

## **KGARL INTAKE PROCEDURES**

### **Choosing a Dog/Cat to Bring into KGARL**

- Although exceptions can be made by full board approval, KGARL's focus on fostering animals will be from within the VA, MD and DC area
- It is the job of the KGARL Animal Coordinators (typically, one person is assigned as the KGARL Dog Coordinator and one as the KGARL Cat Coordinator) to be on the look-out for potential KGARL animals. Animals can be found on PetFinder, through other rescue group contacts, owner turn-ins, KGARL member recommendations, etc.
  - The KGARL Animal Coordinators must verify that owner turn-ins are released to KGARL by the rightful owner
  - Strays cannot be turned over to KGARL without first contacting the local county Animal Control, posting flyers in the area found and holding the dog for 10 days. In rare cases, KGARL may take pets earlier with the approval of the KGARL BOD
- Upon discovery of a potential KGARL pet, the KGARL Animal Coordinators will ensure there is a foster home available or space available at an adoption facility
- If foster space is available, the KGARL Animal Coordinators will use the Foster Assessment Checklist in Appendix B to determine if the animal is a fit for KGARL

### **Pulling Pets from Shelters to bring into KGARL**

- When pulling an animal from a county shelter, the KGARL Animal Coordinators must contact the shelter to determine the requirements and ensure all applicable paperwork has been sent
- The KGARL Animal Coordinators will arrange for someone to pull the animal from the shelter, and pay all fees required by the shelter. Any fees incurred will be reimbursed by the Treasurer
- The KGARL Animal Coordinators will determine the best time and place for the animal to be transferred into a foster home or adoption facility

### **Signing Out Pets from Animal Control Facilities for Other Rescue Groups**

- Keeping in mind the following questions, the KGARL Board of Directors must agree on whether or not they want to work with the receiving group:
  - Can a group or individual, that KGARL trusts, vouch for the receiving group?
  - Does the receiving group have appropriate adoption procedures on their website?
  - Does the group require spay/neuter of all age appropriate animals before adoption?
- If a KGARL volunteer will be evaluating an animal for the receiving group, ensure that both KGARL, the receiving group and the volunteer are aware of what the receiving group is expecting for the temperament, age, breed, color, size, and personality of the animal
- After the agreement is finalized, the receiving group must sign the Intent to Accept form (Appendix E)
- The KGARL volunteer will ONLY pull the animal if it meets the receiving group's requirements, as detailed in the completed Intent to Accept form
- If the Rescue Group is a 501c3, animals can be signed out of the shelter in their name
  - Request the other group fax the appropriate paperwork to KGAC, along with a letter authorizing KGARL members to pull animals in their name
  - KGARL signs the animal out in the other group's name
  - KGARL hands the animal over to the other group and no transfer forms need to be signed
- If the Rescue Group is not a 501c3

- Arrange for someone to pull the animal from the shelter, and pay all fees required by animal control. Any paperwork obtained must be presented to the Adoption Coordinator as soon as possible. Any fees will be reimbursed by the Treasurer
- KGARL transfers the animal to the receiving group after they complete the Transfer of Animals form (Appendix C)
- The animal will be tracked in the KGARL adoption database for reporting at the end of the year

### **Pulling Pets from King George Animal Control (KGAC) for Individuals**

- Individuals not able to adopt directly from KGAC (as per the county's requirements may request help from KGARL by first completing the KGARL Adoption Application located on our website
- The KGARL Animal Coordinators will process the application and make a recommendation to the KGARL Board of Directors (BOD)
- Upon approval from the BOD, KGARL will agree to pull the animal and a spay/neuter surgery will be scheduled, if appropriate
- The receiving individual is required to be present at the shelter when the animal is pulled
- The KGARL volunteer will ONLY pull the animal if it meets the adopters requirements
- KGARL will pay all shelter fees and the adopter will complete the KGARL Adoption Contract (Appendix TBD) and pay the KGARL adoption fee
- Adoption Application and Transfer of Animal form will be added to the Adoption binder and all information added to the Adoption Database

### **Owner Turn-Ins and Rescue Transfers**

- When accepting animals from the responsible party, whether it's the current owner or another rescue group, the responsible party will need to complete the following forms:
  - Relinquishment Form (Appendix D)
  - Foster Assessment Checklist (Appendix B)
- An intake fee of \$50 will be collected for owner surrenders. This fee can be waived by the KGARL BOD if deemed appropriate

### **Intake of KGARL Pets into Foster or Adoption Facilities**

- As soon as possible, after being brought into the group, all KGARL animals will be:
  - Fitted with a collar and KGARL tag
  - Microchipped
  - Weighed
  - Bathed
  - Treated with flea/tick preventative, if appropriate
  - Nails trimmed
  - Vaccinated, if appropriate
  - Dewormed, if appropriate
  - Photographed
- For each KGARL Pet, the KGARL Adoption Database will be updated to include the following information:
  - Date of Intake
  - Date of Birth
  - Name
  - Weight
  - Transferring Party's Information
  - Microchip Number
  - Date and type of vaccinations and medications given

**Posting KGARL Pets on Website**

- All KGARL pets with an unknown history should be in a foster home for at least 5 days before being placed for adoption
- All KGARL animals, regardless of age, should be taken to the vet for a checkup before being posted on PetFinder. The checkup should include bringing the pet up to date on vaccinations, stool checks for parasites and a heartworm test for dogs or a FIV/FelV test for cats
- When appropriate, the KGARL Animal Coordinators will provide the pertinent information to the KGARL website Animal Manager for posting online
- The KGARL Animal Coordinators, or designated volunteer, will respond to inquiries from the public regarding KGARL pets

**Courtesy Postings on Website**

- KGARL gets many requests from people needing help in re-homing their pets. The KGARL BOD has the option to list these pets on PetFinder as Courtesy Postings. The following guidelines must be adhered to:
  - If over the age of 4 months, the animal must be spayed/neutered before we agree to post on the website. If the animal is not spayed/neutered, KGARL may offer to pay for the surgery
  - Puppies and kittens will not be placed on the website until they are 10 weeks old and their mother has been spayed. If the mother is not spayed/neutered, KGARL may offer to pay for the surgery
  - The owner of the pet must agree to hold onto the animal for a reasonable amount of time in order to find a new home
  - All website postings will expire in 30 days after the last update is received from the pet's owner
- The following information must be requested from the pet's owner:
  - Pet Statistics: name, age, breed, weight, gender
  - Pet Health Info: spayed/neutered, up to date on shots, on flea or heartworm preventative, any medical conditions
  - Pet Personality: housetrained, crate trained, good with cats, kids or dogs, any behavioral issues
  - Pet Description: describe the positive qualities of the pet, describe the ideal home for the pet
  - Contact information for of person(s) placing the pet for adoption
  - Three close-up/clear pictures of the pet
- The pertinent information will be provided to the Website Animal Manager