

# NEW ZEALAND CHIHUAHUA RESCUE CHARITABLE TRUST ("NZCR") ADOPTION MANUAL



Thank you for choosing to adopt one of our dogs!

We greatly appreciate your support and commitment to helping dogs who otherwise may not be given the opportunity to live. When you choose to adopt from us, you are taking in a dog who needs your love and care but also saving another – the one who will be able to take their place in foster care!

After you have taken some time to bond and settle into normal life with your new fur baby, we would appreciate if you could take the time to email us a "review" of how we did in helping you find your new family member! A review only needs to be a short paragraph of 250 words max. that we can add to our website with a photo of your dog! Please email us at: [contact@nzchihuahuarescue .co.nz](mailto:contact@nzchihuahuarescue.co.nz) with "review" in the subject line.

**Please do take the time to read through this manual, it provides many tips essential to settling your new dog into their home environment!**

**Please join our exclusive Facebook group for Foster Carers and Adopters at:**

*[www.facebook.com/groups/NZCRAadopters](http://www.facebook.com/groups/NZCRAadopters)*

**Our general Facebook pages can be found at:**

*[www.facebook.com/NZChihuahuaRescue](http://www.facebook.com/NZChihuahuaRescue)*

*[www.facebook.com/groups/NZChihuahuaRescue](http://www.facebook.com/groups/NZChihuahuaRescue)*

If you have any issues, please contact us. We are always happy to provide advice and support. We thank you for your support and welcome you to the NZCR family!

# FREQUENTLY ASKED QUESTIONS ABOUT THE PROCESS



The adoption form that you signed in order to submit your application to the trust forms the basis of our agreement with you. Please retain a copy of this for your information and ensure you adhere to the terms. We do expect that you are aware of the conditions of adoption and have read this Agreement, together with any extra information on our website.

## Can you tell me more information about the trial period?

Trials are for one month to ensure that the dog is a suitable match for your family and that you are able to provide the dog with everything it needs. We will maintain contact with you regularly during this month and please feel free to send us as many updates as you like! Once it comes to the last few days we will check in with you and make sure you wish to confirm the adoption. If you agree, we will send out our letter confirming adoption to you and change the Council ownership into your name. We will also add you to the NZ Companion Animal Register (microchip register) and organise for the transfer of any insurance policies or pedigree papers after this date.

Please contact us if there are any behavioural or medical issues with the dog as soon as possible. We will be able to introduce a Trainer to assist, or book a veterinary appointment if needed.

## Who Do I contact if I have a question or issue?

Please email us at [contact@nzchihuahuarescue.co.nz](mailto:contact@nzchihuahuarescue.co.nz) in the first instance if you have any issues with the process or the dog. There are three Trustees, Alex, Casey and Katie who all have access to the email trust account. Our Managing Trustee has the emails sent direct to her phone, so someone will be in touch with you as soon as possible.

If you have a question about the behaviour or personality of the dog, please contact the foster carer. See Schedule 2 of this manual for details of the foster carer of your adopted dog.

## Can I end a trial early, or extend a trial?

If you wish to extend a trial – please contact us ASAP to discuss. The “trial” is more a safeguard of your adoption fee while you’re working out whether you are right for one another than anything else. We will ALWAYS accept back any ex-Rescue dog, regardless of the length of time they have been adopted.

### **What happens if the dog is not a right fit?**

Should you feel that the dog you have adopted does not fit into your family, please immediately contact the rescue. We need to ensure that the placement works for all parties. It does not disqualify you from applying for further dogs in the Trust's care, if you have a genuine reason as to why the dog is not suitable in your household.

### **What happens if I need to re-home my adopted dog in future?**

In the event that you are no longer able to care for your adopted dog, move into a residence that does not allow dogs, or enter care, please contact the Trust immediately. Under no circumstances are you to advertise, or re-home the dog privately (this includes with friends or family!) This is a fundamental term of the Adoption Agreement you have signed. If you have a friend or family member you wish to put forward as the new owner, please have them contact us also, with their completed adoption application. We owe a duty to the dogs in our care, for life and take this very seriously. Obviously, we will try to accommodate by adopting to a nominated family member in the case of a bereavement of the original Adopter, or other unfortunate circumstance, where possible. Our goal is to never see the dog without a stable, loving home, ever again.

### **What comes with the dog?**

If there are any vet books, or other information in possession of the Trust, this will be transferred to the Adopter. Pedigree papers are sent to DogsNZ once the trial has been deemed successful. Most dogs also come with their bed and bedding and any favourite toys. We also provide an ACANA/Orijen adopter pack which contains a sample of the food they have been eating and discount voucher, Pet Plan brochure and other goodies.

The Adopter will need to purchase their own crate, harness, lead, toys, bowls etc. unless we have advised you otherwise (see Schedule 1). In the event that the dog is returned to the care of the Trust, the same items given to the Adopter should be given back to the Trust.

### **Can I change the dog's name?**

We ask that for the trial period, you keep the same name the dog comes with. The reason being, it is already quite a change to enter a new home. Also, if the trial does not work out and the dog is returned, we feel it is unfair for it to have gone through a name change and then potentially another. Once you have received the official letter of adoption – it is up to you whether or not you change their name. For older dogs, or those who have fantastic recall with their current name, we suggest it remains the same so as not to overwhelm the dog, but this is personal preference.

### **Please note the following essential terms and information to consider:**

- **Adoption Fees:** The adoption fee is due prior to the day of adoption. Please make the deposit to our Westpac Trust New Zealand Chihuahua Trust Account: 03-0823-0074502-000 with the dog's name as the reference and email the Rescue email to confirm the deposit has been made. Where dogs are available to be flown, the costs will have been confirmed with you. Please deposit this to the above account.
- **Uplifting due to Welfare:** Our first concern and priority is always the health and welfare of the dog. As a result, NZCR reserve the right to uplift any dog should we become aware of any animal welfare issues. We care about each and every dog that comes through our Rescue, our goal is only to find them the very best, stable, loving, forever homes.
- All dogs are de-sexed, flea and worm treated, vaccinated up to date, registered with the Council, micro-chipped and registered with the NZ Companion Animal Register. Where dogs are recovering from their de-sex and then adopted, they may need their updating vaccinations once recovered – The Trust is happy to cover this cost and will organise for you to attend our Vet.
- **Vet Treatment and Services:** If the dog becomes ill while on trial, please inform us immediately. We will then confirm with our vet a suitable time to have the dog checked out with our vets if you are in Canterbury. If you are in Canterbury and take the dog to your own Vet, while the dog is on trial (and obviously once confirmed as adopted) – you are liable for all costs – consult, medicines and procedures. This is in the Agreement signed by the Adopter. The Trust will not meet any costs of any other vet.
- **If you are Outside of Town** – please see the Adoption Agreement for the process in this event.

- After the dog completes the trial and is confirmed as adopted, you are free to move them to your own vet if desired. Please call the below number if you would like the medical records transferred. If you are looking for a Vet, we strongly recommend:

**Dr. Tracey Tonkin and Dr Meredith Barth - Tram Road Animal Care Services**

**Email:** Traceythevet@gmail.com

**Phone:** (03) 312-6999

**Clinic:** 843 Tram Road, Ohoka, North Canterbury

Dr Tonkin is the trust vet, an accredited Chihuahua breeder, was president of the President of the Dominion Chihuahua Club for a number of years and currently acts as the breed health liaison officer reporting to DogsNZ. Dr Tonkin is an absolute specialist on the breed and always happy to take on ex-Rescue dogs and their new families as permanent clients! Meredith is the Owner of the clinic and also has a wealth of experience. These two vets are caring, trustworthy and experienced, we are very fortunate to have our rescue dogs in their hands!

- From the trial date, the Adopter is responsible for providing all veterinary care for the dog and the basics of life. If at any point you find yourself in a position where you cannot do so – please contact the Trust. We are ALWAYS happy to receive back or assist ex-Rescue dogs.
- If the dog requires any future care or operations this will be noted on your profile. It is expected that when you apply to adopt the dog and take it on trial, you are aware of these health issues and able/willing to take on the cost of this future expense.
- **Micro-chip:** NZCR will remain as an “alternate” contact on the microchip information for the dog. This way, in the event that the dog is picked up or surrendered to the Pound, NZCR will be contacted. The Adopter is added to the microchip as the “Owner” and “primary contact” once the trial period is over and adoption confirmed. NZCR will send you annual reminders to your email in order to confirm your details remain correct.
- **Council Registration:** NZCR will change the Council registration details to the Adopter once the trial period is concluded. Legally, the dog is the property of the Trust until such a time. You will need to contact your Council if you are in a separate district to Christchurch City Council. We will have already forwarded them your dog’s details.
- **Pet Insurance:** NZCR ***strongly*** recommend that all Adopters take out insurance on their dog. For the simple fact that dogs can swallow something they should, or jump off a high surface and you are immediately hit with a \$1,000 - \$3,000+ vet bill immediately! That is a huge amount to cover and most people will not have that much readily available (even if they are trying to self-insure – keeping an account for dog costs) Please consider insurance very seriously.

If your dog comes with a Pet Plan policy, we will have noted this on their profile and we ask you to sign the transfer document and fill out the automatic payment form on the day of pick up. However, we will not send this to the insurance company for the trial period month. The dog will still be insured and the payments are paid by NZCR for the first month.

If you have opted to begin a free trial (see our website for details on this, found under the “How You Can Help Us” tab) at the end of the month, Pet Plan will contact you to confirm whether or not you wish to continue (if you do so, Pet Plan donate a small part of the premium to our Rescue dogs!). If your dog is over a certain age and we cannot offer you the trial but you do wish to take out insurance, Pet Plan will still donate to the Rescue.

If you are unsure on any of the insurance information, please check the website first and then feel free to ask us– we will be happy to discuss this with you.

# BRINGING YOUR DOG HOME



Prior to bringing home your adopted dog, we suggest ensuring you have the following:

- Food bowl and water bowl** - It is not recommended that you share-feed new dogs.
- A Steel Crate** – As your dog will need a ‘safe’ place while he or she adjusts to their new home – we recommend purchasing a small or medium sized steel crate ([www.goodsdirect2u.co.nz](http://www.goodsdirect2u.co.nz)) the pricing is quite reasonable compared to popular pet stores (ie. \$66.00 as opposed to \$120.00).
- Leash and harness** - We use and recommend Julius K9 harnesses ([www.julius-k9.co.nz](http://www.julius-k9.co.nz)) These can also be purchased at Pet Stock, PetCentral or KURI Centres. These are a suggestion only.
- Safe car travel accessories, either -**  
**Car clips:** <https://www.julius-k9.co.nz/store/p28/Mobility-Control-Car-Tether.html#/> primarily intended to keep the dog away from the driver, and save him from injuries with sudden stops and changes of direction of the car. It's not compatible with the following models: Volvo, Saab, Chevrolet, Ford.  
**Car travelling crates:** [www.kmart.co.nz](http://www.kmart.co.nz) has a selection of soft folding crates in various sizes and hard travel crates, very reasonably priced.
- Dog Food** - we recommend continuation of the diet the dog is on, usually raw fed (KURI), ACANA small breed or Orijen Original. This can be purchased at PetStock, PetCentral or KURI Centres. Please do not purchase low quality, grain-rich foods or from supermarkets. They are not a quality substitute.
- Dog Treats** - we recommend K9 Natural Treats ([www.k9natural.com](http://www.k9natural.com)) These are a suggestion only. Please be careful of dried duck, or beef jerky and raw hides, these are not suitable for consumption. Try to source only treats made in New Zealand.

☐ **Dog Toys** (for younger dogs and puppies!)

For information on food enrichment ideas, please see our website – there is a PDF file located under the “foster” section.

***Please note the above is simply our preference / what we use in respect of the dog while in foster care. You are not obligated to purchase anything, we only provide this information as we tend to get asked about what we use – we aren't retailers of any of these products either!***

## **DOG-PROOFING**

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 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!

Prior to the arrival of the 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.

## **INTRODUCING THE DOG TO YOUR HOME AND FAMILY – TIPS TO MAKE THE TRANSITION AS STRESS FREE AS POSSIBLE:**

- It is best not to overwhelm the dog with affection or too many new experiences at once, even though you may be excited to welcome them into your home. Although they will grow to love you with time, at the moment you are a stranger !
- Please keep interactions to just immediate family members and do not dive into introducing them to all of your friends and family for at least two weeks. This is a mistake that many keen Adopters make without realising they are doing so. Remember, you are a new face to them and they need to build trust with you prior to meeting your loved ones and have a positive experience once they meet them. You need to establish a bond so that the dog learns to trust you and therefore rely on you when uncomfortable.
- Keep your new dog's world small initially and grow it slowly - This means do not introduce anything new to your adopted dog for the first couple of weeks at least.
- Do not take the dog to any public places, dog playgroups or parks for at least the first couple of weeks. Do not introduce any new people (aside from household family members) or any new pets (unless household animals). This includes introducing your dog to any other dogs who do not live at your house – this can wait.
- Some of our dogs have had very little interaction with humans (and/or other dogs) and too much stimulation at once can upset the dog.
- 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.

- If, at any time, you notice behaviour issues that concern you, please contact the Trust immediately. We are able to utilise the services of a dog trainer and have many experienced foster carers who are happy to offer advice. Please do not feel anxious or embarrassed to reach out for help. NZCR are a family, we help one another and want to see the successful placement of the dog – a placement you are both happy with!
- Don't create habits that you won't appreciate long-term. We understand you are excited to have them join the family but they need to know from the start the rules, boundaries and limitations.
- If your new dog is showing it is stressed (ie. No appetite, behavioural issues, body language indicators) take a few steps back, reduce the people around the dog and work on bonding. Learn how to read doggy body language. Early distrust or stress can become ingrained in the dog and make the bonding phase more difficult.

## FEEDING:

In terms of eating, do not be surprised if your new dog takes a couple of days to eat properly. It is an overwhelming experience to move homes and some dogs do not eat properly for a few weeks. Remember, a healthy dog will not starve itself. Do not become anxious, or offer new foods continually feeling they "do not like" their food – this sets the dog up for poor habits and they were previously eating the food we supply to you. If you wish to switch the diet of the dog, please do so after the trial..

**Kibble:** We recommend Orijen and ACANA dog foods as it is a quality kibble, as close to raw meat as possible. These brands are made by the same Company, both of them do not use fattening fillers such as corn or ash. We recommend Orijen original flavour and ACANA small breed – the second has smaller kibble for toy breed dogs. We feed our personal dogs on these biscuits and approached the Company to sponsor us. We do not feel we could endorse a product we wouldn't use on our own pets. Your Adopter pack will come with a sample and a discount voucher for your next bag. ACANA and Orijen be purchased at K9 Kindy, Pet Central, Pet Stock and other stockists as per the website.

**Raw-Feeding:** Our Trust Vet, Dr Tonkin also advocates raw feeding and can walk you through this process. With dogs who suffer allergies we have had great success in changing their diet to raw. However, it is important that you gradually introduce dogs to raw feeding and ensure they are receiving a proper mix of raw food. If you wish to book a consult to discuss this with Tracey, please contact Tram Road Animal Services direct. Please note – you will be charged a consultation fee for Dr Tonkin's time and the Trust does not cover the cost of these sessions. We source our raw food from "KURI" here in Canterbury. Kuri are also happy to discuss raw feeding, please see the website for a store near you.

## TRAINING

Enrolling in some one-on-one classes is a good way to strengthen the bond with your new dog. Also, while we do ensure that prior to dogs being adopted, any issues we have noticed are addressed, it is possible that new ones may pop up once they are in a new household. Rescue dogs require commitment to own and if you do notice any issues, these should be addressed as soon as possible. In general, for rescue dog training we recommend the following Trainer who also assists the Rescue when dogs are in our care:

**Deborah CHADOUTAUD MASLET**

**Mind Pro Animal Behaviour**

Sumner

8081 Christchurch

New Zealand

**Phone:** (020) 402 76862

**Email :** [info@mindpro.biz](mailto:info@mindpro.biz)

**Website:** [www.mindpro.biz](http://www.mindpro.biz)

Please view the website and/or social media for pricing of consultations and lessons. Please note: The Trust cannot fund these

sessions. While we would love to be able to fund training sessions for all of our dogs, NZCR have a small income (sourced from donations and fundraising) that is heavily utilised for veterinary expenses, travel for dog's inter-island wise and incidental supplies for foster dogs.

It is expected that Adopters are willing to commit to the dogs from the trial date and assist to ensure that the placement is successful. It is possible that a trainer may be required in order to educate Adopters on how best to understand their adopted dog and its quirks.

## INTRODUCING CURRENT DOGS TO THE NEW DOG

It is often a good idea to introduce current dogs to your new adopted dog 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 taking the adopted dog home if you are located near one of our team members.

You should not leave the adopted dog alone with current dogs, under any circumstances, until you know the adopted dogs' personality. It is impossible to predict the outcome and how either dog may react in any given situation.



## DOMINION CHIHUAHUA CLUB

Once your dog has settled in and you have created trust and a bond, if you feel your dog requires socialisation, or just generally want to stay in touch and meet other Chihuahua owners, please feel free to join the Dominion Chihuahua Club.

### **About The Dominion Chihuahua Club:**

The Club runs many dog socialisation events in Canterbury, throughout the year - the details are often posted prior on both our social media pages or the Dominion Chihuahua Club page (search under "groups" on Facebook).

Joining the Club is a great way to socialise your dogs while meeting friendly, like-minded people. Often small breed owners are wary of dog parks and there are so few opportunities to socialise our dogs together. We have newcomers and regulars each time so don't be shy! Come along and join the Christchurch Chihuahua Community. For more information on the Club see:

[www.dominionchihuahuaclub.org](http://www.dominionchihuahuaclub.org)

### **Can I Join?**

Yes! We would love you to. The Club welcomes anyone and everyone who loves Chihuahuas! It doesn't matter if your dog(s) are old or young (we have had dogs as young as 12 weeks or as old as 16-17 years), purebred or crossbred, trained or untrained, pedigree or not – basically, as long as your dog is under 5kg (to protect our smaller members) and identifies as a "Chihuahua" or "Chihuahua-cross" you ARE more than welcome! NZCR are often in attendance with our foster dogs and permanent pack members.

### **How do I Join the Club?**

If you would like to join the Dominion Chihuahua Club, please see the website for the form [www.dominionchihuahuaclub.org](http://www.dominionchihuahuaclub.org) or email: [DominionChiClub@gmail.com](mailto:DominionChiClub@gmail.com)

The cost is only \$15.00 per annum\* per member. Payment can be made by deposit using your surname and "Subs" as the reference, to the Club account: 03-1592-0061353-00

The Club Secretary will then make contact with you! Please note you are not an actual Club "member" until you officially join by filling out the application and paying your subs, even if added to the Facebook Group.

### **Social Media:**

For details on events, keep an eye on our social media or join the Facebook Dominion Chihuahua Group. Simply search this

name under “groups” on Facebook. Please note you are not an actual Club “member” until you officially join by filling out the application and paying your subs, even if added to the Facebook Group.

If you have any queries, please let us know - we would love to see you and your dog(s) there once they have settled in to life at their new home!

\*Cost quote as at 2019/2020 financial year. May slightly vary upon application from April 2020 onwards due to changes to the DCC constitution. Please check with the Club.

## INTRODUCING CATS AND SMALL ANIMALS TO THE NEW DOG



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

You will need to ensure that the introduction between the 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 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 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 new dog unsupervised with any cats or other small pets until you know them well enough to trust them.

## CHILDREN AND DOGS

We do not recommend you leave dogs unattended with a child or children. 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 dog may have. Often, we do not have a comprehensive history of the dog and we ask you to remain cautious.

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.

Please do not allow children to pull on the ears or tails of the dogs, play “hand-biting” games or “chasing” games with the dog. These can all lead to unwanted and undesirable behaviours such as playful nipping, aggressive biting and boundary issues.

## TOILET-TRAINING



It is important to note that while dogs may be toilet-trained in foster care, they may regress when placed in their new home. You need to remain patient and understand that it is a big transition for the dog. Revert to the basics below. Toilet training is simple, but it requires persistence, routine and rewards.

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 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 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 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 dog begins to go inside, say in a firm, calm voice “no” and place them outside. If your 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



While it is exciting, it can be very overwhelming to be placed into a new home environment. For this reason, we recommend implementing a crate as a “safe” place at least initially. Chihuahuas are den animals and appreciate being able to retreat somewhere cosy. They tend to love a small space which is why they often burrow down into blankets.

The crate also gives you the ability to have time without the dog or secure them if visitors are present or you need to go out and do not trust them alone in the house yet.

Not all dogs 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 dog hops in, reward him or her. Put toys inside and encourage the dog to go in. We also recommend you feed dogs inside their crate to help with the positive association and minimise the potential for fights between the new dog and other dogs.

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’.



## A FINAL MESSAGE

Adopting a Rescue dog is a kind thing to do, but please consider carefully your motivations for doing so and ensure that you will be willing to commit to a dog that may need some extra support. We are as honest as possible with our Adopters and although dogs undergo training in foster care, at least the final part of this needs to be completed by the Adopter in their new home. In some cases, our dogs have been through a lot and just like humans, who have been through the same, they will take time to settle in and become comfortable.

Please take care to *listen* to what the foster carer of your prospective adopted dog says about the dog's personality and any behavioural issues they have noticed and how to address those. It is important to understand the commitment you are taking on and ensure you take on their advice. All dogs (rescue or not!) need owners that are willing to commit to them for the duration of their life – through any medical conditions that may pop up, behavioural quirks and old age. We don't believe there is any such thing as a perfect dog, but with a bit of patience and commitment they can become a perfect fit for you!

Lastly, thank you again for your commitment to assisting one of our trust dogs. Good luck with your hopeful new addition to the family and please feel free to contact us at any point with any questions, concerns, or issues. We are always more than happy to assist and/or provide advice. We appreciate your honesty.

We will check in with you throughout the trial but do contact us earlier if you wish to do so. Full contact details for your dogs' foster and our Managing Trustee are as noted below.

# SCHEDULE 1

Note to Team Member - please fill out this schedule.

[PHOTO]

**Name of Adopter:**

**Name of the Dog:**

“

**Age:**

**De-Sexed:**

Yes

**Micro-Chipped:**

Yes – number as per vet book

**NZCAR registered:**

Yes

**Registered:**

Yes – Christchurch City Council 2020/2021 membership.

**Background:**

**Personality Overview (including any Behavioural quirks worked on in foster care):**

**Health History:**

- We flea and worm dogs every 3 months. Last flea and worming on 09/08/2020 – Due next on 09/11/2020
- [DOG] is micro-chipped and added to the NZ Companion Animal Register

**Food and sleeping arrangements:**

- Current food – [DOG] is fed [FOOD TYPE]. [DOG] currently eats two meals per day around 0:00am and 0:00pm (adjust timing to suit your own schedule).
- Happy to sleep on your bed / or in her crate.

**Other information:**

- Your new dog comes with: NZCR Adopter pack (with treats, information on insurance, dog toy, a free sample of Orijen Original etc.) Plus: bed and bedding, vet book, Christchurch City Council tag,
- Christchurch City Council registration and microchip details will be changed once the trial has confirmed (after the 1 month).

**If you have an emergency please contact the below named NZCR Team Member(s):**

If there are any issues with behaviour or illness, please contact us as soon as possible. This way we will be able to organise a Trainer to assist or, in the case of medical issues, a vet appointment with the trust vet as soon as possible.

**Name:**

**Best contact number:**

**Email:** Contact@nzchihuahuarescue.co.nz

\* Our “contact” email is consistently monitored and sent direct to our Managing Trustees phone.

\* Where cell phone numbers are provided by Team members, please keep this private. We do not have a Rescue phone number.

**What happens now?**

- Simply enjoy getting to know Your dog and please don't hesitate to ask if you have any questions or concerns. We're happy to help you and Your dog in any way.
- Our Team will also check in on you during the month to confirm all is well and that the trial is going well. Please do feel free to be open and communicative with our Team members, the goal is to assist Your dog in settling into her new hopeful forever home in any way that we can.

- All going well, towards the end of the month our Team will ask your thoughts on whether you feel the trial is successful or not.
- If yes – If there are any insurance or pedigree papers to be sent, we send those away. We also change the microchip and Council details and forward you a letter confirming Your dog is officially adopted! This is when the trust officially ceases to be the owner of Your dog and she is officially a part of the family!
- If not – We will organise for Your dog to come back into our care with her foster carer and ask you to meet them to changeover. Please also send us your account details and we will refund the entire adoption fee. Please note: provided the dog has been well cared for and there are no other issues, we are happy to consider families for other dogs. Sometimes, unfortunately, one dog behaves different than we expect or it simply doesn't go as well as we hoped. Do not feel you cannot adopt from us in future. This process requires a lot of honesty on behalf of the Adopter and team.

# SCHEDULE 2

(Copy of Adoption Agreement signed by you)

Thank you for your interest in adopting from the New Zealand Chihuahua Rescue, we greatly appreciate the support. In order to be considered for the adoption of a rescue dog held by the New Zealand Chihuahua Rescue Trust ("**The Trust**"), you, as the ("**the Adopter**") hereby agree to the following:

## General Terms

1. In the event that you are no longer able to care for the dog at any time. The Trust is to be notified immediately and the dog returned into the care of the Trust, regardless of the amount of time that has passed.
  - 1.1 For the absence of any doubt, the dog cannot be sold, advertised on social media or other websites, and/or rehomed privately, under any circumstances. Should the Adopter do so, the Trust will immediately organise for the uplift of the dog concerned. This is a fundamental term of adoption from our Rescue.
  - 1.2 The Trust owe an obligation to the dog for the duration of its life. The Trust agrees to accept back ex-trust dogs, regardless of the amount of time that may have passed since the initial adoption. This obligation shall exist for the duration of the lifespan of the dog.
  - 1.3 In the event of the death of the Adopter, a family member wishing to adopt a dog will need to consult the Trust. Consent by the Trust shall not be unreasonably withheld.
2. By applying to the Trust, the Adopter confirms that all information supplied in the course of the adoption process is true and correct to the best of their knowledge and belief.
  - 2.1 The Adopter further confirms that they have been honest in all dealings with the Trust and informed the Trust of any information that may be relevant to their application for adoption.
  - 2.2 Should the Trust become aware of information to the contrary, this shall be deemed a breach of the Agreement.
- 3 The Adopter undertakes that they have no pending charges or prior convictions related to animal cruelty.
- 4 The Trust expects that all Adopters are compliant with their local Council bylaws in respect of their personal dogs and licencing requirements.
  - 4.1. The Adopter undertakes that they acknowledge it is their express obligation to have confirmed with their local council the amount of dogs able to be housed on their property and hold the licenses required by their local council.
  - 4.2. The Trust takes no responsibility for ensuring the Adopter has the required licensing for their property and amount of dogs. The Trust will pass on the details of each Adopter to the local councils once the dog is deemed adopted.
- 5 The welfare of the dog is paramount. Accordingly, the Adopter undertakes that they will apply any medical, behavioural, training or other advice given to them by the representatives of the Trust (ie. Trustees or Trust Vet) in respect of the dog they choose to adopt.
  - 5.1. The Adopter agrees to complete any necessary medical treatment advised by the trust as being outstanding, as soon as practicable and/or as it falls due.
- 6 The Adopter acknowledges that by signing this Agreement, they have read all adoption documentation, (including this full agreement), the adoption manual and any policies put in place by the trust. As such, the Adopter, by signing this Agreement that they are aware of their obligations and responsibilities in terms of this Agreement.
- 7 The dog remains the sole property of The Trust, until such time as The Trust determines the permanent placement of the dog. You acknowledge that the Trust is the sole owner of the dog and retains all ownership and rights to the dog until the adoption process has been officially concluded and a letter is received informing you that you are the chosen Adopter and the registration via the Council has been transferred to you. The dog being in the possession of a prospective adopter gives that person no legal or beneficial interest in the dog. The Trust shall remain the legal owner of the dog until legal ownership is formally transferred.

## Application Process

- 8 The Adopter is to return the application form to the email below, together with any required evidence from a landlord before they may be considered. The information on the forms will be retained by The Trust.
- 9 The Trust reserves the right to approve or decline any Adopter at any stage of the process. No reasoning will be entered into.

- 10** Do not contact foster carers personally by phone, text, email or private message. All communications, updates etc are to be via the Trust email ([contact@nzchihuahuarescue.co.nz](mailto:contact@nzchihuahuarescue.co.nz)) unless the foster carer emails or calls you in relation to scheduling a meet and greet.
- 11** Do not share the contact details of team members if given to you for any reason, or if it is noted in Council, NZCAR documentation provided to you. The rescue has a website and email for communications with the public. We do not have a public phone number and all phone numbers are private details of our team members.
- 12** Adoption of a dog by the foster carer is covered by the foster application and Agreement. The foster will need to sign an Adoption Agreement (no need to fill out the personal details section) and pay the fee within 1 week of written confirmation that the foster carer is accepted to adopt the dog.

#### **All Information Supplied to the Trust to be True and Correct**

- 13** The Trust relies upon information given by the Adopter in order to make decisions about whether or not they are deemed suitable to Adopt a Trust dog. As a result, all information submitted must be true and correct.
- 14** By submitting this form to The Trust for consideration, the Adopter confirms that all information supplied is true and correct to the best of their knowledge and belief.
- 15** The Adopter confirms that they have no pending charges or prior convictions related to animal cruelty and are not banned from owning any animal. They submit to a legal check of the same.
- 16** The personal information on the adoption forms will be retained by The Trust and may be shared with other team members or official agencies (ie. the vet, Council etc.) and/or other parties relevant to the care of the dog.
- 17** The Adopter agrees that the Trust can make any such inquiries as to the validity of any information contained in this Adoption agreement, at their discretion. For the sake of clarity, dishonest information during the application process is a breach of the Agreement. If the Trust becomes aware of incorrect information, an immediate uplift shall result.

#### **Adoption Fee**

- 18** The non-refundable adoption fee is to be paid prior to the dog going on trial into the trust account. For the sake of clarity, the dog will not be released into the care of any prospective adopter until this fee (and any flight bond applicable) has been paid.
- 19** Failure to pay the adoption fee will constitute a breach of this Agreement and removal of the dog.
- 20** Applying to The Trust to become an Adopter does not create an obligation on The Trust to supply the Adopter with a dog.
- 21** The adoption handbook shall be deemed to form additional terms of this Agreement. If you do not have a copy of this handbook, please download from our website "adoptions" tab at [www.nzchihuahuarescue.co.nz](http://www.nzchihuahuarescue.co.nz)
- 22** The decision of The Trust is final.

#### **Out of Town Adoptions**

- 23** The Trust is based in Canterbury, New Zealand but does adopt to various locations in New Zealand. We do not adopt outside of New Zealand.
- 24** The prospective adopter is to forward the signed application form, together with clear pictures of their home and property. Pictures should include all boundaries, access-ways to the property, fencing and general view of the areas the dog has access to (to confirm no hazards or safety issues are present)
- 25** The Trust shall organise for a member of another rescue or animal welfare agency to make contact with the prospective Adopter. A home check shall then be conducted at the location of the Adopter to confirm the property is safe.
  - 24.1.** The prospective Adopter agrees to make any amendments required to the property prior to attending the meet and greet with the dog. The Adopter will then send updated pictures to the Trust to show that the safety issues have been remedied.
- 26** For prospective adopters that are not located in Canterbury, they will need to agree to travel to meet the dog while it is in foster care at the location it is residing.
  - 25.1.** Prospective adopters are to meet the costs associated with travel to the meet and greet location. The trust shall not be responsible for the same or make any reimbursements.
- 27** Assuming the meet and greet is a success, the prospective adopter will deposit the full adoption fee, plus a "flight bond" into the trust account prior to the dog being given for trial.
  - 26.1.** The dog shall not be released without the deposit.

**26.2.** The flight bond shall be used in the event that the dog is not successful on trial and needs to be flown back into trust care. Flight bond comprises of: crate hire fees (if applicable), crate flight fees to location of dog, flight fees for the dog back to Canterbury.

**26.3.** The flight bond shall be refunded to the bank account of the adopter upon confirmation of a successful trial.

**28** If selected for a trial, the Adopter agrees to meet the expenses of the dog's flight to their location and/or any crate required for travel. The Adopter shall organise for the dog to travel to them accordingly. The trust shall not be responsible for the same or make any reimbursements in respect of dog travel.

**29** Due to the fact that our vet is located in Canterbury. The prospective adopter is responsible for all medical costs of the dog from the moment that it is flown out of Canterbury. If any accident occurs or illness arises (including during the flight to the Adopters location), the prospective adopter must seek immediate veterinary attention at their own cost. To refuse to do so, or omit to do so shall be deemed a breach of this Agreement. The Trust may require the dog be returned to their care (at the cost of the Adopter) as per the below.

**30** Should the dog become ill or suffer an accident (including during the flight to the Adopters location), the Trust must be informed immediately and given access to any/all veterinary records, notes and test results. The Trust shall have the right to direct that the flight bond be utilised to return the dog into care. In this event, the adoption shall be terminated and the trust shall retain the dog.

**31** All decisions of the Trustees of the Trust are final. By applying to the Trust and agreeing to taking a Trust dog on trial, the prospective adopter agrees to be bound by the terms of this Agreement completely.

#### **Trial Period**

**32** A one-month trial period applies to all adoptions to confirm the family are the right fit for the dog and the dog the right fit for the family. During this period, the Trust or the Adopter can decide to terminate the adoption for any good reason.

**33** The Trustees may decide to visit the trial home during the trial period, or prior to the conclusion of the trial, to determine suitability of placement.

**34** The Trust shall have the final approval and shall inform the adopter at the end of the month in writing that the trial period has ceased and they are successful. At this point the dog is considered to be "adopted".

**34.2** Once the dog has been adopted, the Trust will lodge a change of legal ownership via the Council. The Adopter will need to contact their Council to confirm the same.

**34.3** Once the dog has been adopted, the Trust will add the Adopter as a the "owner" contact to the dog's microchip. The Managing Trustee shall remain a contact on the microchip as per the below.

**35** If the Trust or the Adopter elects to end the adoption prior to the one-month mark due to it being unsuccessful, the Adopter will be refunded in full their adoption fee to their personal account. Regardless of whether they are in Canterbury or out of town.

**36** Should the adopted dog become sick or injured as a result of any act or omission to act of the Adopter prior to the confirmation of adoption (ie. during the trial period) the Adopter is liable for any/all vet fees. The trust reserves the right to uplift the dog as a result of said act or omission to act.

**37** The Trust confirms that it has disclosed to the Adopter, prior to the trial period any medical issues known to the Trust or further veterinary care required (at the cost of the Adopter).

**38** Should any accident or illness occur during the trial period, or any unforeseen medical issues arise within the trial period, the Adopter is liable to meet any/all veterinary costs and/or expenses. If the adopter does not wish to do so, the Trust will terminate the trial period, uplift the dog and seek medical assistance for the dog at the Trusts' cost. No refund of the adoption fee shall be issued in this event.

**39** The Adopter undertakes that they have considered their position and confirm they have the ability to financially provide for the dog for the duration of its life. Providing for the dog includes (but is not limited to): prompt Council registration as it falls due each year, vaccinations and provision of any medical care advised by a Vet during the life of the dog, together with the basic necessities a dog requires and inside, warm, housing.

**40** The dog shall be under the care of the prospective adopter at all times during the trial period. The dog is not to be left at the home of any other person without informing the Trust of the need to do so.

**41** During the trial, the Adopter shall maintain communication with the Trust to ensure that all is going well and the placement is successful.

#### **Micro-Chipping and De-Sexing**

**42** All dogs are adopted out: de-sexed, vaccinated up to date, flea and worm treated (within the last 3 months), micro-chipped, registered with the NZ Companion Animal Register, and registered the local Council.

- 43** The Trust ensures that at the time of adoption, any necessary blood-work, dental work or other medical care has been completed and the dog is fit for adoption.
- 44** If any further (non-urgent) veterinary care is required in respect of a particular dog, this will be disclosed on their adoption profile. All further vet will be the responsibility of the Adopter.
- 45** Each dog is micro-chipped and added to the New Zealand Companion Animal Register. Following adoption, the Adopter will be added to the database as the “primary contact” and the “owner” but cannot, under any circumstances, remove the Trust’s details from the microchip. The Trust (or Managing Trustee of the Trust) will remain as an “alternate” contact and “breeder” contact on the dog’s microchip. This is not to be removed at any time. This condition is a fundamental term of adoption.

#### **Termination / Breach of the Agreement**

- 46** The Adopter may terminate this Agreement by notifying the Trust of their intention to return a dog into the care of the Trust. The Agreement is considered terminated once the dog has been returned to the care of the Trust.
- 47** The Trust may terminate this Agreement by notifying the Adopter that they require the dog to be returned into the care of the Trust. Reasons may or may not be given to the prospective Adopter. The Agreement is considered terminated once the dog has been returned to the care of the Trust.
- 48** The Trust reserves the right to remove any dog placed in the care of an Adopter and/or require the surrender of the dog, for any concerns relating to the welfare of the dog, skill of the Adopter, failure to follow instructions, breaches of the clauses of this Agreement and/or any other matters the trust deems relevant.
- 49** For the sake of clarity, if an Adopter fails to meet any of the terms of this agreement, this shall constitute a breach.
- 50** In the event of any breach of this Agreement, the Trust shall uplift the dog.
- 51** The Adopter confirms they will not obstruct removal of the dog and/or prevent the trust from uplifting the dog in any way. Refusal to allow an uplift shall result in Police intervention and the Adopter being charged with theft and ordered to pay damages to the Trust.
- 52** The Trust reserves the right to uplift a dog should any concerns arise in relation to welfare, mistreatment, abuse or blatant disregard for the rehoming stipulation included in this Agreement. This Clause extends throughout the duration of the life of the dog. The trust maintains a relationship with Animal Control and the SPCA and shall utilise their ability to uplift in the event of the above.