



## **Foster Dog Procedure Checklist**

### **Obtaining New Foster Dog**

- Contact surrender to make arrangements for transfer
- Fill out Foster Home Agreement and send to Foster Coordinator before transfer takes place
- Transfer Foster Dog into Your Care
- At the time of transfer obtain filled out and signed surrender forms (must happen by or before transfer takes place)
- Send photo copy of surrender forms to Foster Coordinator
- Keep original surrender forms to be sent in to Mary at time of adoption
- Once foster dog has settled in home take for a vet visit.
  - First notify and acquire permission from management
  - Then go to visit and get shots that may need updating done (note: only the standard shots are covered, not rabies without prior authorization)
  - Acquire estimate for any dental or other expenses that may need to be done beyond standard shots
  - Submit the estimate to your foster coordinator who will go to management for direction and approval
  - Once approved make appointment to have needs taken care of
  - Contact your foster coordinator once completed with final total and status of foster dog

### **Maintaining Foster Dog Care**

- Now you can care for your foster dog until ready for adoption – make sure to access the dog and get to know it and its personality and needs
- Once you feel your foster dog is ready to be moved to the available page on our website contact your foster coordinator with a bio of the dog and three photos. This can be done by email. The dog will then be posted on Petfinder for you and moved to the adoptable area on our website.

## **Adoption Process of Foster Dog**

- Applications will be sent to you from the Foster Coordinator. Read thru the application and if it looks suitable to you contact and correspond with them
- Set up a time for them to meet the foster dog – if location permits
- After visit if all goes well set up a home check. If unable to do yourself contact your Assistant Foster Coordinator to arrange one to take place for you.
- Once home check is done submit it with the adoption application to your Foster Coordinator
- Foster Coordinator will post on the management site for a vote to take place
- Once notified of approval contact your family to arrange transfer and to receive the adoption fee. (Transfer is not to take place unless fee has been paid)
- Notify Foster Coordinator that transfer is complete you have obtained adoption contract signed and fee
- Immediately send all paper work and fees in the mail to:

**BC Chihuahua Rescue**  
c/o Mary Ross  
4711 Fairbrook Crescent  
Nanaimo, BC V9T 6L7

**NOTE: All Fees and Paper work must be into management within one week of the transfer date. You are responsible for any lost fees and paperwork for your foster dog.**