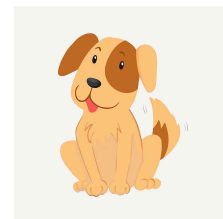


Dog Intake Standard Operating Procedures (Fosters)



Before Intake:

- Before intaking a dog, ensure you have permission from the medical coordinator and president. If you have multiple dog fosters available, be sure you are intaking one that best fits the comfortability of each foster.
- Each dog should be given a full thorough physical exam:
 - Examine for any common abnormalities found in shelter situations such as but not limited to: upper respiratory disease, intestinal parasites, infectious diseases, etc.
 - If abnormalities are found on an exam, communicate with the medical coordinator and president. If we have enough supplies and finances to support this dog and every party listed above is still in agreement, AWFP is warranted to intake the dog.
 - If the dog is warranted for intake, ensure the foster would be willing to treat a medical condition before placing the dog with them.
 - If we do not have the finances or supplies, the dog is not warranted for intake.
 - If the medical coordinator and foster coordinator cannot agree on the status of intaking the dog, the president makes the final decision.
 - The only requirement to intake a dog is a negative SNAP 4DX test (note: tick borne diseases are easily treatable but the dog has to be heartworm negative). Some shelters have already completed this before the dogs are on the floor to be adopted, however, AWFP can buy SNAP tests through Idexx and perform them with shelter permission before signing paperwork.
- AWFP has finances and supplies to vaccinate, microchip, and spay or neuter dogs. Original medical records need to be obtained from the shelter the dogs are coming from, ideally before leaving the shelter.
 - If you are going to the shelter to observe dogs potentially to intake, ask for medical records prior to leaving to send to the medical coordinator and to potential fosters as some medical records are needed for their apartment complexes.
 - If you are intaking a dog that day, original medical records need to be given to a medical coordinator or assistant on the day of intake so they can process a new AWFP medical record.
- If a foster has another dog at home, a successful meet and greet must be performed before signing paperwork.
- It is recommended to take pictures of the dogs on the day of intake to send to the social media side of AWFP, so adoption flyers can be made ASAP.

Day of Intake:

- Before arriving at the shelter, ensure you have all the supplies necessary for intake and foster placement:
 - Necessary for Intake:
 - “Transfer of Ownership” document
 - +/- NexGard Plus or HG/NG
 - +/- vaccines / dewormer
 - Foster Supplies
 - Appropriate age group of food
 - “Foster To-Go” Bags
 - Food and water bowls
 - Toys
 - Treats
 - Appropriately sized leashes and harnesses
 - “ADOPT ME” bandana and other items
 - Crate
 - Dog Bed
 - Blanket
 - +/- Pee pads
- Once you arrive at the shelter, have the shelter coordinator complete transfer of ownership paperwork. The shelter coordinator will have transfer of ownership paperwork for AWFP – a foster coordinator or president needs to complete these. Ensure that you have the original copy of the Transfer of Ownership paperwork as this gets added into the dog’s file on the google drive.
- If medical records show that the dog is not UTD on vaccines, flea treatment or hasn’t been dewormed recently, do this before you leave. Should you do any of the treatments listed, add the serial and expiration date of vaccines and expiration date and date of treatment for deworming and flea treatment on the original documents from the shelter.
 - If a dog is coming due for a vaccine, flea treatment or deworming, a medical coordinator can coordinate a date and time with the foster to get this completed.
- Before leaving the shelter, examine the medical records and ensure demographic information (Name, DOB, date of intake, sex, species, breed, etc.) listed is correct on all forms.
- The dog does not need to be placed into the crate for transfer from shelter to foster home but can be, if desired.

Foster Placement:

- When you arrive at the foster home, you can let the dog roam freely to get used to the house and speak to the foster about expectations, history and give them their supplies.
 - Keep in mind, most of these fosters have never had a pet before. Conversations should include: how much to feed, how often to take them outside potty and proper introductory protocol for housemates.
 - Feeding will depend on the size and health status of the dog. Free choice water should always be available.
 - The dog should be let out every few hours, if possible.
 - When an owner is not home, the foster dog and housemate should be separated.
 - Any dog owned through AWFP is NOT allowed to go to the dog park.
 - It is recommended that the foster separate the foster dog from their personal pets to limit the spread of infectious diseases for at least 24-72 hours or a maximum of two weeks.
 - If the foster dog is experiencing any clinical signs of an infectious disease, the foster parent should notify the medical and foster assistant on the case via the group chat.
- Once the dog has been successfully placed into a foster home, the foster assistant on the case should make their notes document within the dogs folder. This folder can be made and placed under: AWFP Records → Available → Dogs → "Patient Name". The folder name should be the dog's name and the medical coordinator can then add their assigned number. The following information should be added to the drive the day of intake: foster's contact information (address and phone number) and details of placement with initials after each submission. This document should be updated after each weekly check in. The foster assistant on the case should also make a google document to share with the foster's personal email. This document should be placed within the same folder as the notes document. The purpose of this document is to allow the foster to include any information about the dog to aid social media with future posts. They are also encouraged to email any pictures to the social media email.
- Once the dog is established within the foster home, the foster assistant on the case should make a group chat with the foster parent and a medical coordinator. This group chat should be used for all communication pertaining to the dog.
 - The foster assistant on the case is responsible for checking in at least once a week to ensure the dog is doing well and ensuring the foster has enough supplies. If the foster needs more supplies, the foster assistant is responsible for bringing more to them. The foster assistant should be asking their fosters BEFORE the holidays if they have enough supplies.
 - The foster assistant on the case is responsible for answering any questions that are not medically focused. Should the foster parent have a medical question, and a medical coordinator has not responded within the last hour, the foster assistant is eligible to respond. Any medical concerns should be documented within the notes document underneath the medical tab.

Travel:

If a foster parent needs to travel and wants to take their foster dog, they are allowed to take their foster dog with them. A foster parent needs to send dates and location on where they will be going for their travels so the coordinator can document the dates and provide appropriate supplies.

If a foster parent needs to travel but doesn't want to or cannot take their foster dog with them, the foster assistant is in charge of finding a temporary foster for them. Temporary fosters can be found by reaching out to our current open homed members or through our AWFP Fosters Facebook page. If a foster is not found, the dog needs to be boarded at an animal clinic.

If a foster parent needs to travel but doesn't want to or cannot take their foster dog with them, but they have a friend or neighbor who can look after their dog during their trip, the guardian needs to complete our "Guardianship Application". This application can then be placed in the dog's folder under AWFP Records.