



4 PAWS Operations- 000-03
August 21, 2015

ANIMAL INTAKE PROCEDURE

We accept animals on an appointment only basis and only if space is available. We never euthanize an animal to make room for others. It is the policy of 4 Paws Animal Rescue (4 PAWS) that ALL intake requests (both owner surrender & from a shelter) are made in writing.

- We strongly encourage you to include as much information (medical or otherwise) as possible, pictures and any history available when submitting a dog for acceptance into our foster system.
- Written communication is the only way to properly handle intake requests, as they will be managed by our intake coordinator and foster coordinator. Our foster coordinator is aware of all available foster space and what dogs we have already committed ourselves to.
- Anyone that contacts us about taking a dog into our foster care system will be contacted; with either a decline, owner surrender paperwork or be provided with a written (email) authorization and the name of the 4 PAWS representative to accept the animal on 4 PAWS' behalf.
- Only the current board as listed on the 4 PAWS website (www.4pawz.org) can authorize 4 PAWS to accept a dog into our foster program. The current Board of Directors as listed on the 4 PAWS website Members and Volunteers of 4 PAWS are allowed to take possession of a new foster once the authorization has been given from the board.
- An e-mail submission does not guarantee an appointment. Intake staff must contact you with an appointment date/time. Also, an appointment does not guarantee that we will be able to accept the animal for intake.
- All animals must be adoptable and pass a health and behavioral assessment before we agree to accept the animal. We do not discriminate on the basis of health, age or breed. We are not able to accept any human aggressive or dog aggressive dogs.

4 PAWS is a private, nonprofit, no-kill home based rescue for dogs and cats. We do not receive any tax dollars or support from the city or any government agency. As you are aware governing Board's may change from year to year but the organization email will not. This is the most efficient way to get your available dog(s) in front of the right people and the ONLY way to secure a spot for them in our foster care system.