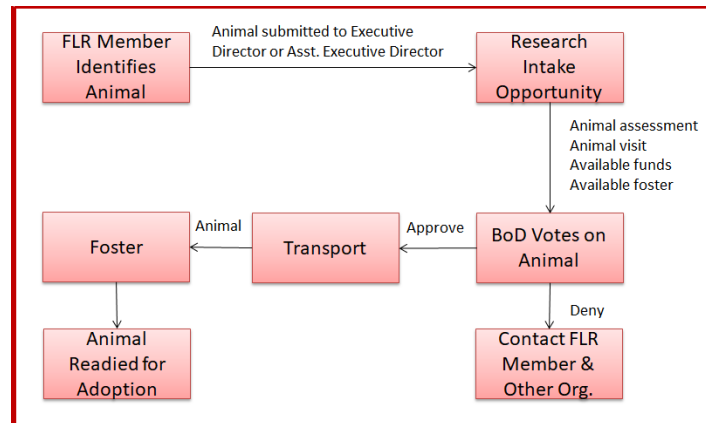


Intake Process



Step	Process	Who is Responsible?
FLR Member Identifies Animal	<p>Potential animals for intake come from multiple places, including but not limited to:</p> <ul style="list-style-type: none"> • Animal shelters • Facebook • Other rescue organizations <p><i>NOTE: Owner Surrenders have their own process.</i></p>	
	Potential animal for intake is noted and submitted to Executive Director / Assistant Director	Any Board Member
Research Intake Opportunity	<p>Research is done regarding the animal's temperament, health, training needs, etc. An estimate is made regarding the cost to rehabilitate the animal to full health. If possible, the animal is visited in person and interacted with by a Board Member. Confirm with FLR Treasurer that there are enough funds to rehabilitate the animal. Confirm an appropriate, willing foster is available for the animal.</p>	Executive Director / Assistant Executive Director
Contact FLR Member and Other Organization	<p>If, at this time, FLR is not the right place for the animal and a recommendation is made to not intake them, the person who referred the animal is notified in writing (excluded from this are 'mass tagging' posts on Facebook). Alternate rescue options should be given if applicable.</p> <p>If FLR could be the right place for the animal, continue with the process below in grey.</p>	
BoD Votes	The information is summarized and presented to the Board in Discord, with a recommendation to intake. Full	Executive Director / Assistant Executive Director

	disclosure is made regarding any potential health or behavioral issues.	
	<p>The Board Members vote in Discord with an 'Aye' or 'Nay' to intake the animal or not.</p> <p><i>In order for a presented 'case' to intake to pass, a minimum of 3 votes must be in favor.</i></p>	All Board Members
	<p>If the vote to intake the animal is not passed, the person who referred the animal is notified in writing (excluded from this are 'mass tagging' posts on Facebook). Alternate rescue options should be given if applicable.</p> <p>If the vote to intake the animal is passed, continue with the process below in grey.</p>	
Transport	Outreach is made to appropriate party to arrange FLR's intake of the animal (date, time, location, etc.)	Executive Director / Assistant Executive Director
Foster	Animal intake occurs and animal is placed with Foster	Board Member
	A record in RG is added.	Intake Coordinator
Animal Readied for Adoption	Animal is appropriately vetted per FLR guidelines, and we start the process of finding the animal his or her appropriate home.	