

## SUBJECT: FOSTER PROGRAM

POLICY:

The Foster Program is a method of providing **temporary** care outside of the shelter for animals whose needs cannot adequately be met at the shelter. (i.e. recovery or recuperation from illness, surgery or injury, too young to be placed out for adoption, training/socialization issues that are preventing the animal from being readily adopted, long term protective custody situations, or unusual species that requires specialized care/environment). Fostering is usually short term (less than 60 days) with long-term protective custody the exception.

Fostering should not be viewed as a **“trial adoption.”** Animals selected for this program have been specifically chosen by shelter staff to be **adoptable** after receiving service and care in a foster home.

Animals in foster care remain the property of 1<sup>st</sup> Avenue Shelter while being housed away from the shelter.

1<sup>st</sup> Avenue Shelter will provide medical care and medications for animals when placed in the care of the foster home. Medical care or treatment must be pre-approved by shelter staff prior to treatment if an animal becomes ill or injured while in the care of the foster person.

1<sup>st</sup> Avenue Shelter will provide booster shots, worming, prescriptions, and spaying/neutering during the time of foster as scheduled.

An on-line or written Foster Care Application which includes an agreement (attached) shall be completed by the Volunteer Coordinator and approved foster person prior to an animal being placed with the foster person. Approved foster parents must be capable of safely and responsibly caring for animals, be at least 21 years of age, have a valid ID, have landlord approval if renting, and complete a foster care training session.

No animal may be released from the foster person's custody for any reason other than an *approved* adoption. Foster Parents must return the animals on their scheduled return date.

Shelter foster animals must be current on vaccinations to be eligible for fostering with the exception of animals that due to their medical condition would be harmed by giving vaccinations.

**Limits on foster care:**

- Mom cats and her litter or female dog and her litter may be fostered at any age.
- Cat litters without moms may be fostered if the kittens are 1# or more and are eating solid food and able to eliminate waste.

- Dog litters without moms may be fostered if the puppies can eat solid food and eliminate waste.
- Orphaned puppies or kittens that need to be bottle-fed and will have a good chance at survival will be fostered if a foster parent is available.
- Injured animals may be fostered but the foster parent must be screened to ensure that the foster parent has the experience and understanding to handle the injury.
- Foster parents may not adopt animals directly to other adopters. They must refer potential adopters to the shelter for evaluation and processing.

**Protective Custody Foster Care:**

- There may be times where a foster placement is appropriate for animals involved in a pending court case. This may only be done with the approval of the supervisor, manager or their designee.
- Protective Custody foster care providers must be highly experienced and capable of guaranteeing the safety of the animal and the availability of the animal for reclaim.
- Protective Custody foster care providers will be told that the animal may be returned to the original owner or placed for adoption.
- The foster care provider must be told that the foster animal may never be allowed outside unattended.
- Protective Custody foster care providers must be approved by the supervisor, manager or designee.

**PROCEDURE:****Prior to Submitting a Request for Foster Care**

Animals should have received a medical exam (per the protocol set forth by the Director of Shelter Medicine) prior to submitting a request for foster care. The exam should include (but not limited to):

- FeLV test for cats/kittens (if big enough)
- Blacklight/ringworm test for all cats/kittens
- Vaccinations, dewormers and flea control (as appropriate)
- Dogs should also receive a SAFER evaluation
- Intake exam

**Submitting a Request for Foster Care**

Foster care requests should be submitted in the following manner:

- Complete a foster care request form (please complete a separate request for each separate foster situation)
- Fax or e-mail completed form to 541-689-5261 or [foster@green-hill.org](mailto:foster@green-hill.org)
- Please then call, text or e-mail Foster Care Office to let them know a request has been faxed.
  - Tel: [REDACTED] (cell)
  - E-mail: [foster@green-hill.org](mailto:foster@green-hill.org)

### **Foster Pick-Up Scheduled**

When a foster pick-up has been scheduled, Foster Care staff will contact 1<sup>st</sup> Ave front office and kennel staff via phone to let them know about the pick-up date and time.

### **Foster Pick-Up**

The foster will be advised to check-in with front office staff upon their arrival to 1<sup>st</sup> Ave (on open days) and to check-in with kennel staff (on closed days).

Please send the following items home with the foster parent:

- Foster Care Contact Sheet
- Cat or dog profile sheets (one sheet per animal)
- Second Strongid (if needed)
- Medication (if needed)
- Food starter kit (and additional food, as needed)
- Other items, as needed (i.e. x-pen, puppy pads, toys, blankets, etc.)

After the foster parent has picked up the animal, please send the following paperwork to the Foster Care office:

- Completed Foster Pick-Up Notes sheet
- Paperwork for the animals (including medical records)



Greenhill Humane Society  
Foster Care Manager  
88530 Green Hill Road  
Eugene, OR 97402  
(541) 689-1503 ext. 114  
foster@green-hill.org

For Office Use Only:

Date: \_\_\_\_\_

Picture ID # \_\_\_\_\_

Date of Birth \_\_\_\_\_

I have an interview at Greenhill on (date) \_\_\_\_\_ at (time) \_\_\_\_\_.

Please bring your government issued photo ID to your interview.

If you are unable to make your interview or have any questions, please call: 541-689-1503 ext. 114.

## Foster Care Application

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name(s): _____	Date of Birth: _____
Address: _____	City: _____ State: <u>OR</u> Zip: _____
Phones: home: _____	work: _____ cell: _____
Email: _____	
Employer: _____	Profession: _____

Please indicate the types of animals you are interested in fostering (check all that apply):

**Cats:**

- \_\_\_ Adult Cats
- \_\_\_ Cat with Kittens
- \_\_\_ Weaned Kittens
- \_\_\_ Sick Cat/Kitten
- \_\_\_ Surgery Recovery

**Dogs:**

- \_\_\_ Adult Dogs
- \_\_\_ Dog with Puppies
- \_\_\_ Weaned Puppies
- \_\_\_ Sick Dog/Puppy
- \_\_\_ Dog Recovering from Surgery

**Small Animals:**

- \_\_\_ Rabbit
- \_\_\_ Guinea Pig
- \_\_\_ Rat

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Does your employer have a matching volunteer program?      **Yes   No   Not Sure**

Please list three references (your vet, other volunteer coordinators you've worked with, employers, neighbors, etc.).

Name	Phone Number	Describe Relationship	Length of Relationship

Have you ever fostered animals before? **Yes No**

If yes, where? \_\_\_\_\_

If yes, what kind of animals have you fostered? \_\_\_\_\_

Do you currently foster for any other organizations or have you fostered for another organization within the last year? **Yes No**

Do you have a separate room for a foster animal? **Yes No**

Please explain which room(s): \_\_\_\_\_

If fostering a dog, do you have a fenced yard? **Yes No** Type & height: \_\_\_\_\_

Are you willing to spend three hours daily caring for and socializing the animal? **Yes No**

Will you allow a Greenhill staff member to visit the animal at your home if needed? **Yes No**

Can you provide basic care items such as food, bowls, litter, and litter boxes? **Yes No**

Do you have flexibility in your schedule and can you provide transportation to and from Greenhill (or a vet of GHS choice) for appointments?

**Yes No**

Are you willing and able to give medications needed by mouth? **Yes No** by injection? **Yes No**

Do you own or rent your home? **Own Rent** How long have you been in your home? \_\_\_\_\_

How many people live in your home? \_\_\_\_\_ What are their ages? \_\_\_\_\_

(If you rent, we will need to verify your landlord's pet policy.)

Landlord's Name: \_\_\_\_\_ Landlord's Phone: \_\_\_\_\_

Volunteers who provide transportation or drive on behalf of Greenhill Humane Society are required to have a valid driver's license and the appropriate vehicle insurance, as required by law. I certify that I am in compliance with these legal requirements. \_\_\_\_\_ (please initial)

**Please list all of the animals you have at home:**

Please list your veterinarian's name: \_\_\_\_\_

Type of Animal	Breed	Sex	Age	Last Vaccination Date	Spayed or Neutered	Where is he/she kept? (inside, garage, run, etc.)

I certify that the above provided in this application is true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Background Check Request

To better protect any members of vulnerable populations (children, elderly persons, physically or mentally disabled persons) and in compliance with our general liability insurance, we may run background checks on GHS volunteers.

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Maiden/Alias Names: \_\_\_\_\_

Address: \_\_\_\_\_

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

Date of Birth: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

I hereby grant Greenhill Humane Society permission to perform a background check on me including checking civil and criminal court records and DMV records.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The Greenhill Humane Society  
Waiver, Release, and Indemnification Agreement**

This agreement is entered into with The Greenhill Humane Society (GHS) jointly by the undersigned \_\_\_\_\_ (print your name), in order to permit the Volunteer to participate in the In-Shelter Volunteer program. This Agreement is for the benefit of GHS and each of its staff members, employees, officers, directors, agents, and representatives (known individually as an "Indemnitee" and collectively as "Indemnitees").

Volunteers have been advised that the activity of working with the shelter animals is hazardous and involves contact with animals that are unpredictable. As such, Greenhill Humane Society cannot be held liable for injuries or accidents that may occur as a result of working with the animals. Volunteers understand that there are risks associated with working with shelter animals.

Volunteers are aware that injuries, loss or damage to personal property, and death may occur as a result of Volunteer's participation at the shelter. Volunteers agree that GHS and Indemnitees shall not be held responsible or liable for any personal injury or other injury, including death; damage, loss, or expense to Volunteer or his/her property, whether or not such injury, death, damage, loss, or expense is caused by negligence of GHS, any Indemnitee, or a third party.

Volunteers and their heirs, executors, and administrators agree to hold harmless each Indemnitee against any and all manner of legal actions, such as suits, debts, claims, or liability of any kind incurred while the Volunteer participates at the shelter.

Volunteers fully, completely, and unconditionally waive and release each Indemnitee from all rights, liabilities, duties, claims, charges, demands, actions, damages, costs, attorney fees, or expenses of any kind that Volunteers may have now or in the future against GHS or any Indemnitee relating to participation at the shelter.

Volunteers represent and warrant that he/she is physically and mentally fit to safely work with animals and public at the shelter. Should an accident or other medical emergency occur while participating at the shelter or while Volunteer is en route to or from GHS-sponsored events and GHS staff members are unable to timely reach Emergency Contacts for medical authorizations, then Volunteer hereby gives consent for GHS staff members to authorize necessary hospitalization and medical treatment, including but not limited to, injections, anesthesia, surgery, and medication.

Volunteers represent and warrant that each of them has the authority to enter into this agreement.

If any provision of this Agreement is found to be unenforceable in any way, it shall be enforced to the maximum extent possible and all other provisions of this Agreement shall remain in full force and effect.

I understand that as volunteer I may gain access to information about GHS, customers, or staff that is confidential. I agree to maintain confidentiality and refuse disclosure of any information that is either private or personal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that the rights to these animals remain with Greenhill Humane Society. I understand that the animals in my care are the property of Greenhill Humane Society. At no time may I give away, sell, or keep these animals. I understand that giving away or selling animals that I am fostering constitutes theft and will be reported to the police as such.

If at any time during the foster care of this animal(s) I feel that veterinary care is required I WILL CONTACT GREENHILL so arrangements can be made with the vet of their choice. In case of an emergency after business hours I will contact someone on the emergency contact list they have provided.

I understand that there is a danger inherent in handling animals and I agree to hold harmless and indemnify Greenhill Humane Society from any injuries or loss sustained by me or others which may be caused by the animal(s) I am fostering.

I understand that foster animals are to be kept separate from my pets. I understand that Greenhill Humane Society will not treat my pets if they become ill or are injured while I am fostering a Greenhill animal(s).

I understand that Greenhill Humane Society assumes no liability for damages caused by the animal(s) while in my custody. Greenhill is not responsible for determining the temperament or other characteristics of the foster animals.

Printed Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Acknowledgement of Receipt of Foster Care Manual**

I \_\_\_\_\_ (print name) received the Greenhill Humane Society Volunteer Manual on \_\_\_\_\_ (print date). I agree to adhere to all policies and procedures outlined in this handbook. I understand that occasionally situations may occur that fall outside of the parameters outlined in this manual; these situations will be handled on a case by case situation and will follow guidelines set in this manual as closely as possible.

I understand that Greenhill Humane Society has an open door policy and understand I am welcome to discuss questions or concerns about shelter procedures with the Foster Care Manager, Operations Manager or Executive Director.

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOSTER CARE REQUEST – 1<sup>ST</sup> AVENUE SHELTER**

**Please complete a separate request for each separate foster situation.**

**Please fax completed form to 541-689-5261. Please then call, text or e-mail Foster Care Office to let them know a request has been faxed (tel: [REDACTED]; e-mail: [foster@green-hill.org](mailto:foster@green-hill.org)). Thank you!**

Request submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Arrival at Shelter: \_\_\_\_\_ Anticipated Length of Foster Stay: \_\_\_\_\_

Reason animal needs foster care: \_\_\_\_\_

Type of Animal(s):  Dog  Cat  Puppy  Kitten  Small Animal (type: \_\_\_\_\_)

Number of animals needing foster: \_\_\_\_\_ Breed: \_\_\_\_\_

Name(s) of animal(s): \_\_\_\_\_

Estimated Ages: \_\_\_\_\_ If an adult animal:  Male  Female

Average Weight: \_\_\_\_\_ Has the animal already been spayed or neutered: \_\_\_\_\_

For dogs: what is the animal's temperament around other dogs? \_\_\_\_\_

For dogs: can the dog interact with the foster's dogs (if any)? \_\_\_\_\_

If so, will a dog-to-dog introduction need to be done at the shelter? \_\_\_\_\_

For dogs: Is the dog housebroken?  Yes  No  Unknown

For dogs: Is the dog cat-friendly?  Yes  No  Unknown  Additional info: \_\_\_\_\_

For cats: Has the cat been tested for FELV?  Yes - Result: \_\_\_\_\_  No

FIV?  Yes - Result: \_\_\_\_\_  No

Ringworm (blacklight)?  Yes - Result: \_\_\_\_\_  No

Is the dog/cat kid-friendly?  Yes  No  Unknown  Age restriction if ok with kids? \_\_\_\_\_  
(i.e. should be fostered in a home with kids aged 8+; young kids ok; etc.)

Does the animal have any suspected or known illnesses or diseases (If yes, please specify): \_\_\_\_\_

Will the foster need to administer any medications (i.e. strongid, flea control, doxy, etc.)? \_\_\_\_\_

If yes, type of medication(s): \_\_\_\_\_

How often does the medication need to be given?: \_\_\_\_\_

Has the animal received:  Collar & Tag  Marquis Paste  Flea Control  Wormer/Strongid  
 Vaxx  Bordatella

Next Vaxx Due Date (Range): \_\_\_\_\_  Next Strongid Due Date (Range): \_\_\_\_\_

Any Other Health or Behavioral Issues or Important Information:

Have animal(s) been examined by:  Director of Shelter Medicine  CVT  Kennel/Cattery Staff

Does animal(s) need to be seen by Director of Shelter Medicine before going into foster?  Yes  No



## Foster Pick-Up Notes Sheet:

*Please give this completed form with the foster animal's paperwork to the Foster Care Office.  
Thank you!*

Date: \_\_\_\_\_

Submitted By (staff name): \_\_\_\_\_

Animal Name: \_\_\_\_\_

### SENT FOSTER HOME WITH – FELINE:

- SD Kitten Canned       SD Kitten Kibble       Cat Canned - brand: \_\_\_\_\_
- SD Cat Kibble - feeding amount: \_\_\_\_\_
- Cat Profile Sheets       "Thank You for Fostering" sheet
- Strongid       Flea control – type: \_\_\_\_\_
- Medication - type: \_\_\_\_\_; instructions: \_\_\_\_\_
- Other (\_\_\_\_\_)

### SENT FOSTER HOME WITH – CANINE:

- Puppy Kibble - brand: \_\_\_\_\_; feeding amount: \_\_\_\_\_
- Dog Kibble - brand: \_\_\_\_\_; feeding amount: \_\_\_\_\_
- Dog Crate/Toys/Blankets       X-Pen       Puppy Pads
- Dog Profile Sheets       "Thank You for Fostering" sheet
- Strongid       Flea control – type: \_\_\_\_\_
- Medication - type: \_\_\_\_\_; instructions: \_\_\_\_\_
- Other (\_\_\_\_\_)

### ADDITIONAL INFORMATION OR SPECIAL INSTRUCTIONS GIVEN TO FOSTER:

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## Thank You for Fostering!

Kristi Chizacky, Volunteer/Foster Care Manager  
For foster questions and updates, we are available  
7 days a week from 9:00 am – 5:00 pm

██████████  
[foster@green-hill.org](mailto:foster@green-hill.org)

After Hours Line for Medical Emergencies  
██████████

### Who's going home with me?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

### Tips for Successful Fostering:

- 6) **Given the health risks associated with fostering, we ask that you *keep foster animals separated from your pets (unless otherwise approved by the Foster Care office).***
- 7) **Sit in on one feeding each day** to monitor food intake, urination, and defecation. Please also note any behavioral issues we should be aware of.
- 8) **Contact Greenhill immediately if you notice any signs of illness** (including not eating or drinking within a 12 hour period, weight loss, vomiting, diarrhea, lethargy, sneezing, coughing, runny nose or eyes, congestion, worms).
- 9) **Do not administer any medication or remedy not provided by Greenhill** (including flea control, hairball remedy, ear mite drops, eye ointment, wormer, vitamins and supplements).
- 10) **RETURN all MEDICATIONS and any borrowed supplies** when you return your foster animal(s).

## Thank You for Fostering!

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5. \_\_\_\_\_
6. \_\_\_\_\_

### Tips for Successful Fostering:

- 1) **Given the health risks associated with fostering, we ask that you *keep foster animals separated from your pets (unless otherwise approved by the Foster Care office).***
- 2) **Sit in on one feeding each day** to monitor food intake, urination, and defecation. Please also note any behavioral issues we should be aware of.
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- 4) **Do not administer any medication or remedy not provided by Greenhill** (including flea control, hairball remedy, ear mite drops, eye ointment, wormer, vitamins and supplements).
- 5) **RETURN all MEDICATIONS and any borrowed supplies** when you return your foster animal(s).

Thanks for fostering a dog for Greenhill Humane Society and the First Avenue Shelter! In order to help us find the right home for your foster dog, it would be appreciated if you could please tell us a little about how he or she is doing in your home.

***Please complete this questionnaire after you have had your foster dog for approximately one week, and return to the Foster Care Office by e-mail ([foster@green-hill.org](mailto:foster@green-hill.org)), fax (541-689-5261) or in person to the Green Hill Road shelter.***

As you spend more time with your foster dog, please also feel free to send us updated answers to the questionnaire as changes may occur as your foster dog becomes more comfortable in your home or after more training time.

Thank you, again, for opening your home to this special dog!

**1. My foster dog is:**

- 100% housetrained; never potties in the house even if left unattended.
- Housetrained as long as s/he is crated or confined when I am not observing him.
- Working on housetraining, still has “accidents”.
- Not housetrained at all; I’m having difficulty making any progress on housetraining.

**2. My foster dog’s feelings about other dogs:**

- Loves other dogs! Very outgoing and social with new dogs.
  - Plays well and enjoys the company of other dogs after a slow introduction
  - Tolerates the presence of other dogs, but doesn’t play and may get annoyed by them
  - Doesn’t like any dogs s/he has met so far. Would prefer to be an only dog.
  - Barks at other dogs when on walks (reactive).
  - I don’t know; we have done no introductions to other dogs.
  - Further explanation:
- 

**3. My foster dog’s feelings about cats:**

- Living with cats peacefully in my home!
- Living with cats in my home, but I have to monitor interactions or else s/he may chase or annoy the cats.
- I have to keep the dog totally separate from my cats due to unfriendly behaviors
- Has tried to bark at or chase cats on walks
- I don’t have cats

**4. Are there any other types of pets or animals to which your foster dog has been exposed? What was the reaction?**

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**5. Has your foster dog met and interacted with children while in foster? What ages? Tell us a little about how s/he behaves around kids (jumps up, gentle, afraid, avoids, etc.)**

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**6. My foster dog's feelings about meeting strangers:**

- Never met anyone s/he doesn't instantly love!
- Barks if people come to the door, but is very friendly when they come inside
- Takes a few minutes to warm up to new people; does not like people to approach or pet at first
- Avoids or seems afraid of new people when out on a walk
- Has barked or growled at new people while on walks
- My dog is afraid of certain kinds of people or things: (like men, women, children, wheelchairs, hats, beards, etc.) \_\_\_\_\_

**7. My foster dog's feelings about being left alone:**

- S/he settles right down and doesn't care if I am in another room or leave the house
- S/he follows me closely and doesn't like to sleep or be confined in another room (whines/barks/paces etc.)
- Becomes frantic when I am leaving or returning, such as attempting to dash out of the door, whining, barking after I leave, over-the-top jumping up and excitement when I return.
- My foster dogs shows signs of panic when left alone, such as frantically clawing at windows, doors or her crate, drooling, shaking, refusing to eat treats, urination or defecation while I am gone.
- Further info about the behaviors: \_\_\_\_\_

**8. My foster dog's behavior in a fenced yard:**

- S/he will happily hang out in the yard unattended
- S/he doesn't like to be left outside alone and will whine and scratch at the door to be back inside with me
- S/he has tried to get out of the yard when left alone
- I don't have a yard and have not tried leaving him in one

**9. My foster dog's tendencies to be destructive are:**

- None! S/he doesn't chew things (except her toys or bones), dig or otherwise cause messes at my home.
- Really likes to chew on dog toys, but will find other things to chew if the opportunity arises.
- Has chewed or destroyed my stuff (like shoes, papers, digging in the yard, etc.)
- Has to be constantly supervised or crated or s/he will get into trouble.
- More specifics about this: \_\_\_\_\_

**10. The best thing about my foster dog is:** \_\_\_\_\_

**11. The most challenging thing about my foster dog is:** \_\_\_\_\_

**12. I think my foster dog would do best in this kind of home:** \_\_\_\_\_

**13. Anything else?** \_\_\_\_\_

Many of the animals that come to Greenhill are placed in loving foster homes before they are eligible for adoption. This cat's foster family has provided the following information to help you get to know him/her a little better so you can make a thoughtful decision about adoption.

Cat's Name (Yours to Change): \_\_\_\_\_ Receiving #: \_\_\_\_\_

Nicknames: \_\_\_\_\_ Time in Foster Care: \_\_\_\_\_

Other Animals Fostered With: \_\_\_\_\_

## Temperament & Behavior

This cat has had positive experiences with:

Men  Women  Young Adults  Children 5-13  Children Under 5

This cat is shy around:

Men  Women  Young Adults  Children 5-13  Children Under 5

This cat enjoys playing with:

Balls  Balls with Bells  Fur Mice  Catnip  Laser Pointers  
 Stuffed Animals  Fishing Toys with Feathers  Wands with Shiny Tinsel

Favorite games and activities include: \_\_\_\_\_

Favorite sleeping spots include: \_\_\_\_\_

You should know that this cat is:

Talkative  A Lap Cat  Calm  Very Energetic  Kind of Feisty  
 Independent  Very Outgoing  Full of Kisses  Shy with Strangers

Behavioral traits include:

Loves Being Groomed  Claws/Bites Playfully  Rides Well in Cars  
 Uses Scratching Post  Scratches Furniture

## Training

Litter box \_\_\_\_\_%  Scratching Post  Permits Nail Clipping

## Diet

Science Diet  Iams  Precise  Purina  Other: \_\_\_\_\_

This cat will make a great addition to your family because \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_