinquished pets or to transfer animals from shelters or rescues. ART members, if approved by the board, can opt to take in pets on a case-by-case basis.

1. PROCEDURE
   1. ART members can choose to take responsibility for an animal under ART. In order to do so, they must have prior approval from the board to intake the animals as a representative of ART. In all cases, the ART member must let a board member know about their intention to intake an animal on behalf of ART before they do so.
      1. ART members can transfer animals from shelters to ART if they are on the approved list at that particular shelter to transfer for ART.
      2. ART members can take responsibility for animals signed over from owners.
         1. If an ART member intakes an owner surrendered pet, the owner must fill out a surrender form and turn over any medical records.
      3. ART is never required to intake an animal regardless of the source.
   2. All intakes must have an ART sponsor. That sponsor is responsible for managing foster care, paying expenses, and facilitating the adoption. ART, as an organization, will not market that animal for adoption (via our website or social media).
   3. All ART animals must be spayed/neutered before an adoption is processed.
   4. Upon adoption of any animal, a copy of the shelter transfer or owner surrender form, custody record, and adoption contract shall be turned over to the Secretary to be uploaded to the ART Dropbox. A copy of the adoption contract and adoption fee shall be turned over to the Treasurer.