



FOSTER FAMILY SURVIVAL KIT

Getting Your Foster Beagle

When you are a new foster, it can be a little confusing about how to get your feet wet. These steps will help navigate the waters.

1. Requests for Fosters

- a. The intake coordinator tracks dogs that may be coming in. These beagles generally come from shelters and owner releases. The dogs coming from a shelter come with very little information as compared to owner releases. The shelter dogs also have to be brought in within 24 hours. Owner release dogs do not usually require such an immediate response and can be matched a little more with the foster home.
- b. The intake coordinator will be your first contact when getting a foster. The coordinator will send a foster request to the entire yahoo group. In this request, they will give as much information as possible about the beagle. If you feel that beagle would work well in your home, you can reply to the email letting the intake coordinator know you are available to foster. Since most of our beagles do come from the shelter and must be moved quickly, the foster who first offers to take the beagle will usually foster that beagle. However, for the convenience of all volunteers, matches may be done geographically as well. The intake coordinator will try to not match up a foster in Surprise with an owner release in Gilbert. If travel does not concern you, please let the coordinator know.
- c. Foster requests will also be sent out regarding owner releases. These requests can often include several beagles at a time. The intake coordinator will work to take all responses and match them, as much as possible, to the best beagle for each home.

2. Other Ways to Get a Foster

- a. If you would like a more specialized matching for your first foster, you can email either the intake coordinator or the foster coordinator to request this. We will help as much as possible. However, please keep in mind if you need a more specific type of foster, the wait could be a little longer.
- b. You can at any point let the intake or foster coordinator know you are available for a beagle. Your name will be added to a list of available foster homes. If the intake coordinator has anyone on this list when a beagle needs to come in, they will try to match the right beagle with the right foster home.
- c. Sometimes foster beagles need to be moved around for a variety of reasons. The foster and other dogs in the home may not get along or the foster may not be good with cats, etc. When this is needed, the foster coordinator will see if any foster home has mentioned availability and directly ask that foster. If not, a foster request will be emailed to the entire group.
- d. Be on the lookout for an email invitation from AZ Beagle Yahoo group and "Like" us on Facebook. The majority of the beagles who need a foster home are posted on Facebook and an email notification is sent out. If you think the beagle will be a good fit then you can respond on Facebook or respond to the email.

ARIZONA BEAGLE RESCUE

Email: fosterdog@azbeaglerescue.com

Website: <http://www.azbeaglerescue.com>

MAIL: P.O. BOX 61193 PHOENIX, ARIZONA 85082-1193

VOICE MAIL AND FAX: 623-977-1355

IRS TAX ID/EIN: 01-064624210



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Fostering Procedures

1. **Before bringing a foster dog into your home:**

A little preparation will help to make your fostering experience much more enjoyable.

- a. A number of the dogs that have come from the Maricopa County facility have Kennel Cough (similar to a human cold). This is a contagious, non-fatal upper respiratory infection characterized by a gagging/retching cough. In order to protect your pets, we recommend vaccinating your pets against Bordetella (Kennel Cough). You can get this vaccination through your veterinarian or through one of the vaccination clinics at PetSmart, Petco or Pet Club.
- b. Dogs coming in to foster often have ticks. We recommend that the pets currently in your home receive a monthly flea and tick preventative.
- c. Consider where the foster dog will sleep and will stay while you are away. Given the temperament of your companion pets, do you expect any conflicts? If so, consider various ways in which you can separate the foster dog from your personal dogs or other pets. You may also want to consider where you can feed the foster dog separately until you determine that there is no food aggression. We highly recommend crate training your dog as this will give them a “safe place” of their own and can eliminate a lot of training issues. We have crates to lend you if you don’t have one. Crate training will also help prepare your foster to be adopted into a home that may want to crate him/her.

2. **When your foster dog arrives:**

- a. If you bring in a foster dog that is an owner release, please obtain the dog's medical and vaccination records, proof of sterilization, AKC records, and all other paperwork related to the dog. You may also want to ask the owner to deliver any favorite toys, blankets, or special food to make the transition to the foster home more comfortable. Please mail all paperwork to: PO Box 61193, PHOENIX, AZ 85082-1193. If you have access to a fax, the paperwork can first be faxed to 623-977-1355 to speed the process along. **Please make sure the dogs name is clearly marked on all paperwork.**
- b. If you are picking up or receiving a dog from a county shelter, you should receive paperwork with all of the dog's info, along with the dog's county license tag from the shelter. There will be two license tags. Please place one license tag on the dog's collar. Please mail all paperwork and extra license tag to: PO Box 61193, Phoenix, AZ 85082-1193 and make sure the dogs name is clearly marked on all paperwork. Again if you have access to a fax, the paperwork can first be faxed to 623-977-1355 to get the beagles moving toward their forever home more quickly.
- c. Some of the dogs coming in from the county shelter have contracted Kennel Cough (see above). Severe cases are sometimes treated with antibiotics; milder cases are usually left alone or treated with over-the-counter cough medicine. Contact the Foster Coordinator for questions or concerns if you detect symptoms. If the foster dog has kennel cough then they should be quarantined for at least ten days and not taken to adoption events till they no longer show symptoms.

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- d. Make sure that you have an AZBR tag for the foster dog as well as a collar and leash that the foster can use while staying with you (if you don't have any, please contact us as we do get some as donations). If there is not already an AZBR tag on your foster dog, please contact us and one will be mailed to you. It is a good idea to also get an ID tag that says "being fostered by" with your information that you can use over and over on the dogs that you foster.
- e. Once the paperwork from the shelter or the previous owner has been received, an intake can be done on your foster beagle. The Foster Coordinator or Foster Assistants will send you an evaluation form. The evaluation form is what is used to gather as much information as possible about the beagle's behavior as well as tracking all medical needs. Everything you notice and learn about your foster needs to be included in this evaluation form. It should be continuously updated and sent back to the Foster Assistant.
- f. The Foster Coordinator or Foster Assistants will also send you a vet checklist. This will include everything your foster needs to receive at the vet before being made available for adoption. The vet checklist should be printed and taken to the vet to ensure everything is given in one visit, if possible. Once you receive the checklist, you can call to set up an appointment for your foster at a designated partner vet (a list of partner vets will be provided). The appointment must be made under Arizona Beagle Rescue to ensure AZBR will be charged for the service. The vet will fax the invoice to AZBR. Any treatment other than what is listed on the Vet Checklist must be approved by the Foster Coordinator prior to treatment, or AZBR will not pay for the service. Tests/procedures that are not approved include bathing, nail trims, fecal tests or anal sac expression unless medically necessary. If your foster needs to see the vet for reasons other than updating their vaccines, please make sure the vet visit is approved first unless there is an emergency. Vet bills can be very costly to the rescue and we try to control expenses as best we can.
- g. As part of the required paperwork, a rabies certificate and spay/neuter certificate is needed for every beagle. If the vet checklist requests one of these, you must request a copy of it at the vet. These are not always faxed by the vet to the Foster Coordinator, so please obtain a copy before leaving the vet's office. You can fax them to 623-977-1355 or mail them to PO Box 61193, Phoenix, AZ 85082-1193.
- h. If your foster requires spay/neuter surgery, please contact us to see which vets or clinics are approved for spay/neuter services. Not all vets provide discounts for these surgeries, and we prefer to keep the costs equivalent to a spay/neuter clinic cost. AZBR does not require blood work prior to the surgery, so please decline if the vet asks. We do not spay puppies under 6 months of age.
- i. Microchips are also required for all the beagles in our care before adoption. This is included on the vet checklist. Please ask the vet to scan for an existing microchip before inserting one. However, only three of our partner vets have our microchips on hand. These vets are: Alma School Animal Hospital (Mesa), Animal Medical and Surgical Center (Scottsdale), and PetsVet (Surprise). If your foster needs a microchip, but you are using a different partner vet than those listed above, please contact your Foster Assistant and AZBR will make arrangements to insert the microchip.

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- j. If you have a foster that is on continuing medication for things such as thyroid, Valley Fever, pain management, etc., please do not obtain a prescription for these items from the vet without approval from the Foster Coordinator. If the meds are available at a discount pharmacy (Target, Wal-Mart, Costco, etc), we ask that you request a written prescription from the vet and have it filled. Most generic prescriptions are available for \$4. You can also check <http://www.goodrx.com/> to find the best possible price. Please check with your foster assistant to make sure. Please mail the prescription receipt and cash register receipt to AZBR, PO Box 61193, Phoenix, AZ 85082-1193 for reimbursement. Also, AZBR receives discounted prescriptions via 800-PetMeds, and saves us considerable money each year.
- k. We recommend that you introduce the foster dog to your pets slowly and on neutral ground. One good idea is to take them for a walk together. The foster dog should come into the house at the same time as your dogs (just as if the foster is one of the pack).
- l. If your foster has ticks (we see this on about 1 in every 5 dogs that come in from the shelters), we request that all foster families do some tick removal on the foster dog when he or she first arrives. Use tweezers, your hands, and/or a flea/tick comb and wear gloves. You can drop them in a cup of water mixed with Dawn dish soap or alcohol for easy disposal; the soap/alcohol kills them if they are still alive. Do not crush the tick. This isn't a fun job, but it is better to find them up front, than one by one throughout the house, and think how much better the dog will feel! Then you can apply a flea & tick preventative.
- m. We also ask that you give your foster dog a bath. We want your foster dog to put its best paw forward when meeting prospective families. If your foster dog has just been altered, you will be unable to immerse him/her in water for at least 10 days. You may choose to do a careful sponge bath, or use pet bathing wipes to clean him/her up.
- n. If there are behavior issues you are not sure how to handle, please email the Foster Coordinator. We have a certified trainer that offers his services to our rescue. This is a wonderful addition to our rescue group and you may find it extremely helpful. If there are any signs of aggression from your foster dog (other than the initial "adjustment" behaviors), you must inform the Foster Coordinator immediately. Aggressive behavior must be monitored closely, and it may require an immediate evaluation by our certified trainer.
- o. If you need to go out of town while you are fostering, the Foster Dog Coordinator will work directly with you to place your foster dog in a temporary foster home while you are away. This may involve some transportation on your part and coordination with the temporary foster home. Because our foster home space is limited, we ask for at least 1-2 weeks' notice (more is better!) if you need AZBR to arrange for an alternate foster home for your foster dog - for vacation or any other reason. If you prefer to leave the foster dog with your regular petsitter or boarding facility, you may work with the Foster Care Coordinator to do so. AZBR cannot reimburse you for this extra expense, but some foster families do this for their own convenience and are willing to bear this cost. This is entirely up to you.

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3. Finding your foster dog a permanent home:

- a. As soon as possible after bringing your foster dog home, please take a digital photo of him or her and send it to the AZBR Adoptions Coordinator and Foster Dog coordinator at adoptions@azbeaglerescue.com & fosterdog@azbeaglerescue.com. If you do not have access to a digital camera, please contact the Foster Care Coordinator to arrange for a volunteer to take a photo of your foster dog. The sooner we get a photo on the website, the sooner he or she will find a forever home.
- b. **Expose your foster dog to a variety of situations.** Once your dog has all vaccinations and is altered, take him or her to PetSmart or Petco, the dog park, one of AZBR's events and other places where he or she will encounter people and dogs of all shapes and sizes. Use common sense in introducing your foster dog to new situations, especially with children, unfamiliar pets, and strangers. Be prepared to remove the dog from the situation immediately if needed. As you do this, evaluate your foster dog's reactions and provide information to the Foster Coordinator and Adoption Coordinator that will help place the dog in the appropriate permanent home. These reactions will also need to be included on the evaluation form. Important information includes reaction to children, cats and other dogs; cute traits or habits; size; housebreaking information; personality; degree of training; and anything else that may be helpful to know about the dog.
- c. Taking your foster beagle to AZBR events is a wonderful way for people see and get to meet him/her. Many of our adopters come to AZBR this way. Please be careful about speaking to potential adopters about the availability of your foster dog. Adoption applications are approved in the order they are received, and we cannot guarantee that a family who meets a dog at an event is the first applicant in line. Appropriate language to use would be "I DON'T KNOW IF THERE ARE ANY APPLICATIONS IN ON THIS ONE, BUT THERE IS A PLACE ON THE ADOPTION APPLICATION TO PUT THE NAME OF THE DOGS YOU ARE INTERESTED IN, SO YOU SHOULD COMPLETE THAT APPLICATION AS SOON AS POSSIBLE". If you have any questions about your dog's availability, please contact the Adoptions Coordinator or Adoptions Assistant.

4. Managing the Adoption Process:

- a. When the Adoptions Coordinator finds a potential match for your foster dog, you will receive an email with the Adoption Application and Home Visit notes for the potential adoptive family. Please review these carefully to ensure that the dog is a good fit for this family. If you have any concerns about the adoptive family, please email the Adoptions Coordinator with your thoughts at adoptions@azbeaglerescue.com.
- b. Contact the potential adoptive family to set up a meeting. It is generally a good idea to have the meeting at a neutral location, such as a dog park or pet store (provided the foster dog is good in public). You are not responsible for driving the entire way to the potential adoptive family's home – they can come in your direction, or meet you half-way if they are interested in adopting the dog. Please let the Adoptions Coordinator know when you have set up a meeting.

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- c. At the end of the meeting, tell the adoptive family to contact the Adoption Coordinator with their comments and/or decision regarding the dog. Please do not discuss the foster dog's availability for adoption unless cleared to do so by the Adoptions Coordinator. The adoption process is sometimes competitive and you do not want to be caught in the middle. You can let them know that the adoption paperwork generally requires a 48-hour turn-around, which is why we don't do immediate or on-site adoptions.
- d. If the family and the Adoptions Coordinator agree on the adoption, you will receive an electronic copy of the adoption contract via email from the Adoption Coordinator. Please print 2 copies: one copy will be for the adopter to keep, the other will be for AZBR. Also, please review the contract and Appendix A to ensure that all information regarding the foster dog is correct.
- e. Again, contact the adoptive family to set up an adoption meeting. This meeting can take place at your home, or at the adopter's home (whichever you prefer). Again, it is not your responsibility to drive to the adopter. There is a bit of paperwork to be completed, which is why it is recommended that the adoption meeting take place indoors and someplace quiet.
- f. During the adoption meeting, review the contract and Appendix A in detail with the adoptive family. Collect payment from the adopter (generally a check made out to "AZ Beagle Rescue). Ensure that the "memo" field of any payment type indicates the "official" AZBR beagle name of the dog. This is the same name that is on the first page of the contract. Sign both copies of the contract as the AZBR representative, and provide one copy to the adopter.
- g. At the conclusion of the adoption meeting, please fax a copy of the signed adoption contract to the AZBR fax, or email the Adoptions Coordinator to confirm the adoption is complete. This will trigger the generation of the 30-day Shelter Insurance Policy, which will be emailed to the adoptive family. Please mail one copy of the signed adoption contract to AZBR PO Box 61193, Phoenix, AZ 85082-1193, along with the adoption fee payment.

Foster Home Responsibilities

Being a foster home is a very rewarding and sometimes challenging experience. Below we have outlined some important points about fostering for Arizona Beagle Rescue (AZBR).

1. Provide a safe, loving, fenced environment for AZBR dogs under your care.
2. It is mandatory that your foster beagle is **never** off their leash except in secure, fenced areas. We highly recommend not taking your foster beagle on vacations (especially camping trips) because there are many opportunities for them to get lost and it would be difficult to search for them.
3. Keep your own dogs up-to-date on vaccinations, including: Distemper and Parvo. Bordetella (kennel cough) vaccination and a flea and tick preventative are also highly recommended.

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4. Please give your foster dog a few days to adjust to his/her new environment and expect the unexpected. Due to the fact that most of our dogs come from various shelters, AZBR will generally have little or no information about the dog's history, including housebreaking. Dogs coming from the shelter or boarding are often scared, tired, and anxious. Therefore, there may be accidents in the house or other negative behaviors initially. AZBR has found that the dog's true personality will slowly emerge over the first couple of weeks. Be sure to monitor your foster dog's behavior and give him/her space and distance as needed.
5. Provide detailed information to AZBR about the dog's temperament. Include both positive observations and challenges. Remember, the positive traits help "sell" the dog to a prospective, permanent home. Small observations like "the way his ear flops over his eye in a cute way" can attract an adopter. Information on challenges ensures that appropriate screening is done to match the dog with the right home. We prefer that our foster families write up the dog's bio for our website, as you are the folks that know them best. All dog's bios are written in first-person and are written with a positive, upbeat tone.
6. Provide daily supplies (food, etc.). If providing such items will be a financial hardship, the AZBR Foster Coordinator can work with you to find a mutually acceptable arrangement. Dogfoodadvisor.com is a great resource to use when deciding on the food to feed your foster.
7. Alert the AZBR Foster Coordinator or Foster Assistant if the dog appears to need medical care. AZBR's Foster Coordinator will work with you to arrange for medical care. AZBR covers veterinary costs through our contracted partner vets (list of partner vets will be provided to you). These veterinarians provide us discounts, so we request that you not take the foster dog to your personal veterinarian without first clearing it with AZBR.
8. Alert AZBR if you are unable to continue fostering a dog. Please give AZBR as much time as possible so an appropriate backup can be found.
9. Provide digital photos of the foster dog to our Adoptions and Foster Coordinator (adoptions@azbeaglerescue.com and fosterdog@azbeaglerescue.com). These photos are posted on the website, so should be "cute", show the dog clearly, and show the dog's best side. If you do not have access to a digital camera, please be open to an AZBR volunteer coming to photograph your foster dog.
10. If you are unable to transport your foster dog to AZBR events, be open to an AZBR volunteer picking the dog up for events, adoption or introduction to a new family.
11. Notify the Foster Dog Coordinator and Intake Coordinator if you have restrictions on the gender, size, or temperament of the dog(s) you foster.

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Items of Note for Foster Homes

1. As a foster, it is likely that you will get very attached to your foster dog. Please realize that, while we try to accommodate everyone, generally foster parents will be unable to choose the new permanent home for the foster. We highly value your insight as you probably know the dog better than anyone else in the organization and will take your recommendations into consideration.
2. AZBR highly recommends crate training for both the health/safety of the dog and the sanity of the foster family. We have a few loaner crates, if the foster family does not have one. We can provide tips on crate training if you are not familiar with the process.
3. Due to our limited financial resources, AZBR is unable to provide reimbursement for any damage a foster dog may do to your home or yard.
4. Dogs can take anywhere from a few weeks to a few months to be placed. The average is 2-3 months; while older, very mixed breed, or special needs dogs may take longer. The sooner you complete the vet checklist and the Beagle Evaluation Form, the sooner we can start looking for a forever home for your foster.
5. **WANT TO ADOPT?** Notify the Foster Coordinator at fosterdog@azbeaglerescue.com **IMMEDIATELY** if you feel you may want to adopt your foster beagle. As soon as the dog is posted to the AZBR web site, there is a good possibility of a family being interested or having made contact with AZBR for adoption. We also have potential adopters that have been waiting for months for the right dog to come into our care. For the good of our reputation, we must prioritize interest in AZBR beagles as first-come-first-serve in the order of adoption applications received. We cannot make exceptions to this rule! Thank you for understanding and respecting this delicate situation.

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