AC-02 SUBMITTING A FOSTER REQUEST

**Purpose**

To detail the process of identifying animals and the need for them to go to a foster home. How to prepare and submit a foster request

**Policy**

An animal may be sent to a foster for one or more reasons: health, stress related behavior concern, prevention of further physical/mental decline, promote adoption or they are too young to be adopted.

**Staff /Areas Affected**

* Animal Care Staff
* Foster Coordinator
* Behavior Staff

**Definitions**

**Foster** – The person(s) who will house and care for the animal temporarily, until a permanent home can be found

**Foster Request** – A formal request to temporarily send an animal out of HSWM to reside with an approved foster family for an indefinite amount of time. An animal can be sent out for medical or behavioral reasons, as approved by Vet Staff or Director of Animal Care.

**ShelterLuv –** Database used by HSWM for all tracking of animals, customers and associated services

**Responsibilities**

Director of Animal Care & Behavior – is responsible for making sure this process takes place when needed.

**Procedures**

1. Director of Animal Care & Behavior, Vet Staff, Behavior Staff or Animal Care Staff may identify animals are in need of foster home.
2. The Foster Coordinator is notified that a Foster home is needed as soon as possible.
3. Animal Care staff will review vaccine and exam records in ShelterLuv what treatments that animal requires before leaving, if any. (See AC-03, AC-04)
4. All vaccines, tests and treatments are recorded in ShelterLuv prior to the animal leaving.
5. Staff requests, include reason the foster is requested on the Foster Request Form or via email to the Foster Coordinator.
6. Folder Paperwork including owner/stray surrender forms, and any previous medical documents should be stapled to a handwritten Foster Request. The kennel card should stay on the kennel until the animal leaves the building, at which time it can be recycled; please do not include it with the Foster Request Form.
7. The Foster Coordinator will identify a Foster home with the requirements/ideal environment needed for the specific animal(s) in need.
8. The Foster Coordinator will make arrangements for pick up, along with all provided supplies here at HSWM.

**Reference Documents**

• Foster Request Form

• SOP AC-03 Vaccines Dog

* SOP AC-04 Vaccines Cat

**Revision History**

Created 9/17/13 – V1

Revised 1/28/15 – V2

Revised 10/20/18 – V3