

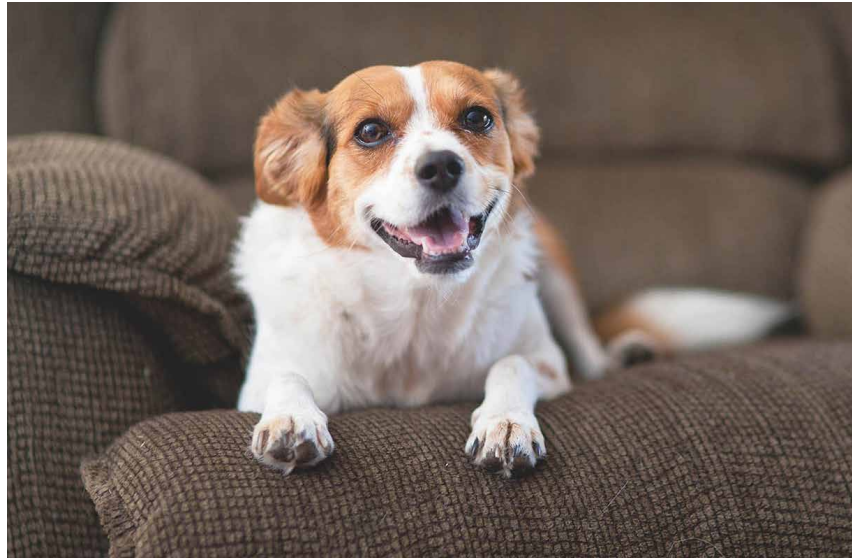


**PIMA COUNTY**

PIMA ANIMAL CARE CENTER

# **Adult Dog Foster Manual**





## WELCOME!

**Thank you for joining the PACC Foster Family!** In becoming a foster caregiver, you are joining a revolution in animal welfare history that is forever changing the landscape of animal sheltering.

As a foster caregiver, your work is invaluable in saving lives. Many animals suffer behaviorally, mentally, emotionally and physically in a shelter setting and a foster home changes the game for them. A foster caregiver's role is to love, care for, learn about and help market foster pets to adopters.

This recipe is one that has saved countless lives and will continue to do so as fostering works its way to the heart of animal sheltering.

Pima Animal Care Center is grateful to Maddie's Fund for a 2017 grant that has enabled us to grow the nation's largest foster program with four full time foster coordinators. #ThankstoMaddie, YOU are now a pioneer in animal welfare history.

This manual is a compilation of many of the best parts of other foster manuals nationwide. Any reproduction of other authors works has been done so with permission of the original author.

**#FostersSaveLives #PACCFoster**

**Foster Resource Page: [www.pima.gov/petfoster](http://www.pima.gov/petfoster)**

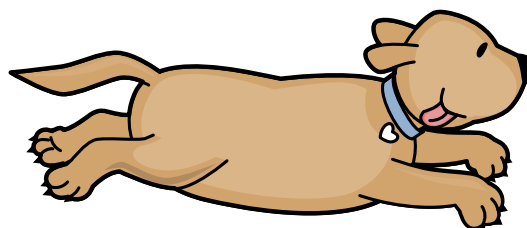


## Maddie's Fund

Maddie's Fund is a generous contributor to the Pima Animal Care Center Foster Program.

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# WHAT TYPE OF FOSTERS ARE AVAILABLE AT PIMA ANIMAL CARE CENTER?

## All types of animals are available for foster through PACC for any length of time!

In the adult dog foster program, our emphasis is on dogs suffering from shelter stress and behavioral decline as well as dogs who have been at the shelter a while and need the exposure and marketing that comes along with the foster program.

### Behavior Fostering:

These animals need a little more help in learning to become the perfect house guest. This can range from basic house-training to basic obedience training to helping a dog learn appropriate behaviors around people and other animals.

### Medical Fostering:

Animals with medical needs. These animals may be critically ill, injured, recovering from surgery, or have a variety of other needs. If you are interested in becoming a medical foster caregiver, please email [pacc.foster@pima.gov](mailto:pacc.foster@pima.gov) to reach our medical foster coordinators.

### Examples of medical needs would be:

- Ringworm is usually a 4-6 week commitment. As a foster, you would be asked to bathe pet(s) twice weekly with Lime Sulfur dip, give daily oral medication, and come back to the shelter weekly for rechecks. After fostering a pet with ringworm, you will only be able to foster other ringworm positive pets until given clearance from our medical team.
- Mange (non-contagious) is usually a 2-3 month commitment. As a foster, you would be asked to give daily medications, bathe pet 1-2 times per week, and bring to shelter for rechecks every several weeks.
- Broken bones are usually a 4-6 week commitment. These pets usually need to come in weekly for re-checks and may or may

not need daily medications. Most have exercise restrictions and/or need strict crate rest.

- Heartworm (non-contagious) is usually a 2-3 month commitment. These pets need daily medication initially; then they come to the shelter monthly for heartworm treatment. They require crate rest/exercise restriction for the duration of treatment.
- Extensive wounds. The time commitment varies from pet to pet, but most will need several weeks to several months in foster care. These pets need frequent bandage changes, sometimes under sedation, so they may need to come to the shelter multiple times per week initially; then they may be able to go a week between bandage changes until cleared. They also may need medications given daily.
- Post-operative care is usually a 1-2 week commitment. These pets may need daily medications, warm or cold compressing of surgery site, suture/staple removal, etc.
- Upper respiratory infections (kennel cough) is usually a 1-2 week commitment. These pets need daily medication(s), and depending on the severity, may require other supportive care (such as subcutaneous – sub Q – fluids, special diet, etc.).
- Pets in need of special monitoring for medical conditions, appetite, weight loss/gain, etc. The time/medical commitment will vary from pet to pet; this will be discussed on a case by case basis.
- Bottle Babies and Pregnant Moms are usually a 4-8 week commitment. Bottle babies need around the clock care and to be kept warm and fed at all hours. They start to become independent at around 4 weeks old. They become available for adoption at 8 weeks old or 2 lbs.

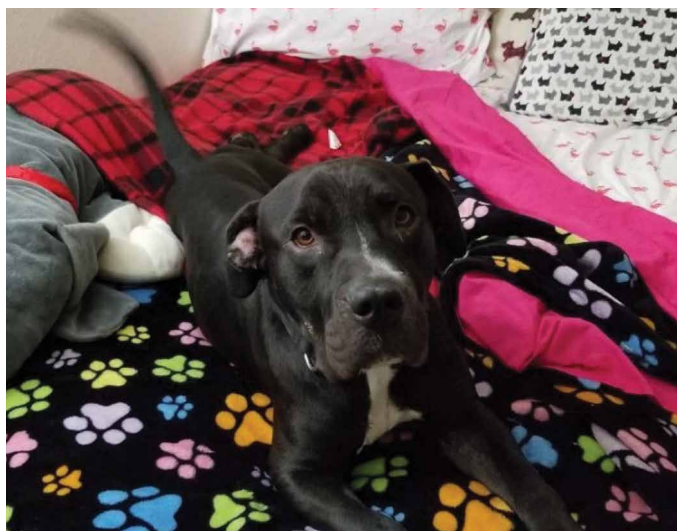
### Short Term Fostering:

This type of foster care often expedites adoption faster than any other! Short term foster is a low time commitment with an emphasis on getting to know the dog and gathering marketing material. Often short term foster dogs are adopted within days after their return because of the information we learn about their needs and personality and because of the great photos and video we use to market them on social media!

### Day Trips & Pawjama Parties

We have pre-selected dogs eligible for doggie dates and sleepovers with any member of the public. This is the lowest foster time commitment. Only got a few hours? Perfect! Even grabbing a puppaccino from the Starbucks drive-thru is A+ enrichment for a shelter dog.

To take a dog on a day trip or pawjama party, head to the front counter in the adoptions lobby to view our binder of eligible dogs!



# TAKING HOME A FOSTER PET

Follow these steps:

1. Fill out the online application (if you haven't already): [www.tinyurl.com/fostersignup](http://www.tinyurl.com/fostersignup)
2. View the dog foster plea board: [www.tinyurl.com/paccdogfoster](http://www.tinyurl.com/paccdogfoster)
3. Email [pacc.foster@pima.gov](mailto:pacc.foster@pima.gov) to set up an appointment and get matched with a foster dog! It's also helpful to include if you have other pets or kids and if you'll need any supplies.

## Foster Returns Schedule

[www.tinyurl.com/fosterreturns](http://www.tinyurl.com/fosterreturns)

We do not have the kennel space to accommodate unannounced drop-offs. Please use the above link to schedule your return appointment. If return availability does not line up with your availability, please email your foster coordinator.

Foster pets will be picked up from and returned through the Foster / Rescue Office.

## RECOMMENDED SUPPLY CHECKLIST

Supplies: We will provide you with all medical care and medical supplies needed for your foster pet. When possible we will provide other supplies.

We will do our best to provide as donations allow, but we cannot guarantee to provide these supplies. Please remember: Any money spent on foster care may be tax deductible as donations!

### Strongly Recommended

- Food
- Food Bowl (For Food & Water)
- Dog Food Storage Bin
- Collar & Leash
- ID Tag W/Phone #
- Crate
- Dog Bed
- Poop Baggies
- Toys (Hard & Soft)
- CHEWS! (Rawhides not recommended)
- Treats
- Kong
- Animal First Aid Kit

### Not Needed – But may make your life easier!

- Baby Gates
- Exercise Pen
- Dog Brush
- Doggy Shampoo & Conditioner
- Nail Clippers
- Ear Cleaner
- Enzymatic Odor Neutralizer
- Potty Pads

## FEEDING

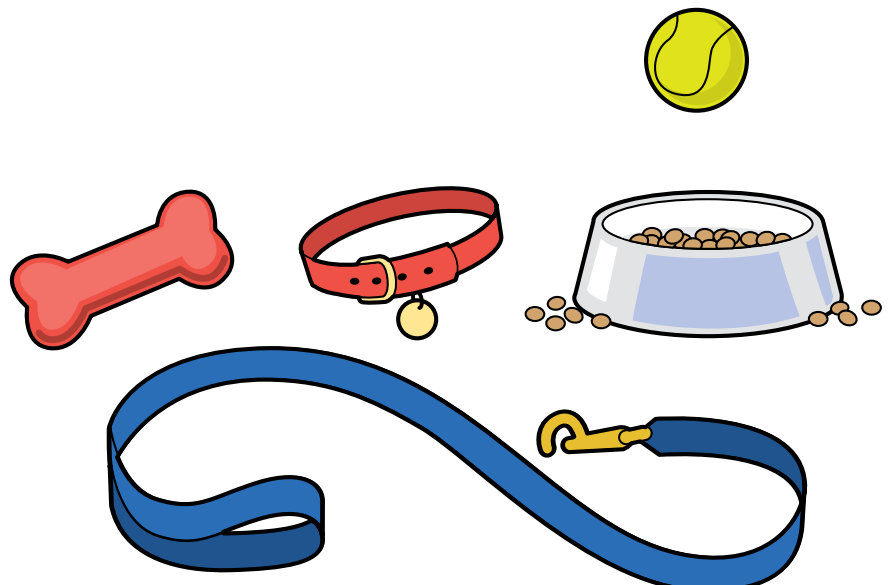
At PACC, we feed adult dogs once daily in the mornings but you do not need to keep your foster on the same schedule. Please refer to the weight chart on your bag of dog food for appropriate feeding quantities.

If you have other resident pets, DO NOT feed them together with your foster. Some animals can become protective of their food and we never want to learn this the hard way after a serious altercation. It is very important that your animals and your foster are kept separate during feeding times.

Fresh water should be available for your foster pets to drink at all times. We never offer cow's milk, as dogs and cats cannot properly digest it.

## HOUSING

We recommend keeping foster pets separate from resident animals for the first two weeks to wait out the incubation period for certain contagious illnesses like kennel cough and ringworm. This is also helpful for slowly and properly introducing a foster animal to your resident pets as many pets will not get along right off the bat. Bathrooms, baby gates and crates can be useful tools when working to keep animals separate.





## DO:

- Sterilize surfaces between foster animals to minimize spread of possible contagious illnesses.
- House your foster primarily indoors.
- Keep your home temperature between 60 and 85 degrees Fahrenheit.
- Supervise your foster in the backyard to ensure they don't attempt to escape or jump the wall.

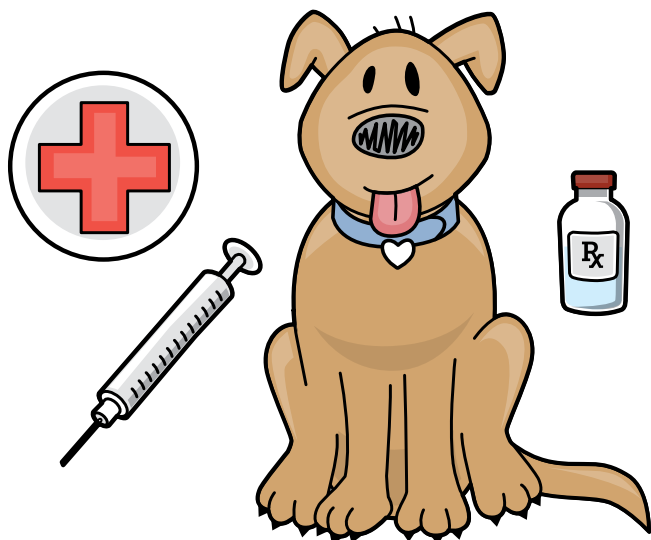
## DO NOT:

- Leave your foster on a "tie out" under any circumstances.
- Allow your foster to be off-leash outside the home ever.
- Visit a dog park.

## SOCIALIZING

One of the most important parts of your job as a foster caregiver is to convince your foster pet(s) that humans are kind and loving. Some pets will adjust quickly to you and their new environment, while others may take much longer. Be patient and allow your foster(s) time to acclimate to new surroundings.

Patience is the biggest kindness you can show your new foster as they adapt to home life. They don't understand who you are or what's happening and will need time to settle in. We see many failed adoptions for the simple fact that an animal wasn't given proper time and space to adapt before being introduced to new animals, people, environments, noises, etc. We call the settling in period the "decompression phase" and it often takes around two weeks before a dog feels confident and comfortable in the home. Every dog IS an individual though and will move at their own speed. Be calm. Talk quietly. Move slowly. Sit low. The more approachable you are, the more likely an animal is to come out of their social shell.



## HEALTH AND DISEASE

### Vaccinations & De-worming

Your foster pet(s) will be up-to-date on age appropriate vaccinations and de-worming at the time that you take them in. Puppies and kittens must return to the shelter every two weeks while in foster care to be weighed, dewormed, and have vaccines boosted starting at 4 weeks of age. Adult foster pets may or may not need to return to the shelter for vaccines. At the time that you pick up your foster pet, we will set an appointment for you to return for this.

### Seeking Veterinary Care

Many pets will head to foster with an established treatment plan for an existing medical concern (such as bandage changes, rechecks for broken bones, etc). We will do our best to ensure that any medical concerns are addressed prior to a pet leaving for foster. Please make sure to give all doses of medications and come to shelter for any required rechecks.

Pets coming from the shelter have been exposed to many germs, do not have an established vaccination history, and their immune systems may be suppressed due to shelter stress.

Therefore, it is not uncommon for a pet to become sick shortly after arriving in a foster home. Please watch for the following symptoms:

### In puppies or kittens younger than 9 months of age:

- Diarrhea that last for more than a day
- Vomiting and diarrhea for more than 6 hours
- Vomiting more than once in an hour
- Not eating for more than 12-24 hours
- Lethargy without fever for more than 12 hours OR Lethargy with fever
- Sneezing, coughing, and/or goopy eyes
- Areas of crusty skin and/or hair loss
- Lameness paired with discomfort or pain In adult dogs or cats:
- Not drinking for more than 24 hours
- Diarrhea that lasts for more than 1-2 days
- Vomiting more than 2-3 times in an hour
- Not eating for more than 72 hours
- Lethargy without fever for more than a day OR Lethargy with fever
- Sneezing, coughing, or goopy eyes
- Lameness paired with discomfort or pain

If you notice any of these symptoms, please contact your foster coordinator immediately for guidance and/or an appointment to bring them in to be checked by the vet. Remember that PACC provides all veterinary care on-site at no cost to you, but

# THE MOST COMMON CAUSES OF PET POISONING

## EXTREMELY DANGEROUS SUBSTANCES

### Human medications

- Blood pressure pills
- Heart medications
- Opiates and pain medications
- NSAIDS such as Aleve, Advil, Motrin, Aspirin
- Acetaminophen, such as Tylenol

### Plants

- Sago Palms
- Castor Beans
- Poinsettia
- Azaleas
- Lilies

### Household Chemicals

- Cleansers
- Fire logs
- Rat poison
- Anti-freeze
- Fertilizers
- Weed killer
- Insecticides

### Human Food

- Coffee
- Chocolate
- Baker's chocolate
- Sugar-free candy and gum
- Alcoholic drinks

## VERY DANGEROUS SUBSTANCES

### Human medications

- Tricyclic Anti-Depressants, such as Asendin, Elavil & Etrafon
- Methylphenidate ADHD medication
- Decongestants, such as NyQuil, Sudafed & Theraflu

### Plants

- Amaryllis
- Cyclamen
- Oleander
- Tulip bulbs
- Autumn Crocus

### Household Chemicals

- Mothballs
- Paint thinner
- Batteries
- Bleach

### Human Food

- Mushrooms
- Yeast dough
- Raw meat & eggs
- Bones
- Onions
- Garlic

## DANGEROUS SUBSTANCES

### Human medications

- Birth control pills
- Sleep aids, such as Restoril, Ambien, Lunesta
- Codeine
- Melatonin
- Bupropion, such as Wellbutrin & Zyban

### Plants

- English Ivy
- Peace Lily
- Pothos
- Schleflera
- Chrysanthemum

### Household Chemicals

- De-icing salts
- Liquid Potpourri
- Fabric softener
- Glow jewelry

### Human Food

- Milk
- Dairy products
- Fatty foods
- Fat scraps
- Avocados

## EARLY SIGNS OF POISONING

- Vomiting
- Depression
- Lethargy
- Nosebleeds
- Diarrhea
- Agitation
- Loss of appetite
- Bleeding gums
- Drooling
- Seizures
- Inability to urinate
- Black or bloody stools

## GET HELP!

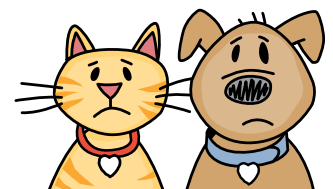
Call immediately if you suspect your pet has been poisoned!

## BE PREPARED!

Keep Hydrogen Peroxide & Activated Charcoal on hand in case of poisoning.

## CALL YOUR VET

or the ASPCA® National Poison Control Center at 800-548-2423.



if you go to an outside veterinary clinic you will have to pay for the visit yourself and will not be reimbursed (but it may be tax deductible).

The sooner your foster pets get checked by a vet, the more likely they are to recover well.

Our vets see appointments on-site 7 days a week from 1 – 5 PM, appointments can be scheduled online at the following links.

### **Clinic Appointments**

[www.tinyurl.com/pacclinic](http://www.tinyurl.com/pacclinic)

If you suspect your foster animal is sick, injured, or if you need to bring them in for something clinic-related, use the link above to schedule an appointment for them here.

For after hours medical emergencies, call the foster emergency line: 520-724-5988

### **Spay & Neuter Surgery**

[www.tinyurl.com/santacruzspeuter](http://www.tinyurl.com/santacruzspeuter)

We are currently partnering with Santa Cruz Vet Clinic for our foster spay/neuter surgeries. Use the link above and follow the instructions to schedule your foster animal's alter surgery.

### **Emergency situations may include:**

- Continuous diarrhea coupled with lethargy
- Continuous vomiting
- Bleeding of any kind (from the nose or mouth or in urine/ stool)
- Any trauma such as being hit by a car, dropped, stepped on, etc.
- Seizures
- Difficulty breathing

If your pet is exhibiting any of the above symptoms during business hours, please bring your pet to the clinic to be seen by our vet.

## **PROTECTING YOUR RESIDENT PETS**

As mentioned previously, pets coming from the shelter have an unknown medical history and may be contagious to other pets.

As such, all resident pets should be fully vaccinated before a foster animal enters the home. We strongly recommend that you keep your fosters separate from your resident pets at all times for at least the first 14 days and disinfect the environment before allowing resident pets into areas that foster pets have been in.

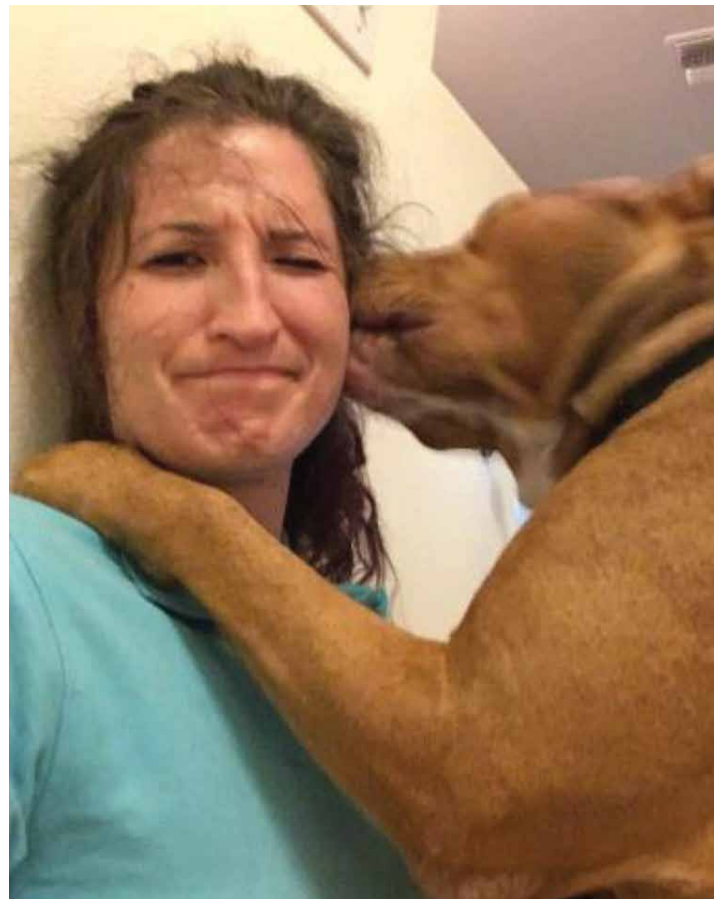
## **PROTECTING YOURSELF:**

Animals can carry diseases that are transmittable to humans. These are especially common in stray pets or pets coming from a shelter. To protect yourself from these diseases, everybody in the home should:

- Wash hands before and after handling animals.
- Use protection when cleaning feces and other animal-related messes.
- Disinfect with a 10% fresh bleach-and-water solution. All areas (floors, walls, furniture, etc.) and materials (bedding, toys, litter-boxes, dishes, etc.) that have come into contact with foster animal(s) must be bleached before being used for new foster animals.
- Use ceramic, glass, or stainless steel food/water dishes for easy disinfection.
- Be aware that animals can carry disease without exhibiting symptoms. Use the same precautions with a healthy-looking animal as you would with a sick one.

Make it a habit to practice good hygiene at all times, including washing your hands thoroughly with hot water and antibacterial soap after handling your foster animals.

- Be familiar with the disease information provided in this handbook, and be sure to let your physician know that you work with shelter animals.





# DOG TO DOG INTRODUCTIONS

## There may be a number of situations in which you would introduce your dog to another dog.

Examples are walks in the neighborhood, hiking in a park, dog sitting for a friend, fostering a dog from the shelter, etc. For whatever the reason we need to understand that not all dogs will be best friends and some dogs just aren't very social at all. Safety should always be your primary concern (for you and your dog/s), though accidents will happen and we can not always prevent them. Always work within your comfort zone. If you are uncomfortable about any given situation, stay away from it, if at all possible and seek the help of someone with more experience to help you through the situation.

Every situation may be different, so always be aware and pay attention to what your dog is doing. It may not be your dog in the wrong, but you don't want them to have a bad experience.

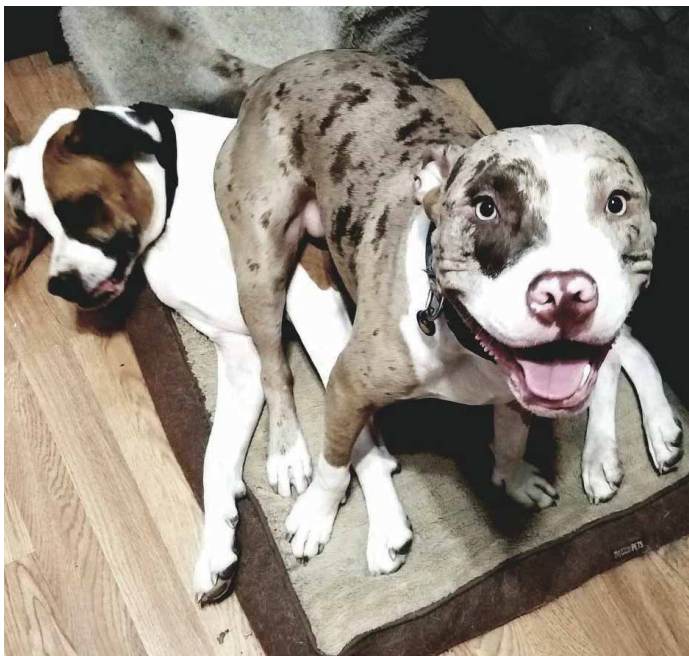
Some of the biggest errors in the handling of dogs is having a tense leash. If your dog cannot approach another dog calmly to greet them, then you will need to work on that separately from the walk.

### Introductions on a casual walk/hiking:

Always alert and discuss with your foster coordinator before attempting a dog introduction on your own.

If you encounter another dog out on a walk, always ask the owner if you can greet their dog. If yes, continue to the next step. If no, try again another day.

In order for two dogs to greet, the dogs must be relatively calm (not excited and pulling). If either dog is excited and pulling, it would be safest not to greet at that time. Work on calming skills and having your dog focus on you and try again another day.



Once your dog is relatively calm and has good focus, I like the three second rule. Have the dogs greet one another so their noses and rear ends are together so they can smell each other. The entire process should not take more than three seconds.

After three seconds, you want to mark the pleasant encounter by saying "yes" (or whatever your mark happens to be) and offering a treat away from the other dog making encouraging sounds. Try your best not to pull on the leash, though a light tug make be necessary, if the treat does not work.

You will be able to extend the time your dog interacts with that particular dog with each encounter. Brief encounters are always better than extended ones.

We want our dogs to have pleasant experiences with nothing bad happening. There will be times when two dogs appear to be best friends with the first greeting.

Even though they get along great it is far better to keep the encounter short and arrange a play date in a neutral area, so they can play off lead and not be tangled with leashes. Meeting in a neutral area eliminates the possibility of one of the dogs guarding familiar territory.

Always supervise the play, if the play starts to escalate just step in and give them a break. You can add a command cue like "time out" each time you step in.

## DECOMPRESSING YOUR FOSTER DOG.

### Decompression Phase

When adopting or fostering a rescued dog from the shelter, it's a happy time for you and a relief to the dog. As the new owners or foster of the dog, you're also excited because you're bringing in a new member of the family into your home.

### Wait

Before you go showing off your new pet to your family, friends, and resident pets, please give the new dog time and space to relax for a while. The last thing you should do at this point is rush them into a whole new dramatic situation that could get them into trouble if they're not ready for it.

Dogs that have been at the shelter for an especially long period of time need to decompress and get themselves back into a calm state of mind.

Decompression time varies with each and every dog. Some need more time than others, but it's safe to recommend at least one week to start.

Give every foster structure, exercise (dog walks, playing), and love and you will see them begin to blossom. If after the decompression phase, the dog starts to show behavioral problems that you feel ill-equipped to handle, please contact your foster coordinator immediately.

# DECOMPRESSION CHECKLIST FOR FOSTER DOGS

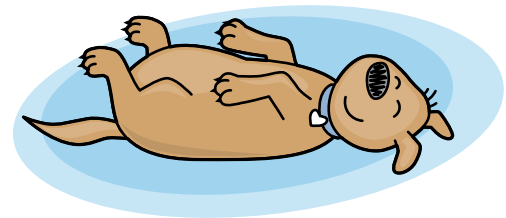
When a dog suffers from kennel stress, it can take from several minutes to 48 hours or more for that pet's anxiety to return to near normal levels.

In some cases, the buildup of shelter stress can make a dog difficult to tire out. This will improve with time, but there are several things a foster should do to make this process go smoothly.

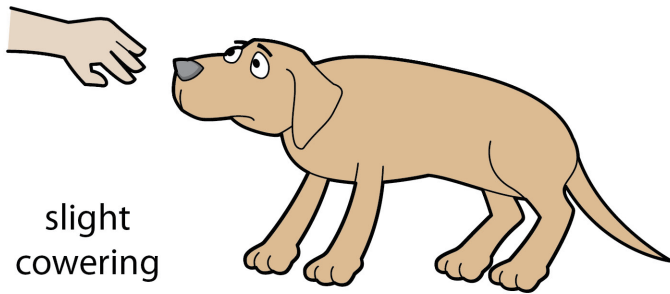
## Suggestions for Decompression:

- Prepare needed supplies in order to engage your foster dog mentally. You may want to use food-filled frozen Kong's, puzzle toys, etc.
- Continue walking, either at the shelter, a park or in your neighborhood until your foster dog appears to relax.
- Consider only using essential (safety-related) commands during the first 24-48 hours. Don't want the dog to jump onto your couch while jumping around the house?  
  
Think about saving that lesson for another day when they are more calm and available for learning, and engage your foster in another task that's incompatible with jumping on the couch, like a puzzle toy.
- Make sure your activities don't overstimulate the dog.
- When you arrive home, ensure that any family members who are meeting the dog for the first time are seated. They should let the dog come to them for attention, as opposed to soliciting attention from the dog.
- Keep your foster dog separated from your own dogs until your foster is visibly relaxed.
- If your foster is unable to settle down (panting, whining, constantly in motion, etc.) channel their energy into a task such as fetch, puzzle toys or any game that engages their brain until they are able to relax.
- Do only essential meet-and-greets for the first 48 hours to week, depending on the dog's comfort level.
- Consider playing soft music. Classical, reggae and ambient electronic work well for helping pets decompress.

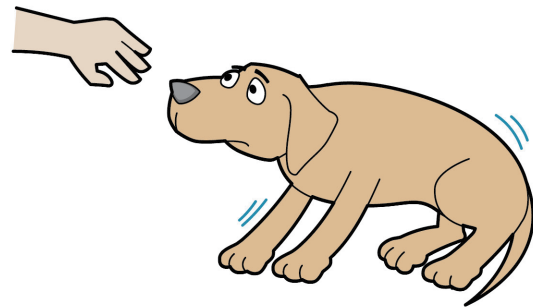
**Try to stick it out for the first 24 hours. It will get better, we promise!**



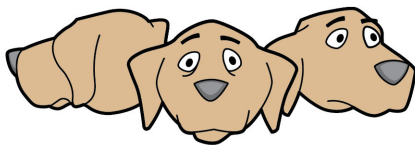
# BODY LANGUAGE OF CANINE ANXIETY



slight cowering



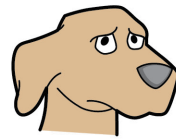
major cowering



hyper vigilant, looking in many directions



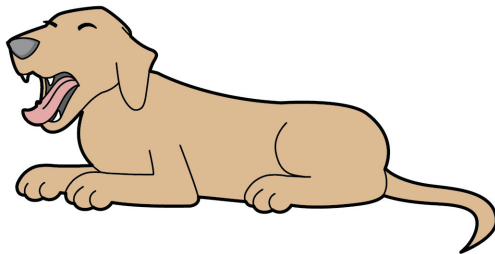
panting when not hot or thirsty



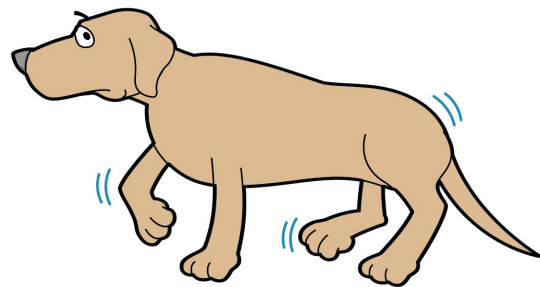
brows furrowed, ears to side



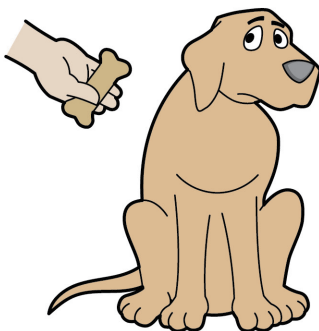
licking lips, when no food is nearby



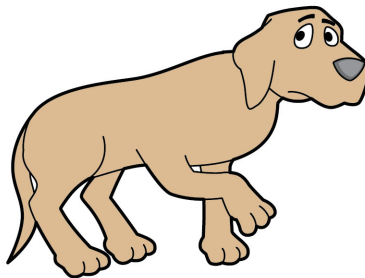
acting sleepy or tired, when they shouldn't be tired



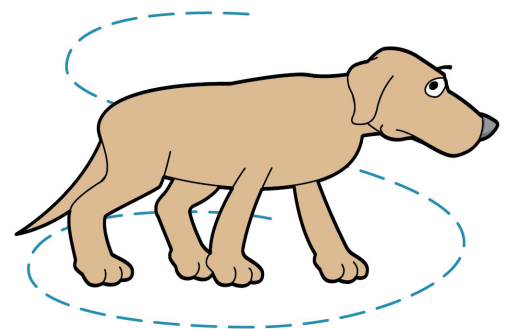
moving in slow motion walking slowly on the floor



suddenly won't eat, but was hungry earlier



moving away



pacing back and forth



# ADOPTING YOUR FOSTER OUT FROM HOME IS EASY!

If your foster is spayed/neutered, micro-chipped and vaccinated, they can be adopted right from your home!

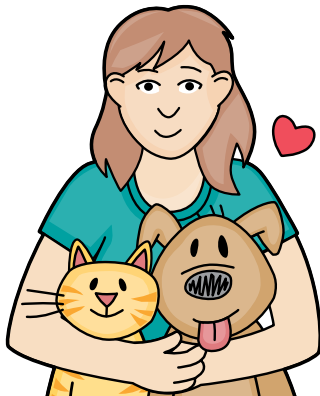
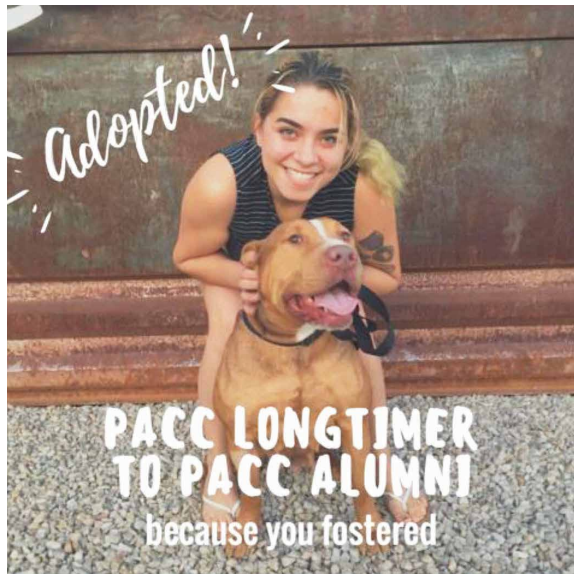
All the adopter needs to do is:

1. Fill out the dog or cat adopter survey
2. Fill out the adoption agreement
3. Pay the adoption fee
4. Pay the \$19 licensing fee check or money order (dogs only)

You or they can either bring these in to us physically or mail them to:

**Pima Animal Care Center**  
4000 N Silverbell Rd Tucson, AZ 85745

Just make sure we get the paperwork and fees within two (2) days of the adoption!



## CONTACT INFORMATION

### **Foster Email Inbox: [PACC.Foster@pima.gov](mailto:PACC.Foster@pima.gov)**

This inbox is manned by all four foster coordinators. If you cannot get a hold of your coordinator, this is the next best mode of contact.

### **Pet Support Desk: 520-724-7222**

### **Clinic: 520-724-5939**

Clinic phone is not regularly monitored, please leave a message or get in contact with your Foster Coordinator.

### **For after hours medical emergencies: 520-724-5988**

Keep in mind that this number is only for **after hours emergencies**. If you have an emergency during open hours please bring your foster straight to PACC and call your foster coordinator immediately. Outside veterinary care must be approved by PACC first! Unauthorized outside veterinary care will be at your own expense.

### **Please join our PACC Foster Facebook Group: <http://www.facebook.com/groups/paccfoster>**

Our Facebook group is a great source for information. We encourage all of our fosters to join so they can utilize the wealth of accumulated knowledge by fellow fosters.

### **Foster Resource Page: [www.pima.gov/petfoster](http://www.pima.gov/petfoster)**

If you memorize one thing, memorize this website. Here you will find all foster coordinator contact information, automated appointment links, "how-to's", resources for basic and behavioral training, and more.

### **Foster Events: [www.tinyurl.com/fosterevents](http://www.tinyurl.com/fosterevents)**

View this calendar for upcoming adoption events, foster get-togethers and more!

### **To Schedule a Foster Return: [www.tinyurl.com/fosterreturns](http://www.tinyurl.com/fosterreturns)**

Foster returns are by APPOINTMENT ONLY. Please use this link to schedule yours. If our availability does not line up with yours, email your foster coordinator for additional time slots. We need a minimum 24 hours notice.

### **Clinic Appointments: [www.tinyurl.com/paccclinic](http://www.tinyurl.com/paccclinic)**

Visit this site to schedule appointments, checkups or any medical needs!

## PET ADOPTION DISCLOSURE

Many Shelter dogs can experience some sort of mild respiratory disease with symptoms such as: mild, clear nasal discharge; mild coughing; and some decrease in activity.

**More severe respiratory symptoms include decrease in activity, lack of appetite, yellow and green eye or nose discharge, bloody nasal discharge or cough that produces blood, severe cough, and increased respiratory rate (panting) while at rest.** If your dog begins to show signs of **severe respiratory illness**, you should call our Pet Support Center and/or take the dog to your veterinarian immediately.

Please refrain from taking your new dog to any dog parks, boarding facilities, or doggie daycare facilities for the next two weeks. We continue to recommend and emphasize the importance of keeping your newly adopted dog separate from residence dogs for the first week.

We have recently seen an increase in the pneumonia cases developing in dogs isolated and treated for upper respiratory disease. Though pneumonia is still treatable, it requires swift diagnosis and aggressive medical treatment.

If you have any additional questions, please call our Pet support Center at (520) 724-7222.

Thank you,

### **Dr. Jennifer Wilcox**

Director of Veterinary Services

**Acknowledged by:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# DOG ADOPTER SURVEY

You must have a valid photo ID

✓ Please check all answers on this form.

Date \_\_\_\_\_

First name \_\_\_\_\_ Last name \_\_\_\_\_

Address \_\_\_\_\_ Apt. / House # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work phone \_\_\_\_\_ Email \_\_\_\_\_

Emergency Contact: First name \_\_\_\_\_ Last Name \_\_\_\_\_ Phone \_\_\_\_\_

1. I have owned a dog before:  YES  NO  Currently
2. I currently own:  DOGS  CATS  OTHER How many? \_\_\_\_\_  
Breed/species \_\_\_\_\_  Male  Female
3. My dog needs to be good with children under the age of 10 years:  YES  NO
4. My dog will be:  Inside  Outside  Both Fence Type \_\_\_\_\_ Fence Height \_\_\_\_\_  
Dog Door  YES  NO
5. When I am not home, my dog will spend time:  Outside  In a Garage  In a Crate  In the House
6. I want a dog to hunt or herd with me:  YES  NO
7. I want a dog that is enthusiastic in the way he / she shows love to people:  Not at all  Somewhat  Very
8. I would like my dog to be like:  A marathon runner  A brisk walker, 1 - 2 times a week  A couch potato
9. I am comfortable doing this level of training with my dog to prevent destructive behavior such as, jumping, stealing food, pulling on the leash:  No Training  Some Training  A Lot of Training
10. I am financially capable and prepared to provide medical treatment when / if needed:  YES  NO

Is there anything else we can tell you about the pet you're interested in? \_\_\_\_\_

How did you hear about this pet?

- Facebook  Foster to Adopt  Event  Next-Door  Walk-in  Pet Harbor  
 Foster Event  Web  News  Craigslist  Foster  Other

PACC staff only:  A  P  D Explain \_\_\_\_\_

Initials \_\_\_\_\_



Date to foster \_\_\_\_\_

## FOSTER CARE AGREEMENT

I, \_\_\_\_\_ agree to act as temporary Foster Home for Pima Animal Care Center (herein known as PACC.) I agree to abide by the following conditions whenever fostering **ANY** animals for PACC.

### **All animals entering foster care must have gone through PACC protocols prior to leaving PACC.**

1. Any animal(s) fostered by me will be kept in a PACC-approved facility. I understand that any animal(s) I foster is/are the property of PACC, and I agree to turn it/them over to PACC immediately upon request. I agree to bring any animal(s) fostered by me to the shelter for exams, vaccinations, weight checks, or other reason deemed necessary by PACC at a mutually agreed upon date and/or time. \_\_\_\_\_ (initial)
2. I understand that I am responsible for adhering to all PACC standards of care and applicable local and state laws dealing with animal welfare. \_\_\_\_\_ (initial)
3. I agree to a premises check upon the request of PACC which can include a visual inspection of the living quarters of all PACC foster animals in that environment and testing for transmissible disease. \_\_\_\_\_ (initial)
4. Any animal(s) fostered by me will be fed, watered and exercised appropriately. I agree to provide an adequate and nutritious diet, including any necessary supplements, as recommended by PACC. I also agree to abide by any instructions given by PACC regarding the feeding of specific brands or types of supplemental food and/or nutritional supplements to my foster animals. Although PACC will make every attempt to furnish food and/or litter for those foster care volunteers who are unable to afford these supplies on their own, I understand that the availability of these supplies is based on donations from the public and limited to stock on hand and that I will be responsible for providing necessary supplies in the event that they are not available through PACC. PACC cannot and does not guarantee to be able to provide free food, litter or supplies for my foster animals. \_\_\_\_\_ (initial)
5. I will not allow any foster dogs or puppies to have any unsupervised off-leash time. I will provide a kennel, crate and/or securely fenced yard for their safety. I will not allow foster cats or kittens to go outside at anytime except to transport them to and from the shelter or to a veterinarian, if needed. I agree to transport any foster cats, kittens, puppies and small dogs in a sturdy carrier. I agree to transport any foster animal(s) in an enclosed vehicle only, and I will not allow them to ride in the bed of a pickup or a convertible. \_\_\_\_\_ (initial)
6. I agree that animals will not be kept outside unless otherwise discussed and approved by PACC. \_\_\_\_\_ (initial)
7. I understand that PACC will take every precaution to ensure that any animal(s) I foster are reasonably healthy and that any known health problems will be disclosed to me prior to my taking the animal into my home, but PACC cannot be held responsible for any unforeseen health problem that may develop after the animal(s) is/are in my care. I understand that PACC may require me to return my foster animal(s) to the shelter to assess or treat any health problem, at its discretion. \_\_\_\_\_ (initial)
8. I understand that I am not authorized to seek outside veterinary care for PACC foster animals without approval from PACC staff or the PACC foster coordination team and may be dismissed from the foster program for doing so. If I choose to treat the animal(s) at a veterinarian of my choice, I understand that I will assume full responsibility for payment of the vet bill, and that PACC will be unable to reimburse me for any such payment. \_\_\_\_\_ (initial)
9. I agree to provide adequate, positive socialization for any animal(s) fostered by me to help ensure their temperament will be as sound as possible. I also agree, when requested, to give a progress report to PACC. I agree to bring my foster animal(s) in to the shelter for any required vaccinations, de-worming, or other medication prescribed and provided by PACC at no cost to me. When the foster period is over, I will call PACC to return the animal(s), and will do so at the agreed upon time. \_\_\_\_\_ (initial)

10. I agree to keep my foster animal(s) separate from my own pets, and that the possibility of foster animals fighting, injuring, or spreading illness to my own pets does exist. I agree that I will keep my own pet up to date on vaccines and de-wormers according to my own veterinarian, while I am fostering any animal(s) for PACC. I understand that if I choose to allow my foster animal(s) and my own pet(s) to have access to each other, I do so at my own risk, and will not hold PACC liable for any illness or injury that may occur to my own pet(s). \_\_\_\_\_ (initial)
11. I agree to keep PACC animals safe from harm/illness as a result of contact with resident pets. \_\_\_\_\_ (initial)
12. I understand the potential for contagious illness is high in animals. Therefore, I agree not to mix any of my foster animals or animals from more than one litter unless approved by PACC. I also agree not to foster animals from any other organization while I am fostering for PACC, unless granted specific approval by PACC. \_\_\_\_\_ (initial)
13. I understand that Foster Coordinators/ PACC staff have the right to limit the number of animals in my care at any given time. \_\_\_\_\_ (initial)
14. I assume responsibility for any events that occur in connection with my fostering of an animal for PACC. I understand the possibility of my children or others being bitten, scratched, or contracting disease does exist. I agree to be responsible for my children and anyone else handling any animal(s) fostered by me in a safe and hygienic manner, and will not hold PACC responsible for any injuries that may result from my failure to do so. **I AGREE TO NOTIFY A PACC REPRESENTATIVE IMMEDIATELY OF ANY BITES THAT BREAK THE SKIN** that occur to any person or animal while any foster animal is in my care. \_\_\_\_\_ (initial)
15. Any animal fostered by me is to be adopted to a permanent home only under the supervision of PACC, to an adopter approved by PACC, even if the adopter is me or a member of my household. All foster animals **MUST** be returned to PACC for sterilization and completion of adoption paperwork prior to permanent adoption. I understand that if I find a suitable home for any animal that I am fostering, all of the above conditions must apply, and that the adopter must pay the adoption fee. \_\_\_\_\_ (initial)
16. I understand that the Pima Animal Care Center cannot and does not make any representations or warranties, either expressed or implied concerning the temperament, habits, health, pedigree, disposition, age, sex or background of this animal and that I have no right to a reimbursement of medical, adoption or other professional fees. Furthermore, I understand that the animal's future reactions to me, my family or any other person are completely unpredictable because animals, like people, have their own personalities. \_\_\_\_\_ (initial)
17. In consideration of receiving any PACC foster animal, I, as a foster caregiver, hereby release Pima County, its officers, agents and employees from all claims of injury or damage that a fostered dog/cat/other may cause me or my property. I agree to hold harmless, defend and indemnify Pima County, its officers, contract veterinarians, agents and employees from any and all claims of liability to other persons for injuries or damage arising out of or in connection with services of this program or caused to them or their property by any animal fostered through Pima Animal Care Center. \_\_\_\_\_ (initial)
18. If for any reason, I do not comply with all provisions of this agreement, I agree to return the fostered animal to Pima Animal Care Center upon demand of the enforcement agent. If I refuse to return the fostered animal to Pima Animal Care Center upon demand of the enforcement agent, I understand that PACC reserves the right to impound them as legal owner of the animal. \_\_\_\_\_ (initial)
19. If I am fostering an already spayed or neutered animal and the animal is in my custody for more than 60 days, PACC staff will attempt to contact me to see if I want to permanently adopt the animal. I understand that if Pima Animal Care Center is unable to reach me at the email and phone number I have listed below, a spayed or neutered animal may be changed in PACC's system to 'adopted' to me and I will become the animal's legal owner and solely responsible and liable for the animal's care and behavior unless and until the animal is returned to PACC. \_\_\_\_\_ (initial)
20. I acknowledge that a staff member has reviewed documented information about this animal with me and that I have received said documentation in writing. I am fostering with awareness of any documented medical or behavioral history. \_\_\_\_\_ (initial)
21. I acknowledge that a staff member has reviewed documented information about this animal with me and that I have received said documentation in writing. I am fostering with awareness of any documented medical or behavioral history. \_\_\_\_\_ (initial)

**I have read and agree to the above terms:**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_



## WORKPLACE CULTURE EXPECTATIONS

### **Create and Maintain a Safe Workplace:**

- Take responsibility for keeping yourself, coworkers, volunteers, visitors and animals safe.
- Be part of creating and maintaining a culture of safety, even when you're in a hurry.
- Know your own limitations and seek help when needed.
- Bring safety concerns to the attention of your supervisor.

### **Strive for Excellence**

- Make customer service a priority and strive to constantly improve the customer experience, both internally and externally.
- Be willing to continue to learn and improve oneself professionally through training, reading and other learning opportunities.
- Educate yourself on national and regional best practices in animal welfare.
- Be thorough, careful and precise in all work.
- Think and act constructively and look for solutions to make things better for animals and people.

### **Support a Collaborative Animal Shelter:**

- Practice "we" thinking. We achieve goals together or not at all.
- Understand that whether as an individual or work groups, we all share the same goals and play different, valuable roles in achieving them.
- Support, mentor and uplift coworkers.
- When faced with conflict with individuals or between teams, focus on the situation or problem rather than the individual(s).
- Maintain constructive relationships with coworkers and between teams.
- Lead by example.
- Set each other up for success by sharing information, helping each other and keeping workspaces organized and stocked with supplies.

### **Demonstrate a Commitment to Healthy Communication:**

- Communicate with staff, volunteers, other professionals and the public in a professional, positive and helpful manner.
- Respond to emails, phone calls and in-person requests in a timely manner.
- Deliver and receive complaints, suggestions and other communications in a respectful and open-minded manner.
- Share information that affects others with them in a timely manner.
- Take a stand to stop gossip, grudges, cliques, conflicts and negativity and be part of solutions.
- Take time to listen and understand before responding.

### **Be Respectful:**

- Respect different opinions and work styles.
- Respect decisions made and directives given.
- Show compassion for and have patience with your co-workers.

**Workplace culture expectations, continued:**

- Respect all employees and volunteers equally, regardless of job title, seniority, position or opinion.
- Expect differences, know differences are not wrong and how to handle conflict with individuals or teams constructively.
- Look for the contribution each person makes in helping animals and people in need.

**Promote Trust:**

- Take responsibility for yourself and be accountable for your own actions.
- Commit to working for a safe, humane future for animals and people.
- Build trust in all your interactions, regardless of who they are with.
- If you have questions or concerns, communicate upward, rather than complaining to or gossiping with others.
- Provide accurate, thorough, objective documentation.
- Follow instructions carefully, meet deadlines when assigned.
- Ask for help and training when you don't understand something.
- Acknowledge the Emotional Aspect of Our Work:
- Remember to have a sense of humor, but never at the expense of others or professionalism.
- Identify healthy ways to reduce and relieve stress.
- Take care of yourself, paying attention to your work/life balance.
- Find appropriate ways to express strong emotions as they arise.
- Respect others' response to emotions - they may be different than yours.
- Treat your colleagues as members of your Animal Services and police department family. *Have fun!*

**Show Appreciation:**

- Remember why you have chosen to work in animal welfare.
- Practice appreciation at all levels and every day.
- Acknowledge people when they do good things. Shout-outs should be a daily occurrence! Thank others when they make your day better and brighter.
- Be Safe and Compassionate When Handling Animals:
- Treat all animals in your care with patience, kindness and compassion.
- Become adept at reading animal behavior to make sound, safe handling decisions.
- Pursue and take advantage of training opportunities offered at the shelter to help you become a better animal handler.
- Recognize each animal is an individual and should be treated as such. Avoid stereotypes and generalizations about breed, type, etc.
- Model safe, humane handling to other staff, volunteers and the public. *You are the expert.*

**I acknowledge I have received, read and understand the PACC Workplace Culture Agreement and I agree to follow it.**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Date of Foster: \_\_\_\_\_





## PET ADOPTION AGREEMENT

**By adopting a dog/cat and by signing this form, the adopting party agrees to comply with all provisions of this agreement.**

If the pet is to be held for spay or neuter surgery, the adopter agrees to reclaim the animal following surgery as directed by the veterinarian.

Ownership of adopted animals unclaimed within 12 hours of the arranged pick-up time revert from the adopter back to Pima Animal Care Center

- I understand that the Pima Animal Care Center cannot and does not make any representations or warranties, either expressed or implied concerning the temperament, habits, health, pedigree, disposition, age, sex or background of this animal and that I have no right to a reimbursement of medical, adoption or other professional fees. Furthermore, I understand that the animal's future reactions to me, my family or any other person are completely unpredictable because animals, like people have their own personalities.
- I understand that an animal that appears healthy when adopted may, despite PACC's best efforts, become ill. The animal that I am adopting may or may not be ill at the time I take custody and ownership. I will immediately take my new pet, to my veterinarian, at my expense, if it stops eating, is listless, vomits, has diarrhea, or exhibits other disease symptoms. If I am unable or unwilling to pursue veterinary care at my private veterinarian following adoption, I understand I may return the animal to PACC. If the animal is returned to PACC due to illness or injury, ownership will revert to PACC, who will evaluate the animal to determine whether the animal will be provided medical treatment, placement or euthanasia. PACC does not pay any medical expenses for animals it does not own.
- Pima Animal Care Center reserves the right to conduct premise inspections before and after the adoption of the animal.
- I assume full responsibility to provide proper food, water, shelter, veterinary care, exercise and a safe environment for this animal.
- In consideration of receiving this animal, the adopting party hereby releases Pima County, its officers, agents and employees from all claims of injury or damage which this dog/cat may cause the adopter or the adopter's property. The adopting party further agrees to hold harmless, defend and indemnify Pima County, its officers, contract veterinarians, agents and employees from any and all claims of liability to other persons for injuries or damage arising out of or in connection with services of this program or caused to them or their property by this dog/cat adopted by the adopting party.
- If for any reason, the adoption party does not comply with all provisions of this agreement, the adopting party agrees to return the adopted animal to Pima Animal Care Center upon demand of the enforcement agent.
- I acknowledge that a staff member has reviewed documented information about this animal with me and that I have received said documentation in writing. I am adopting this animal with awareness of any documented medical or behavioral history.

**My signature below attests that i agree to the alteration surgery and have read and understand this agreement.**

Adoption Date \_\_\_\_\_ Signature of Adopter \_\_\_\_\_

Name \_\_\_\_\_ Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Animal's Name \_\_\_\_\_ Animal's ID \_\_\_\_\_ Microchip \_\_\_\_\_



**PIMA COUNTY**

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PIMA ANIMAL CARE CENTER

4000 N. Silverbell Rd.

Tucson, AZ 85745

520-724-5900