



4 Paws Operations- 000-03
August 21, 2015

Animal Intake Procedure

The 4 PAWS is closed admission rescue meaning that all animals are accepted on a case-by-case basis.

Temperament testing is REQUIRED on all dogs and puppies before being accepted into 4 PAWS.

Animals with a known history of aggression or biting will not be accepted into 4 PAWS.

No 4 PAWS animal shall be allowed to attend any adoption events until examined by a vet and vaccinated unless the animal has previous vet records showing they are current on all vaccines. All cats must be FELV and FIV tested prior to attending any adoption event or before being exposed to any other cats.

Sources of Intake

Owner Surrender

Any person wishing to surrender ownership of an animal (whether their own, or an animal found by them) to 4 PAWS is understood to be the owner of that animal. The requirements for owner surrenders are as follows:

1. Surrender Form

An Owner Surrender form must be signed which relinquishes all rights to the animal, and surrenders the animal to 4 PAWS. If there is no foster home available for the animal, the surrendering party may be required to foster the animal until adoption or until a suitable foster home becomes available. In this case, the person surrendering the animal will also be required to sign a Foster Agreement and should meet fostering requirements.

2. Surrender Fee

The owner surrender fee is \$100. These fees are used to help offset costs to 4 PAWS. Any adjustments to these fees require the approval of at least two (2) board members.

3. Medical Records

Copies of all prior medical records are required for every animal unless none exist.

Volunteer Rescue

A volunteer rescue is where a board member, committee member, volunteer, or foster parent finds an animal, or rescues one on his or her own. FEE and REQUIREMENTS - There is no surrender fee, however the volunteer rescuing the animal must assume any financial or medical expenses until the animal has been officially approved by 4 PAWS. Being a volunteer does not automatically make any animal found or rescued a 4 PAWS animal.

Shelter Rescue

Any animal (dog or cat) that is pulled or rescued from a shelter is considered a Shelter Rescue. Only board members may pull an animal from a shelter, and the animal must go through temperament testing. Surrender form is also required if the animal is accepted as a 4 PAWS animal - in order to transfer ownership to 4 PAWS.