



## **BC Chihuahua Rescue Member & Foster Guidelines & Procedures**

**These guidelines and procedures are written with the novice rescuer in mind, and we thank you for your interest and support as a new BCCR member.**

### **MEMBERS**

1. Your membership must be approved by the BCCR Board of Directors and you must have your membership donation/dues up to date along with a signed "Code of Ethics".
2. As an approved BCCR member, you may feel free to contact your local shelter and establish a working relationship with them and with you as a representative of BCCR. Please work with your Regional Coordinator on this.
3. You should contact the pet stores (which do not sell animals), doggie groomers and veterinarians in your area, to let them know about BCCR and introduce yourself.
4. You can contact local merchants to arrange for them to display BCCR donation jars and make regular visits.
5. You can put up posters and notices on all available notice boards in your area and visit them regularly to ensure they have not been removed and you may attend functions representing BCCR by handing out our flyers and information. Please check with your Regional Coordinator for assistance.
6. You may search the internet for shelter/SPCA websites for dogs who may need our help, but before proceeding with a rescue, you must advise your Regional Coordinator and Board of Directors.
7. If you are contacted or find out about a chi that may need our help, you **must** contact your Regional Coordinator or one of the Board of Directors to obtain approval prior to proceeding. You must obtain this in order to determine if BCCR has the funds, an available foster home, and a transport to take this dog under its umbrella. Remember you may **not** foster unless approved to do so.
8. In the event of an extreme emergency, such as a dog may be subjected to immediately being put to sleep, you should phone one of the Directors to assist you with providing immediate attention. Remember, our first goal is to "save" the dog, so in urgent situations, you should keep this in mind.
9. While it is BCCR's pledge to provide necessary dental care, vaccinations, and urgent medical attention for all rescues, you must first obtain approval and payment arrangements from the BCCR Board of Directors prior to proceeding with veterinary care. You must always submit original receipts to the Secretary who will advise the Treasurer to release payment.
10. You must always obtain a "Surrender Form" or papers from a shelter and submit it to the BCCR Secretary.
11. As a member, there are many tasks that you may assist the Board of Directors with, such as advertising, website, fundraising and promotions, so if you are able to help, please let one of the Directors know.

## **FOSTERS**

1. In order to be approved to foster, you must have a home visit done. In extreme emergency situations, a Board of Director may personally vouch for you in lieu of a home visit.
2. Once you have been given the responsibility of fostering a BCCR rescue, you must assess the dog's physical and behavior state and report directly to the Board of Directors. You should not discuss this with the public or other members without prior permission to do so. If your foster dog has been assessed as ready for adoption, the Board of Directors will provide your Regional Coordinator with possible adoption applicants for your foster. Please review the applicant's information carefully. If you have any questions or concerns please contact your Regional Coordinator or any member of the Board of Directors and do not consider the applicant until the queries have been satisfied.
3. Once provided with possible adoption applicants you must contact them. Keep in mind that you are the one fostering the dog, and therefore, know first hand what the dog's needs are, and you must ensure that any adoption applicant fills those needs and can provide the **BEST** possible home for the dog.
4. Once you have been satisfied that an applicant may be suitable, you should arrange for them to come visit the dog. You then can observe and determine how the dog interacts with the family. If at that time, you are satisfied the applicant is worthy, you then can arrange a home visit, and report your findings to the Board of Directors. If approved, a further overnight or weekend visit for the dog may be arranged and if all works well for the dog and potential adopter, you may collect the adoption donation and have the adopter sign an adoption contract. At that time, please remind the adopter, that should at any time, they are unable to keep the dog or are encountering any problems, they must immediately contact you or one of the Directors. In cases where distance might be a problem, you may combine visits so you aren't making several trips. For example, at the time you do the home visit and arrange the dog to stay for an overnight etc., you may also collect the adoption fees and signed contracts, but explain that you must hold them until approval and will not process until that time. That way you won't have to go back for a second time for the paper work. Of course, you would not do this if you have any doubts at the time of the initial home visit.
5. If at any time, you have any questions or require advice concerning your foster dog, please contact the Board of Directors immediately.
6. If you personally would like to adopt your foster, you must first apply to the Board of Directors for approval and if obtained, you must pay an adoption donation and sign an adoption form as would any adopter.
7. Please remember, all information concerning adopters is strictly confidential and their privacy must be respected at all times.
8. BCCR maintains a 100% "no kill" policy, and on occasion as a fosterer you may encounter a dog with behavioral problems, such as fear biting etc. Please note that you must always act in a responsible manner and protect the foster dog at all times, and that taking a dog into your foster care is completely at **your own risk** and that you are assuming full responsibility to protect yourself, family and the general public from harm. If you encounter difficulties or feel uncomfortable in anyway in providing a safe environment for the foster and the public, you must **immediately** notify BCCR and relinquish the foster dog to us.

9. BCCR's Directors, Regional Coordinators, and/or any of its members cannot be held responsible should you fail to comply with these procedures and we strongly advise that you obtain your own liability insurance coverage.
10. **Procedures for veterinary care and medical expenses**: It is BCCR's policy to provide necessary medical attention, such as spay and neutering, updating vaccinations and dental work, prior to adoption. Once you have your new foster settled in, you will need to take him/her to a licensed veterinarian (please check with your Regional Coordinator for a recommended vet). Whenever possible, please ask if they provide a discount for rescue groups. Before you proceed with any treatments, you first must obtain an evaluation and an estimate of cost and then submit it to the Board for approval and arrangements for payment. At the present time, we do not provide re-imbusement or compensation for travel expenses, such as gasoline etc.
11. **Special Care**: The Board of Directors may have appointed a Foster Advocate, who you may feel free to contact for advice and help with questions concerning the care of your foster dog.
12. If you have any questions concerning the fostering procedures, you may feel free to contact your Regional Coordinator or any member of the Board of Directors.