



Nickel City Canine Rescue Foster Guidelines

Foster Duties and Responsibilities

1. Initial Steps

- The primary duty as an NCCR Foster is to foster dogs posted by NCCR staff. **You can find dogs needing foster on the “Nickel City Canine Rescue Members Group” on Facebook.** Photographs will be posted with the tentative date of transport and all the information that has been provided by the shelter.
- When you see a dog you would like to foster, please comment on the post or direct message a board member. Please make a list of questions/information you need about the potential foster, such as:
 - Are they safe with children?
 - Are they good with other pets such as cats and/or dogs?
 - Do they have any health issues you should be aware of?

2. Next Steps

- Once you agree to foster a specific dog, you will be added to a facebook group chat with the transport date, time, and location where you will need to arrive to pick up your foster and transport them home.
- If you are unable to pick up your foster at the agreed upon place and time, please contact a member of leadership as soon as you are aware to make alternate arrangements.
- While fostering an NCCR dog, NCCR does not allow guest dogs in a foster's home. This includes fostering dogs from more than one organization at a time, dog sitting for family/friends, or dog sitting and/or in house doggy daycare through a company such as Rover. This is a liability and also for health reasons.

3. Transporting home

- When you pick up your foster, take a look at their folder. Pay special attention to the first 2 sheets on the right side, the Important Vaccinations Needed and Vaccination Record! Pages that apply to the foster have an asterisk to pay special attention to. Folder contents will include:
 - Left Side:
 - Congratulations letter
 - This has basic information for the adopter.
 - *Spay/Neuter sheet
 - Dogs should get scheduled when in foster if possible!
 - Our s/n team will try to contact you before transport to schedule the dog upon arrival

- If they are not already scheduled, reference the spay/neuter sheet and schedule ASAP
 - Dogs are only scheduled at Operation Pets and RCAC
 - If the appointment is scheduled and the dog is adopted prior to their appointment, inform the adopter of the date. If they are unable to bring the dog, then the foster is responsible to assist in transportation.
- Nickel City Pet Pantry
 - This is a local dog food company that our rescue partner's with and information for the adopter.
- Microchip
 - This is the shot looking thing stapled to the top left corner of the folder and will be inserted at spay/neuter
- Right Side:
 - ***Important Vaccinations Needed (yellow ½ sheet)
 - This sheet has all upcoming vaccines and medications that are needed and is extremely important to follow!
 - Fosters should administer medications on the date they are due and then documented on the Vaccination Record
 - *Vaccination Record
 - This is an overview of all the dogs medical information and summarizes the records from the shelter they came from.
 - All medications and vaccinations administered while in foster need to be documented on this sheet.
 - Medical Records
 - Records from the shelter will be placed in the dogs folder. The information should be summarized on the vaccination record sheet.
 - Envelope
 - It has a stamp and address for NCCR's office for the foster to use to mail the adoption contract, petco form, and payment (checks only, no cash) after adoption is finalized.
 - Adoption Contract
 - To be used to finalize adoption.
 - Petco Form
 - Used during finalization and enables the rescue to receive grants.
 - ***Medications
 - These will be stapled to the right pocket and should be administered on the dates provided
 - If your dog is not adopted by the time it's next monthly heartworm or flea/tick treatment is due, please contact a member of the leadership team for more.
- The trip home and a new environment can be very stressful to your foster. Please give them a few days to become accustomed to their new home.
 - What this means is you should

- Take the dog directly home from transport!
- Consider the dog a flight risk whenever they are outside. No walks the first day or two until you are sure they are good on a leash and won't try to slip out of their collar/harness.
- Keep visitors to a minimum
- If children are in the home, supervise their interaction so they do not upset your foster
- If other animals are in the home, do slow introductions and supervise their interaction so they do not upset your foster
- If your foster shows signs of stress (hiding, not eating, etc) allow them time to decompress. Give them a space of their own, leave them alone, and continue with your normal activities. Offer them food but don't force them to eat. They will slowly learn to trust.
- When you arrive home you may offer water and ½ of a day's meal. The dogs aren't fed on transport day at the shelter.
- Should your foster begin vomiting, become lethargic, or have bloody diarrhea, please contact a board member IMMEDIATELY.
- Diarrhea is normal with a change in food and when given dewormer.
- The dog may not eat or drink much the first few days if they are scared.
- Foster dogs should never be brought to a dog park.

4. The Adoption Process

- Things you should know:
 - Puppies 5 months old and younger are on a mandatory 10-day health hold.
 - During this time they cannot go out in public or meet potential adopters.
 - Additionally, they MUST have their second DHPP (distemper/parvo) vaccine prior to meeting potential adopters and for adoption events.
 - Dogs 6 months or older are on a 5-day health hold and cannot be adopted until after the health hold.
- When you feel your foster is ready to meet potential adopters:
 - Send a photo and bio to the appropriated leadership members a group message on Facebook Messenger (the appropriate leadership members will be listed in a post).
 - This will allow your foster to be posted as "ready for adoption".
 - The cuter the picture, the better! This will help to promote your dog and attract potential adopters quicker.
 - The bio should include:
 - Name of your foster
 - Age or approximate date of birth
 - Approximate weight
 - Breed of your foster

- If known, this will be found on their vaccination record
 - If breed is unknown, give it your best guess
- Personality information including how your foster interacts with children, dogs, cats and other pets
- If your foster was not exposed to children, dogs, cats and other pets, state that it is not known.
- If your dog has specific needs in an adopters home, please discuss them with a leadership member ahead of time and explain the reason why. Restrictions must be listed in the bio.
- Once a potential adopter has been approved and has expressed an interest in meeting your foster a member of leadership will send you their name, contact information, and approved application.
- Please review the application before contacting the applicant so you have an understanding of their home.
- If the family has other pets, the meet and greet must be set up at their home. If they have no other pets at home you may ask the applicant to meet you at the rescue office.
- ****Foster Failing & Adopting to Family or Friends**
 - If you are thinking about adopting your foster (foster fail) or have a friend/family member that is interested in adopting your foster, let a member of the leadership team know ASAP. You must notify someone **prior** to their bio being posted on facebook or the website.
 - If you are interested in adopting your foster, you will have 7 days to make a final decision.
 - If your friend/family is interested, have them fill out an application. The dog will not be posted and once approved, a meet and greet can be scheduled.

5. Finalizing the Adoption

- Prior to scheduling a meet and greet, send a photo of the yellow Important Vaccinations Needed ½ sheet and the white Vaccination Record sheet to a board member for approval.
- Set up and conduct a meet and greet with the potential adopters for your foster. New fosters should contact the leadership team for someone to accompany them on their first meet and greet. Pay attention to how to fill out the contract and finalize for future fosters!
- It is preferable the in person meeting be conducted in the prospective adopter's home however it is not mandatory unless there are already pets in the home. In this case a meet & greet at the adopter's house is necessary.
- If there is another dog in the home, have the two dogs meet initially outside the home. They must both be leashed. Take them for a short walk together. Walk them into the yard together and, finally, if all goes well enter the home.

- Allow the dog to stay with their new family ONLY if they have a collar, leash, and ID tag with the adopters phone number. If they do not, the dog MAY NOT be left with them until they do.
- When filling out the adoption contract remember to check the box with payment form in the top right corner, check the appropriate box for spay/neuter, and have the adopter initial the appropriate spay/neuter line.
- Once the contract is signed the adoption fee must be paid in cash, check, PayPal (friends & family), or Venmo. A credit card can be used if at the office, but there is a \$10 service charge.
- The Contract must be finalized in the same name that the application was submitted under
 - Adoption fees are as follows:
 - Puppies and Dogs up to 7 years of age - \$375 (Includes a martingale collar and leash)
 - Dogs 7 years of age and older - \$175 ((Includes a martingale collar and leash)
 - Please inform the adopter that if they complete an obedience class and provide proof of completion, a \$50 refund will be provided.
 - Adoption fees include:
 - Spaying/Neutering
 - Age appropriate vaccinations
 - Deworming
 - Flea/tick treatment
 - Heartworm test for dogs over 6 months of age
 - Microchip
 - ****Please note:** Dogs/puppies are spayed/neutered prior to adoption. However, if for some reason a dog/puppy was unable to undergo this surgery prior to adoption, the adopter **MUST** get the dog spayed/neutered within the time allotted. Emphasize that spay/neuter requirements are in the contract, follow NYS law per the Department of Agriculture, and failure to comply with be considered a breach of contract which incurs a \$1,000 fee.
 - If the dog is less than 5 months of age, the adopter agrees to have the dog spayed/neutered within 90 days or by 5 months of age, whichever comes first.
 - If the dog is older than 5 months, the adopter agrees to have the dog spayed/neutered within 30 days from the date of adoption.
- Remind the adopter that puppies typically are chewers. They should be mindful of electrical cords, small toys, shoes or clothing left where the puppy can reach.
- Finally, if you do not believe the prospective adopter is a good fit for your foster, but they are interested in adopting your foster, do not complete the adoption process. Let the prospective adopter

know that someone from NCCR will be in touch with them within a few days. When this occurs, please contact a member of the leadership to discuss your concerns with them and how to proceed.

6. After the adoption

- After finalizing the adoption, collect the rescues collar, leash and name tag and return them.
- Collect the adoption fee and **white** copy of the adoption contract and petco form (provided in your fosters folder).
- If they paid via check, mail the contracts and check in the stamped envelope provided in your folder
- If cash, notify a member of the leadership team to collect the money.
- Post on the NCCR Members page the name and phone number of the adopter who adopted your foster.

7. Misc Important Information

- Health Concerns: The foster is required to notify a board member of all health concerns. A vet visit or a period of observation may be recommended.
- Vet Visits: A foster must contact a board member for approval for **all** vet visits. If a foster does not get approval for the vet visit, the foster will be expected to cover the cost of the visit. If it is a life or death issue, ex: getting hit by a car, it is ok to go to the emergency vet; however, the foster should contact a board member ASAP.
- Inability to Foster: If you are having difficulty fostering a dog, remember that you committed to take them and are expected to see it through. Decompression and giving the dog time cannot be emphasized enough! If a foster is not able to continue fostering a dog in their care, it is their responsibility to inform the Board of Directors and then post the dog to the members page asking for a new foster. However, before finding a new foster, the current foster is expected to give adequate space and time for decompression, meaning a completely separate space by themselves, away from all humans and pets, and at least 48 hours.