



NEW ZEALAND CHIHUAHUA RESCUE CHARITABLE TRUST ("NZCR") FOSTER MANUAL

Hello and thank you for your interest in becoming a NZCR foster carer!

We greatly appreciate your support and commitment to helping dogs who otherwise may not be given the opportunity to live. Fostering is an integral part of any rescue and we simply could not help any dogs without carers like you!

Our foster programme takes in rescues all over New Zealand and aims to re-home them as stable, loving, social pets. As such, many of the dogs who come into our programme may require extra care and attention due to their former circumstances.

As a foster carer, you will provide care and attention for the foster dog. Together with transporting the dog to and from vet appointments as required, feeding them, exercising them and socialising them.

While we understand that the past information of the dog is relevant, we ask foster carers to treat foster dogs as "normal dogs" and make sure they are subject to rules and boundaries. It is our view that feeling sorry for the dog gives rise to issues with behaviour and obedience. When the dog arrives, he or she is a clean slate and should be treated as normally as possible.

While foster caring has its rewarding points, we understand there may be times where you require support. In this event, please do not hesitate to reach out to us. You are part of the NZCR team and we all work together towards the same aim – re-homing as many dogs as possible.

Kind regards,

Casey Walters
Managing Trustee of NZCR

Alex Coker
Trustee of NZCR

PREPARING FOR YOUR FOSTER DOG

Foster dogs ideally stay in the one assigned foster home until they get adopted. We rely on foster homes to create a stable environment for the foster dog and be their home for the time being.

Foster families need to provide the following:

- A healthy, safe environment for the foster dog.
- Transportation to and from vet appointments.
- Socialisation and handling.
- Exercise and mental stimulation.
- The time and commitment required to successfully foster a dog.
- Meet with potential adoptees in order to introduce the dog.

The first thing you need to do is to ensure that you have all the basic items required to foster. NZCR appreciate any assistance in supplying items for the foster dog. However, if you need any items for your foster dog, please contact the NZCR and let us know so we can provide them for your foster dog.

We recommend you need the following basics:

- Food bowl and water bowl
- A crate (for sleeping and training)
- Bed (we have many available for fosters)
- Bedding (ie. Warm blankets)
- Leash and collar or harness (unless the dog is adverse – we prefer harnesses)
- Dog Treats (K9 natural or quality dog treats for training purposes)
- Dog Toys (for puppies)

In terms of food, we often provide Origen Original and ACANA small breed for the fosters. This is a quality grain-free kibble. If you are a raw-feeder and would prefer to raw feed your foster, please discuss this with the Managing Trustee and we can work out a fair reimbursement cost of the food. Please be aware – you will need to collect the food from the store however, and have enough freezer room to store it. The Trust is more than happy to meet the cost of food and/or provide kibbles. Please let the team know whenever you are getting low and require more food!

BRINGING HOME A FOSTER DOG:

Travelling

We ask that dogs travel within a travel crate, or are attached with an attachment to the seat of the car. Foster dogs are not to be transported on peoples' laps or allowed to remain loose within the car. This is extremely dangerous for the foster dog and illegal. Your foster dog needs to be secured whenever being transported in the car.

Dog Proofing the House and Garden

Once you ensure you have all the items required, the second step is to check that your home is fully fenced and any access points under the house have been blocked. You never know how a foster dog will react to a new environment so it is important that your home and garden are 100% secure. It may be beneficial to secure your front door with a child-gate, to prevent escapees!

Foster dogs are to live inside, not outside. Do not chain the dogs or leave them unattended in a kennel or run.

Please do not leave dogs unsupervised, even if you have a fully fenced yard. When you leave the home, the foster dog needs to be crated. This limits the risk of the foster dog getting themselves into trouble or having any negative experiences.

Prior to the arrival of the foster dog, please remove any potentially unsafe items or items that could be easily chewable, inside and outside of the home (such as: cords, remotes, ornaments, plant pots, inside plants etc). Cupboards may also need to be latched (such as those containing cleaning) and rubbish bins secured. You should put child-safe gates in any rooms you do not wish the foster dog to have access to.

Bringing Your Foster Dog Home

When you are approved as a foster carer, NZCR add you to our database of foster carers. Once a dog comes into the care of the Trust, we examine the database for a potential match. We assess the traits of the dog, together with the schedule and skills of the foster carer, in order to match dogs as closely as possible.

Please do not overwhelm the foster dog with affection or too many new experiences at once. Some of our dogs have had very little interaction with humans (and/or other dogs) and too much stimulation at once can upset the foster dog. Do not introduce your dog to too many strangers within its first few weeks at your home. You need to establish a bond so that the foster dog learns to trust you and therefore rely on you when uncomfortable.

Dogs enjoy routine. It is important to establish a daily routine for the dogs in terms of feeding, toileting, walking and sleeping. Do not feel sorry for the dog once you hear of its past and/or witness its fearful behaviour. You are the pack leader and there to show the dog that they are safe but expected to behave in a respectful manner within your home.

Introducing Your Personal Dog(s) to the Foster Dog

A member of the NZCR team will arrange for the foster dog to be given to you, or meet you with the foster dog. You will then need to slowly introduce the dog to any existing pets you might have. Please ensure that you supervise the interactions and that they are one-on-one. Keep dogs on leashes and do not offer treats or toys (as this may start a fight between the dogs).

It is often a better idea to introduce dogs on 'neutral territory' such as a park, where you can walk them side by side. Let our team know if this is your preference and we can meet you at a local park prior to you taking the foster dog home if you are located near one of our team members.

Again, do not leave your foster dog alone with your personal dogs under any circumstances in order to keep both your pets and the foster dog safe. It is impossible to predict the outcome and how the foster dog may react in any given situation.

Introducing Cats and Other Small Animals to the Foster Dog

While we do try to ensure that our dogs 'quirks' are known prior to foster care, we cannot ensure that they are 100% cat-safe or small animal safe.

You will need to ensure that the introduction between the foster dog and other pet is completed safely and carefully for both. Be wary of the fact that a defensive cat may scratch and harm your foster dog, as well as the fact that your dog is capable of causing harm to your cat or other small animal.

We suggest that you do not allow the foster dog to directly meet the small animal or cat. It is better that you firstly allow the dog to view them from behind a gate, inside dog pen, or from their crate. You can also exchange bedding between a cat and dog (to help them get used to scents).

This can be a lengthy process. Once you are ready to introduce them face to face, the dog should be on a leash. Try to keep the interactions short and positive initially. Do not leave your foster dog unsupervised with any cats or other small pets.

Please note: if you do not feel comfortable fostering the dog at any time, please let NZCR know as soon as you can. Be honest and do not feel obligated to continue. One of the team members will make alternative arrangements for the dog.

Children and Dogs

Please *never* leave a foster dog unattended with a child. While we try to ensure that dogs placed in a family environment are suitable to be around children, it is impossible to know with certainty what level of tolerance each foster dog may have. Often, we do not have a comprehensive history of the dog and we ask you to remain cautious. We know many of the children are used to dogs and treat them well, but irrespective of this, please ensure you supervise all contact. This dog is unknown in terms of its behaviour and may be unpredictable.

You must supervise all interactions and remind your children of the rules of being around dogs. These include: not touching a dog when he or she is eating, playing with a toy, or sleeping. Do not tease dogs, or take toys from them. Do not chase dogs, or scare dogs intentionally. Do not pat a dog without checking it is okay with the owner, or without adult supervision.

CARING FOR YOUR FOSTER DOG

Your goal as a foster carer is to help prepare your foster dog to live successfully in a home environment. We ask you to ensure they develop good habits and skills. If, at any time you feel overwhelmed or that the dog has any serious behavioural or temperamental issues that you cannot work with, please contact NZCR immediately.

Feeding

Dogs must be fed on a quality diet – please don't feed tidbits or human treats. In terms of kibble, we provide ACANA and Orijen dry food.

If dogs require a specific diet (ie for liver or kidney health), this will be discussed with you directly and sourced from the vet.

As noted above – if you raw feed and this is your preference, we are open to this diet also. Please liaise with the Managing Trustee as to reimbursements for the costs associated – you will need to be able to pick up the food from the store and have freezer room to store this.

Adult foster dogs are fed twice a day - once in the morning and once in the evening. The amount will be based on the age and weight of your foster dog.

If you have a puppy – they will require more frequent feeding due to the fact that Chihuahuas (particularly between 6-10 weeks old) are susceptible to becoming hypoglycaemic (low blood sugar). For this reason, it is important not to miss meals, or exercise your foster puppy too much, as this can deplete their biochemical resources. Signs of hypoglycaemia in a puppy include: Trembling, disorientation, lack of co-ordination, weak, tired and lethargic, no appetite, trouble standing. This is a very serious issue and can result in death. As such it requires immediate veterinary treatment. Offer the dog honey, or rub it on the inside of its gums and contact NZCR immediately.

Our website contains examples of food enrichment ideas under the “foster” section. These are great ways to work your foster dogs' brain and senses. We ask that you include these types of activities in your daily routine where you can.

Please ensure your foster dog always has access to fresh clean water. Treats can be given and are a good idea to train your foster dog and teach them to begin to trust you.

Be careful when feeding or giving treats to your foster dog, in front of other dogs, as some foster dogs may be food aggressive. Ensure that your personal dogs are kept away when the foster dog is being fed in order to prevent a fight.

If there are any known food allergies that relate to your foster dog, these will be discussed with you. If you notice that your foster dog has stopped eating or drinking and their energy level has changed please inform NZCR as soon as possible.

Toilet Training

Many small breeds are notorious for being difficult to toilet train! However, if there are no medical issues present, toilet training is simple, but it requires persistence, routine and rewards. Being toilet-trained ensures that your foster dog has a better chance of being adopted. If your foster dog is not toilet trained, you need to ensure that you begin training as soon as possible – essentially it is the same as training a new puppy.

In the morning, the dog should be let out of its crate and taken outside immediately. Once the dog has relieved itself, make a fuss and reward him or her with a treat. The same should be repeated each time the dog has a nap – take them straight outside.

If you see the foster dog sniffing, this can be an indication they are looking to relieve themselves. Pop them outside and wait. If successful, make a fuss and reward. Some dogs may also sit next to the door or let out a bark in an effort to get your attention.

You will begin to learn your foster dogs' toilet schedule – some can hold on for hours at a time, others need to go more frequently. Age is a huge factor as to how long your foster dog can hold on for.

The key to successful toilet training is routine. If the dog is not in the crate, on you for cuddles or completing training, he or she should be outside with the opportunity to toilet there.

If your foster dog begins to go inside, say in a firm, calm voice “no” and place them outside. If your foster dog has an accident inside please do not scold or punish them. This will only create fear and mistrust. Remove the dog from the area and clean up the accident using an enzymatic cleaner so that the scent is not left.

Crate Training

It is important that your dog learns that the crate is a safe, relaxing environment and not a punishment. Chihuahuas are den animals; they tend to love a small space which is why they often burrow down into blankets. However, due to your foster dog's past history, they may not immediately feel comfortable with the idea of a crate.

Try to associate the crate with positive things such as treats and pats. Leave the door open and create a cosy environment. When your foster dog hops in, reward him or her. Put toys inside and encourage the dog to go in. We also recommend you feed foster dogs inside their crate to help with the positive association and minimise the potential for fights between the foster dog and other dogs.

We also recommend that foster dogs should sleep in the crate. At least initially as being crate-trained will be useful when they are adopted out. Also, be mindful that letting the foster dog sleep on your bed, or with other members of your family can lead to circumstances where the foster dog connects too closely to you/your family and has to adjust again once adopted. If the dog is able to sleep with other members of your pack, this may create the same issue.

It can take some time to train a fearful dog to love their crate, please be patient and do all you can to reinforce the idea that the crate is a 'happy place'. The first night may be full of protest. Be aware of this and DO NOT give in to their cries – to do so once means they will know how to make you give in, in future.

Grooming

Prior to being placed, we generally have the dog groomed. But if you are not confident with upkeep of basic grooming (ie. bathing and nail trimming) please let us know and we will arrange an appointment with a chi-knowledgeable, rescue friendly groomer. Please note: you need written approval from the Managing Trustee prior to booking any appointments.

If you are willing to bath your foster dog yourself, please use dog-friendly products, shampoos and conditioners and take care not to get the ears wet or put anything in the ear. Chihuahuas do not need regular bathing and grooming as some breeds may. Once a month is more than enough.

Teeth can be brushed – if your foster dog becomes familiar enough to allow it! Otherwise, it may be necessary for us to consult the vet regarding a dental.

If you notice any swelling, tender-spots, redness or discharge on the skin or fur, please contact NZCR straight away and we will organise a vet appointment for the foster dog.

Exercise

Please ensure that you take your foster dog out (on a leash) at least once every second day for approximately 30 minutes. Of course, there will be days where weather or work schedules may not enable you to do so, but Chihuahuas are still dogs and require exercise accordingly. It is not enough to simply have a large backyard!

A walk also enables the dog to get out of their usual environment and develop confidence. This will assist them in terms of making them more adoptable. In time, they may enjoy activities such as fetch and you can take them to your local park to interact with other dogs.

Chihuahuas can be a fragile breed. Please remember that they should not be encouraged to jump or leap as they are prone to luxating patellar issues (knees that slip).

Please ensure your foster dog is leashed at all times in public, even though the park may be an 'off leash' park. This minimises the risk of the dog catching any diseases, getting themselves into trouble, nipping a person or other dog, being nipped themselves, escaping and hurting themselves or worse.

HOW DO I HELP MY FOSTER DOG GET ADOPTED?

Once your foster dog has been spayed or neutered, received any other veterinary treatment required and been assessed as ready to adopt, we will begin to advertise the foster dog. In order to best prepare and present the foster dog, please consider the following.

1. **Address Known Behavioural Issues:** As you get to know your foster dog, you may become aware of certain "quirks" he or she may have (ie. a fear or wariness of people). The more you are able to work with them in terms of resolving any issues and training them, the more adoptable they become. In the example listed above, you may work with them to specifically make them more comfortable around strangers. This will ensure that when they are introduced to prospective adopters they are more confident. Lack of toilet-training is also a huge draw-back for a lot of adopters.

If there are any serious behavioural or temperamental issues that make the dog unsuitable to be adopted after he or she is de-sexed, please let us know. If you are struggling with any behaviour or temperament issues, please also reach out to us.

2. **Grooming:** Please ensure that the dog is well-groomed, including their nails. If you require assistance, as noted above, please contact NZCR.

3. **Supplying Quality Photos and Biographies:** Please stay in regular contact with NZCR and provide us with quality photos of the dog, together with information about their personality. We will use this information to write descriptions of the dog for our social media pages and websites in an effort to draw in Adopters. If you would prefer to write the dog's biography, great! Please let us know. We may also arrange for a professional photographer to take photos of your foster dog. However, this will be co-ordinated with you so as to ensure the least amount of disruption.

What if I know someone who wants to adopt my foster dog?

If you know someone interested in adopting your foster dog, please ask them to fill out the application form (found on our website) and email this with some pictures of their property to our email: contact@NZChihuahuarescue.co.nz.

Please don't have them call or email the Rescue direct. Our process is very firm. We do not do anything or consider anyone without a completed application form and attachments. Once the dog is up for adoption, we assess all applications and contact the most suitable adopter(s) for a meet and greet with the dog. We cannot guarantee the dog will be adopted by your friend but in order to be considered they need to send their application in as soon as possible. We do not place dogs "on hold". We will try to accommodate referrals from foster carers where practicable.

What if I want to adopt my foster dog?

Have you fallen in love? We understand! It can be hard to say goodbye but please consider carefully whether this is what you truly wish to do. It is difficult, but fostering is a crucial part of the rescue and no doubt, there will be plenty more fosters requiring your help soon enough!

If you are certain you wish to adopt the foster dog, please contact NZCR to confirm **as soon as practicable** and before we have begun to actively advertise the dog for adoption, vet applicants and schedule meet and greets. Once things have progressed to this stage, it can put the Rescue in a precarious position to have to decline adopters, particularly those that are a fair way through the process – as you can understand! At this stage – it's too late for us to go back on our word.

If you do wish to adopt, there is no need to apply via the forms on our website, simply print the adoption portion of the application and sign agreeing to the adoption terms. The adoption fee is still applicable to foster carers as this is how we recover the costs spent on each dog, for use on the next dog that will come in!

What happens when your foster dog is ready for adoption?

When your dog is deemed ready to adopt we will tweak their profile on the website and post the same on our social media to create interest. We also list TradeMe ads to encourage applications.

Once someone is interested in your foster dog and their application has been received, we will contact you to forward this application and discuss the next steps. Generally, we like the foster carer to be involved in the

meet and greet as they know the dogs the best at this point. The prospective adopter can then ask any queries they may have. Please let us know if you would like a NZCR team member to be present, we can ask the prospective adopter to meet you either at a park locally, their home or your home, please confirm your preference.

After the meet and greet, a NZCR team member will be in touch to discuss whether or not you believe there is a match. If this is the case, we will make arrangements with you and the Adopter for a trial to begin. A trial is for a period of one month.

MEDICAL TREATMENT – TRUST VET

We will supply you with any known information about your foster dog such as any existing medical issues that need to be attended to or conditions to keep an eye on. Vet books will be retained by the trust if the foster dog came with any (we have had a few go missing in the past!). If you are taking the dog for vaccines, please let the Managing Trustee know ahead of time and we will ensure the vet book is provided to you or Dr. Tonkin (the trust vet). If you are taking your foster dog to be microchipped, please confirm the number with the Trust so we can lodge an application registering them on the NZ Companion Animal Database.

Do NOT use any homeopathic remedies or natural medicines on the dogs without consulting the Vet first. This can impact on treatment and we need to know all of the treatments dogs are receiving. This includes items added to their food – vitamins or powders etc. Our vet needs to know and approve any medical or health related treatments.

NZCR's official vet clinic is Tram Road Animal Care Services ("TRACS") based in Ohoka, North Canterbury. The regular vets at the practice are Dr. Meredith Barth (Clinic Owner) and Dr. Tracey Tonkin (Expert in all things Chihuahua - Accredited Chihuahua breeder and President of the Dominion Chihuahua Club). Tracey completes all dentals, de-sexing, patella operations and anything else required by our dogs here in Christchurch.

The clinic operates a "drop in" period from 7pm – 8pm Monday and Wednesday evenings. From 9am – 11am Wednesday and Saturday mornings. If you need to see Dr Tonkin we suggest you call the clinic number or email her using the details below. We will ask you to book in desexes, dentals, etc. at a mutually convenient time for you and Dr Tonkin.

Phone: (03) 312 6999

Email: Traceythevet@gmail.com

Address: 843 Tram Rd, Ohoka, North Canterbury 7692

Directions: Go up the long driveway and turn right – the white clinic near the hedge is TRACS.

IMPORTANT: Please make sure your dog does **NOT** have anything to eat from 8:00pm the night prior to a procedure. We have had to cancel on numerous occasions now because fosters/adopters have forgotten this rule and dogs cannot be safely sedated. There is a cancellation fee of \$50.00 payable by the foster or adopter to TRACS, if this is the case. The Trust does not meet this fee – it will be your responsibility.

What if I think my foster dog is sick or has any health issues?

It is your absolute responsibility to keep NZCR informed of any potential health issues in relation to your foster dog. If you believe your foster dog needs any kind of veterinary treatment, please contact NZCR with a description of the issue and/or any photographs you have taken if it is non-urgent. The foster dog is then to be taken to TRACS in order to receive treatment. Prior approval must be given directly by the Managing Trustee for any out of the norm, vet appointments.

What if I have a medical emergency?

Phone the Clinic – they have their own after hours care services. Then let the Managing Trustee know about the emergency ASAP. The dogs' welfare is always the top priority.

Phone: (03) 312 6999

Address: 843 Tram Rd, Ohoka, North Canterbury 7692

Directions: Go up the long driveway and turn right – the white clinic near the hedge is TRACS.

Do not take the dog to any other clinic in the event of an emergency without consulting the Managing Trustee. TRACS will be billed \$500.00 by After Hours Town if you consult them rather than TRACS – this fee will not be covered by the Trust, but by the foster directly.

Who pays the medical costs?

Vaccines, de-sexing and any other medical treatment for a foster dog is paid for by the Trust but *must* be approved by the Managing Trustee. Please note: If you do not contact NZCR prior to taking the dog to the vet, or approve any expensive treatment or procedure without consulting the Managing Trustee, you are liable for the full cost of the treatments for yourself. We are a small charity and need to ensure we are protective of our limited resources.

If your foster dog appears to be suffering any of the following, please contact NZCR: Eye discharge, coughing, loss of appetite, dehydration, lethargy, vomiting, pain or strain urinating or defecating, Diarrhoea, frequent scratching, appears swollen on any part of the body, or has hair loss please contact us as soon as possible.

Again, we reiterate the fact that if you do not contact NZCR prior to taking the dog to the vet or for confirmation of expensive tests and treatments, you are liable for the full cost. Please contact NZCR prior.

Medication

If your dog requires medication, please ensure this administered according to vet advice and do not stop any medication without being advised first. If your dog is not responding to a certain medication or treatment, please advise NZCR and a follow up vet appointment will be booked.

REIMBURSEMENTS:

If you wish to be refunded for any disbursements spent on a foster dog you will need to obtain approval in the form of written consent from NZCR prior. Please contact us prior to the purchase, or you run the risk of being declined reimbursements.

Where reimbursements have been agreed, you will need to forward invoices via email, together with evidence of your correct bank account, such as a bank statement, blank cheque or encoded bank deposit slip. Once approved, you will be notified and the reimbursement forwarded to your nominated account.

SOCIAL MEDIA

We greatly appreciate biographies and photos of your foster dog, but we ask that you do not post them directly to Facebook or any Facebook groups please.

We do not mind the odd picture being shared to your personal account if it is a closed Facebook account for family and friends only. However, do be aware that if any family/friends take a liking to your foster dog, they need to be referred to the application and complete the same process as the wider public. Do not make any promises to friends/family about adoption – this is the decision of the Trustees.

You also need to be aware as to who is viewing your posts and your privacy settings. We have had one case where a member of the public found a foster carer's residence and showed up at their home refusing to leave until she was able to meet the foster dog! Police had to be called to attend the scene and remove her from the property. Needless to say it left our foster carer and her family very shaken, they moved houses thereafter. We were advised later on that she found our foster by seeing a photo of the dog posted by the foster carer on Facebook, this person then looked them up the White Pages. It is important to note that address information is also stored in places like the Electoral Roll and/or Companies Register.

It is for the above reason we also suggest you do not "out yourself" on posts related to your foster dog etc. We may thank fosters by first name at times but we do not "tag" or fully name our foster team. Be wary of people who message regarding your foster dog and please do not share information about the dog. Let our Managing Trustee know and cease communication with that person.

Please also refrain from creating any social media pages for your foster dog. If you wish to share pictures and information with others via social media, please join our Foster Carers and Adopters Groups on Facebook and share the information there. We have two groups – one for fosters only, one for adopters and foster carers. Both are "closed" groups shut off from the general public to protect your privacy.

We are also happy to receive pictures (and/or updates about your foster dog) to post on the NZCR Facebook or Instagram Accounts – social media can play a crucial role in getting dogs homed but it should be via the official NZCR accounts.

The Facebook group for foster carers can be found here:

www.facebook.com/groups/NZCRfostercarers

Please do go to this Group and request to join – we advertise dogs needing to be fostered from time-to-time on that page. This group is closed – only other foster carers are accepted and able to see your posts.

The Facebook group for our Adopters can be found here:

www.facebook.com/groups/NZCRAadopters

Feel free to join this group also – even if you have not adopted your foster dog, many of your prior foster babies may make an appearance on this page and you are more than welcome to be part of it! This group is closed – only other foster carers and adopters are accepted and able to see your posts.

If any prospective adopters contact you directly to inquire about your foster dog, please refer them to NZCR directly. Do not pass out team members names, phone numbers or other details. We do not have a rescue centre or dedicated phone number so the details you receive are private and those of the individual – please do keep these in the strictest confidence!

A Final message:

Please do remember that you are the caretaker of the dog, but the Trust is the legal owner until such time as the dog has been adopted. This remains the case until the Managing Trustee changes the ownership from her name, whether this is to a third person, or you wish to be considered. The final decision is made by our Trustees. Please remain honest and communicative with our Trustees – the main goal here is always to find a stable, loving, home for the dog concerned. It is very hard to work as a team with those who become protective of a dog, or defensive.

Please ensure you keep our Trustees well informed of any updates, behaviour issues, or health issues and that you contact our Vet whenever medical care is required (no home remedies please!). Dr Tonkin donates her consult time so you will not be saving the Rescue costs by dealing with matters yourself. Home remedies can also be dangerous and mask symptoms only for issues to continue and become larger later on. If you have a quick query about a dog, take a photo (if relevant) and send it to her via email: Traceythevet@gmail.com.

When you meet prospective Adopters please remember that you represent our Rescue. Be polite, ask any concerns and questions but withhold any judgements or comments, for your chat with the Trustees. Please also do not provide false hope, let them know we will be in touch after discussion. We do value our fosters opinions when it comes to forever placements, so please speak up if you have any concerns.

Lastly – a HUGE thank you for helping us. It is so hard to find stable, loving fosters and people like you are the backbone of our Rescue. We literally cannot take in dogs if we do not have suitable fosters. Please don't feel alone, if you need anything reach out to our Trustees and wider team. We like to think of ourselves as a family, all working for the common aim and benefit of rehoming dogs that need it!

SCHEDULE 1 – COPY OF AGREEMENT SIGNED BY FOSTER CARER

In order to take part in the foster programme run by the New Zealand Chihuahua Rescue Trust (“**The Trust**”), you, as the (“**foster carer**”) hereby agree to the following:

1. The dog remains the sole property of The Trust, until such time as The Trust determines the permanent placement of the dog.
2. The foster carer is to look after the dog according to all instructions given to the foster carer by The Trust and provide all of the necessities of life to the dog, including transport to and from vet appointments, inside shelter, food, human interaction and general care.
3. Should any current pets of the foster carer become seriously unwell, The Trust is to be notified as soon as practicable.
4. Please advise the trust as soon as practicable if you notice any potential injury or illness relating to the foster dog.
5. The dog is to be in the same or better condition when returned to The Trust at the end of foster care.
6. The foster carer agrees to be bound by the terms of this form or any updated forms, they acknowledge by signing that they are aware of their obligations in terms of becoming a foster carer.

Application Process

7. Applying to The Trust to become a foster carer does not create an obligation on The Trust to supply the foster carer with a dog. Carers are chosen based on location and the needs of the particular dog that comes into the care of the Trust.
8. The foster carer is to return the application form to the email below, together with any required evidence from a landlord. The original signed copy is to be retained and posted to the Trust.
9. By submitting this form to The Trust for consideration, the foster carer confirms that all information supplied is true and correct to the best of their knowledge and belief and that they have no pending charges or prior convictions related to animal cruelty.
10. The information on the forms will be retained by The Trust and may be shared with other team members.
11. A home check and interview may be conducted with the chosen foster carer, at the Trust’s discretion.
12. The foster carer is approved on the information supplied to The Trust in their application form. Should there be a significant change in circumstances. The carer will need to notify The Trust and may be asked to re-apply for suitability.
 - 11.1 “A significant change in circumstances” includes but is not limited to: death of a household member, change of residence, health issues of the foster carer or their immediate family members, and significant loss of income.”

Duty to Keep the Trust Informed

- 10 The foster carer is to keep The Trust informed, with regular phone or email updates as to the progress of the dog, the dog's general health and any other information relevant to the foster dog.

Council Licensing

- 11 The foster carer undertakes that they have confirmed with their local council the amount of dogs able to be housed on their property (at any one time) and hold any relevant licenses required by their local council.

- 11.1 Should the foster carer neglect to do so and receive penalty fees as a result of their decision, the trust is not liable for any payment of fines. We expect that you are licenced to care for the foster dog and any permanent dogs you may have.

Adoption of the Foster Dog by a Third Party

- 12 The Trust reserves the right to continue to advertise for a permanent placement of any foster dog placed with a foster carer.
- 13 The foster carer is expected to assist with "meet and greets" and provide information as to the personality of the dog in order for the trust to create a "bio" of the foster dog.
- 14 The foster carer may suggest a permanent placement for the dog (ie. Family member who has bonded with the dog). However, The Trust reserves the right to approve or decline said Applicant. If the foster carer believes they have a prospective Applicant they must refer the Applicant to the trust and ensure the appropriate forms are completed.
- 15 The dog is not the property of the foster carer and as a result, cannot be adopted or otherwise given to any other person other than the main care taker listed above.

Adoption of the Foster Dog by the Foster Carer

- 16 Each foster carer has the right to notify The Trust of their wishes to permanently adopt the dog in their care. If this is the case, the Trust must be notified of the foster carer's intention to adopt, as soon as practicable.
- 17 Should The Trust determine that the foster carer be accepted as the permanent home for the dog, the foster carer will be advised in writing. From this date, the one month trial period will begin.
- 18 The adoption fee is to be paid prior to confirmation of the adoption. This fee assists the trust in recouping some of the funds spent on the foster dog which can be used for other dogs in the care of the trust. Failure to pay the fee may result in the dog being uplifted.
- 19 The dog will be considered successfully adopted upon the end of the trial period. The foster carer – turned Adopter is now responsible for the dog.

Costs and Damages

- 20** The foster carer is expected to have some basics required for fostering, such as extra bedding, toys and leads. The Trust can supply these at the Trust's discretion. The foster carer must indicate during the application process, should they require assistance from the Trust in order to provide these.
- 21** The Trust is not responsible for any damage or loss suffered by the foster carer, which has been caused by the dog, while in the foster carers care.
- 22** Any personal funds spent on the dog, while property of The Trust, does not constitute a right to ownership for the foster carer of the dog. The dog remains the property of The Trust regardless of any funds the foster carer has chosen to spend on the foster dog.

Vet Care, Accidents and Emergencies

- 23** The Trust aims to de-sex, micro-chip and vaccinate all of the dogs in its care.
- 24** No dog placed by The Trust is to be used for breeding purposes prior to being de-sexed.
- 25** The dog will be micro-chipped to the Trust and registered with the local council in the name of the Trust. The Foster carer will not be added to the registration or microchip details unless they adopt the dog in their care.
- 26** The foster carer is expected to have the relevant licensing and transport facilities to be available to transport the dog to any veterinary appointments.
- 27** If a dog in foster care is harmed while in a foster carers care, by any act, or omission to act that can be attributed to either the foster carer themselves, the foster carer's family, or the foster carers own pets, it is the responsibility of the foster carer to meet those costs from their own available funds.
- 27.1** In the case of Clause 24, the Trust reserves the right to re-assess the suitability of the foster home and/or remove the dog from the carers care.
- 28** In the event that veterinary care is required for the dog during normal hours (Mon – Fri 8am – 6pm) the foster carer is to notify the Managing Trustee immediately. It is the Managing Trustee who will book an appointments with the Trust's Vet and confirm an estimate for the care. Failure to follow this process will result in the foster carer being liable for full payment of all costs associated.
- 29** In the event that the dog requires emergency medical treatment outside of the hours above, to the extent that it is practicable, the carer is to urgently inform the Managing Trustee and receive authorization from the Managing Trustee. Failure to do so will result in the foster carer being liable for payment of all costs associated.
- 29.1** Emergency situations will be assessed on a case by case basis. Should such a situation arise the carer is to urgently contact the Managing Trustee.
- 30** Do not take the foster dog to your personal vet and/or spend your own funds on de-sexing, microchipping, vaccinations or other vet care expecting to be reimbursed without express authorisation from the Managing Trustee.

Foster to Adopt

- 31** We do not offer a foster to adopt programme as we offer a one-month trial on all adoptions. Under our adoption process, if the dog placed in the Adopters care does not suit the Adopter or their family, the adoption fee is reversed and the dog is placed back into the care of the Trust.

Termination of Agreement

- 32** The Agreement may be terminated by the Trust for any breach of this Agreement. The foster carer will be informed as to the trusts decision.
- 33** The foster carer may terminate this Agreement by notifying the Trust of their intention to return a foster dog into the care of the Trust and cease to be a foster carer for the trust. The Agreement is considered terminated once the dog has been returned to the care of the Trust.
- 34** In the case where foster carers have fostered for the Trust prior, no new application is required. Should a pre-approved or long-standing foster carer which to cease fostering for the Trust, In this case, the Agreement shall be deemed to be terminated upon notice from the foster carer to the Trust that they no longer wish to act as a foster carer, or return of the foster dog if already in their care.
- 35** The Trust reserves the right to remove any dog placed in the care of a foster carer for any concerns relating to the welfare of the dog or skill of the foster carer.
- 36** The decision of The Trust is final.

SCHEDULE 2 – DETAILS OF FOSTER

Note to Team Member: Please fill out a copy of this schedule, copy the page and attach this to the handbook for the foster carer. Please retain the original and provide to the Trustees.

Name of Foster Carer:

Residence to be fostered at:

Name of the Dog:

Age:

Sex:

De-Sexed:

Micro-Chipped:

Registered: To our Managing Trustee – Christchurch City Council district.

Medical care required:

Issues to be addressed (behaviour):

Known information passed on from former owner or surrenderer:

If you have an emergency please contact the below named NZCR Team Member:

Name:

Best contact number:

Disclaimer: This manual is a compilation of relevant policies, practices and procedures in effect at NZCR. This manual is designed to introduce foster carers to NZCR, familiarise you with our policies as they pertain to you as a foster carer and provide general guidelines on rules and other issues. The manual does not claim to include every conceivable situation. It is merely to provide a guideline and unless laws prescribe otherwise, common sense shall prevail. National and local laws are to be adhered to. Policies are applied at the discretion of NZCR. We reserve the right to change, withdraw, apply or amend any of our policies or benefits, including those provided in this manual, at any time. NZCR may notify you of such changes via email, personal message, amendment or reprinting of this manual and may make such changes at any time, with or without notice and without a written revision of this manual. Please understand it is your responsibility to read and comply with the policies contained therein and any revisions to it. Please see the "Agreement" section of your foster application form for additional terms you will be bound by.

SCHEDULE 3 - PROPERTY ISSUED TO FOSTER CARER**DATE:****FOSTER CARER:****DOG NAME:**

Thank you for your commitment to fostering our dogs!

We have included the following items from our asset register as being in your care for the duration of foster care. Please let us know if there are any further items you require.

ITEMS PROVIDED:	DATE:
Small Black Crate	10 July 2019
Small Black Lead	10 July 2019
Small Black Lead	10 July 2019
JuliusK9 Harness – Baby 2 size	10 July 2019
JuliusK9 Harness – Baby 2 size	10 July 2019

ITEMS TO BE PASSED ON TO THE ADOPTER: CCC council tag (removed from harness), bed, bedding, toys

** The Trust retains the vet books which will be passed to the Adopter in the Adopter pack which is sent out after the 1 month trial is completed and the dog is deemed adopted. If you are taking your foster dog for vaccinations please let the Managing Trustee know who will pass the vet book to Dr Tonkin **

If the adopter is interested in purchasing similar items, let them know that links as to where to purchase the JuliusK9 harnesses and custom patches, black crates etc. are found within the adoption manual which will be sent out to them via email.

PLEASE NOTE – IMPORTANT: When the dog in your care is adopted out to a third party, or even if you choose to adopt them, please ensure to make a time to **return** the above items to New Zealand Chihuahua Rescue. We try to save costs by recycling foster equipment where possible. If the dog is attached to its bedding you may pass this on to the Adopter. If you would like to regularly foster, please let us know and we can discuss retaining these items for future use. We keep an “asset register” where all the equipment loans are stored.