



NEW ZEALAND CHIHUAHUA RESCUE CHARITABLE TRUST (“NZCR”) FOSTER MANUAL

Hello,

Thanks for joining our foster team! We greatly appreciate your support and commitment to helping dogs who otherwise may not be given the opportunity. We can't take in dogs without a foster carer willing to step up and foster them – so you will be saving lives by being part of our foster carers team!

Fostering is an integral part of our rescue. 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. We also need you to help analyse them and their needs (so we can find their match when it comes to an adopter!). We will tackle the adoptions process together and make the decisions about your foster dog, together. Your opinion with respect to the prospective adopter(s) and your foster dog is not only valid, but highly important to us.

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

As a foster carer, you may be dealing with dogs that are fearful, anxious and/or reactive. New situations can be scary for these dogs, and it will take the dog time to adjust. This can be anywhere from 2 weeks to a month or longer. So, it is important that you consider their perspective, and take them at the **pace of your new foster dog**. We know it is super exciting to have a new buddy in the home, but **please allow the dog to settle in and don't be too eager to get the dog out and about meeting new people and dogs, or going to parks etc.** within the first month. Your new foster dog may already be overwhelmed, and these situations can push them over the edge, even though you are well-meaning!

Please take the time to read and consider the below information and keep a copy of this Foster Manual for your reference. This manual and the Foster Agreement you have signed (a copy has been provided at the end of this manual) form the basis of your agreement with the Trust and outline the expectations and obligations. We have certain rules and policies that need to be adhered to and we do expect that each foster carer carefully reviews this manual as well as the Foster Agreement and raises any issues or questions they may have with our Trustees.

Kind regards,

NZ CHIHUAHUA RESCUE TRUST

Casey Walters

Managing Trustee & Founder

New Zealand Chihuahua Rescue Trust

Who Do I Contact?

The current Trustees of New Zealand Chihuahua Rescue are:

Casey – Founder / Managing Trustee / and Foster Carer:

- Casey oversees the foster network and is your first contact for any queries or issues (unless it is an urgent medical issue – contact Tracey first). To ask for extra food, flea/worming, bedding, leashes, and any other items your foster dog needs, contact Casey. When it comes to adoption applications, it will likely be Casey who forwards these to you and liaises with you. Casey and/or Alex will also attend meet/greets with you.
- **[PRIVACY DETAILS REDACTED – WILL BE NOTED IN THE COPY PROVIDED TO FOSTER CARERS]**

Alex – Trustee / Trust Accountant / and Foster Carer:

- Alex is the partner of Casey and both foster dogs, he also manages the trust account, deals with reimbursements and the TradeMe Account. For approval of reimbursements, email Alex prior to purchase and send the forms and receipts to his email.
- **[PRIVACY DETAILS REDACTED – WILL BE NOTED IN THE COPY PROVIDED TO FOSTER CARERS]**

Katie – Third Trustee / Member of the Fundraising Team and Foster Carer:

- Katie is also a foster carer and assists with TradeMe purchases
- **[PRIVACY DETAILS REDACTED – WILL BE NOTED IN THE COPY PROVIDED TO FOSTER CARERS]**

Dr Tracey Tonkin – Fourth Trustee / Trust Vet:

- Dr Tonkin is the trust vet and the first contact if you have a medical emergency. If you need to book your foster dog in for any routine treatments or consults, call the clinic (numbers below)
- **[PRIVACY DETAILS REDACTED – WILL BE NOTED IN THE COPY PROVIDED TO FOSTER CARERS]**

Other Team Members:

- **[PRIVACY DETAILS REDACTED – WILL BE NOTED IN THE COPY PROVIDED TO FOSTER CARERS]**
- ***Want to join our fundraising team? Have ideas on what we could do to fundraise? Please let us know, we always need more help with fundraising!***

Who do I contact for any medical issues?

Tram Road Animal Care Services vet clinic is the trust vets (please do **not** contact your own vet or after hours in town!)

- **Phone:** (03) 312 6999
- **[PRIVACY DETAILS REDACTED – WILL BE NOTED IN THE COPY PROVIDED TO FOSTER CARERS]**
- **[PRIVACY DETAILS REDACTED – WILL BE NOTED IN THE COPY PROVIDED TO FOSTER CARERS]**
- **Address:** 843 Tram Rd, Ohoka, North Canterbury 7692
- **Directions:** To find the clinic, turn off of Tram Road and go up the long driveway and turn right – the white clinic near the hedge is TRACS. Please message Casey to inform her if you book any appointments, procedures or encounter any emergencies!

Who do I contact for behavioural issues / dog training:

Deborah (Deb) CHADOUTAUD MASLET of Mind Pro Animal Behaviour, based in New Brighton, in Christchurch, New Zealand

- **Phone:** (020) 402 76862 or **Email:** info@mindpro.biz and **Website:** www.mindpro.biz
- **Instructions:** Contact Deb of Mindpro via email or phone for advice on dog behaviour and training. If a session is required – discuss with Casey. Once O'K'd you and Deb will book a time together. The trust is invoiced directly.

For Grooming appointments:

SOMERSET GROOMING / TOP DOG:

Emma Coutts of Somerset Grooming for Dogs AND Top Dog Grooming Salon (works different days at both!)

- **Phone:** Emma direct on (021) 026 73067 or the Salon on 03- 351-8357
- **Address for the Salon:** 192 Wairakei Road, Bryndwr, Christchurch **Emma also grooms from home:** 28 Mavin Road, Hoon Hay, Christchurch
- **Email:** somersetgroomingnz@gmail.com
- **Instructions:** All you need to do is let us know you wish to book an appointment and call Emma/the salon to arrange a mutually convenient time/day to take your foster dog in. When you call, let her know you are foster carer for NZ Chihuahua Rescue and have a foster dog you wish to book in to be groomed. They should invoice the trust via email - We will pay the invoice directly.

PET STOCK BELFAST:

- Cerise (pronounced "Sir-Reece") of Pet Stock Belfast
- **Phone:** 03-323 5705 and ask to be booked in with "Cerise"
- **Address:** The Northwood Supa Centa, at 1 Radcliffe Road, Northwood, Christchurch 8051
- **Instructions:** All you need to do is let us know you wish to book an appointment and call the salon to arrange a mutually convenient time/day to take your foster dog in. When you call, let the receptionist know that you are a foster carer for NZ Chihuahua Rescue and have a foster dog you wish to book in to be groomed, they hold the trust's credit card details on file and will use that to pay the invoice.

*** Please read below for more information on grooming appointments.**

How Will I Know Which Dogs Need Fostering?

- When we receive a surrender request, the Managing Trustee will liaise with this person and get as much information from them as possible about the dog coming into care – their background and needs (training wise and medical). On occasion, we may reach out to a foster carer directly, if they have a particular skillset we know the incoming dog will need.
- Once we have this information, we post it in the Facebook Foster carers group: <https://www.facebook.com/groups/NZCRfostercarers> (with a photo if available) to see who is available and who would also be capable of fostering that particular dog. We also share this information by instant message in the "NZCR Foster Carers Team Chat". Please head to the above link and request to add yourself – we will then add you into the instant messenger chat group too.
- For ease in contacting everyone at once instantly - We have a second Facebook instant messenger chat group, "NZCR Team" that all the Trustees, plus our Vet, Dog Trainer, Photographer, Fundraising Team members and current foster carers are added to. Once you have a current foster dog, we will add you into this group if you have Facebook.
- To ensure it is kept up to date, we only have the fosters with current dogs in care in the group and delete/re-add. But we also have an overall foster carer group chat which contains all the foster carers for the trust – past and present. This is where we advertise dogs coming up needing foster homes.

JOINING THE FOSTER TEAM:

PART 1 – 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 (with a Trustee to accompany you).
- Chihuahuas are to live inside with their foster. Do not keep them outside, in kennels or runs. **Do not leave a foster dog outside when you are not home, not kennelled or roaming free. They are to be inside always if you are not present to supervise.**

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 – some of the basics you probably already have! However, if you need any items for your foster dog, please contact the Managing Trustee as we can organise and provide them. Some items are stored at a storage unit that we may need to attend prior to dropping off your foster dog.

What Do I Need to Have to Foster? We recommend you need the following basics to foster...

- Food bowl and water bowl of their own (do not share feed foster dogs)
- A steel crate (for sleeping and training) - we suggest you do not use fabric ones, as these are easily damaged or bitten open.
- Bed for a Foster Dog (we have many available for fosters, these can go with them to their new homes!)
- Bedding (ie. Warm blankets – again, we can supply these, please ask)
- A (non-retractable) dog leash (Foster dogs need to be on a leash whenever they are outside of your property. Absolutely NO off-leash walks and please ensure they are either carried or leashed while moving to and from the car. Please DO NOT use retractable leashes, we have many we can provide you!)
- A collar or harness (unless the dog is adverse – we prefer and provide harnesses)
- Dog Treats (K9 natural or quality dog treats for training purposes – we can supply these too!)
- Dog travel crate or lead clip for the car – some form of safe travel items for the dog.

Also consider:

- A “baby gate” if your front door leads directly out to the street, to prevent escapees, we strongly suggest a gate.
- Dog Toys (for puppies or playful dogs).
- Dog pen – usually only required if your foster dog will be undergoing orthopaedic surgery.
- Dog steps – usually only required if your foster dog will be undergoing orthopaedic surgery

FOOD: Dog food will come with your foster dog – please read below for more on feeding/food. In terms of food, we often prefer and provide Origen Original and ACANA small breed for the foster dogs. This is a quality grain-free kibble. Please let the team know well ahead of time, whenever you are getting low and require more food!

If you wish to purchase your own equipment for ongoing fosters, we use (and recommend) the following:

- **Crates:** For a small or medium sized steel crate (www.goodsdirect2u.co.nz) the pricing is quite reasonable compared to popular pet stores (ie. \$66.00 as opposed to \$120.00).
- **Leashes and harness** - We use and recommend Julius K9 harnesses (www.julius-k9.co.nz) These can also be purchased at Pet Stock, PetCentral or KURI Centres. Most fosters tend to be "Baby 2" sized. Smaller ones may be a Baby 1 or Chihuahua-crosses/other toy breeds a "Mini-MIni". We have all of these sizes to loan to the foster dog though!
- **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 them 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 has a selection of soft folding crates in various sizes and hard travel crates, very reasonably priced. You can also find **dog pens, puppy pads, toys, extra beds, baby gates and bedding and dog steps here.**
- **Dog Treats** - Most of our treats we source from Brooklands (Distributor) or PetStock. Please be careful of supermarket treats, dried duck, or beef jerky and raw hides, these are not suitable for consumption. we recommend K9 Natural Treats (www.k9natural.com) These are a suggestion only. We try to source only treats made in New Zealand.

HOLIDAYS AND THE FOSTER DOG – WHAT HAPPENS IF WE ARE GOING AWAY? CAN WE TAKE OUR FOSTER DOG?

- Please note – when we “approve” your Foster Application, we do so on the information you have provided, including the location of your rental or home address. If you are moving homes, have a holiday home you wish to take the dog to regularly, or are going on a holiday and you wish to take the foster, please get in touch with us to confirm the address and forward photos of the other residence. We need to be aware of where the foster dogs are located **at all times.**
- Please also ensure if you are travelling away and while staying in a foreign environment - the dog is to be suitably contained and/or always leashed. If the dog were to escape in a foreign environment it would be a nightmare for us to locate them!
- If you are going on holiday and having a family, friend or pet sitter remain at home, please ensure they have a copy of this foster manual and all of our contact details in case of an emergency. Please also email us the dates you will be away and their contact details in case we need to get in touch with them.
- If you need someone from the trust to take care of your foster dog as you will be away on holiday, please contact us as **soon as you know the dates** so that we can organise someone promptly to take over. Extra notice is appreciated over busy periods such as Easter, Christmas, and New Years, as we will be expecting many fosters may require this assistance.

ENSURING YOU ARE LEGALLY COMPLIANT AND ABLE TO FOSTER:

As a pet owner (and foster carer for NZCR) you are subject to the Animal Welfare Act and MPI Codes of Animal Welfare, together with your local dog bylaws. Please read and familiarise yourself with your applicable bylaws and legislation as below.

We expect that all foster carers have the appropriate licensing to have extra dogs on their property – if you are unsure, please consult your local Council or review the below bylaws. Upon transferring a dog into your care, we notify the Christchurch City Council as to where each of our foster dogs are being housed. It is important you are compliant with legislation and your local bylaws.

COUNCIL BY LAWS (downloadable PDFS):

The local laws applicable will depend upon which district you reside in. Copy and paste the below links into your browser.

- **Christchurch City Council:**
<https://ccc.govt.nz/assets/Documents/The-Council/Plans-Strategies-Policies-Bylaws/Bylaws/Dog-Control-Bylaw-2016.pdf>
- **Selwyn District Council:**
https://www.selwyn.govt.nz/__data/assets/pdf_file/0005/298346/2017-01-24-Updated-Dog-Control-Bylaw-pdf.pdf
- **Waimakariri District Council:**
https://www.waimakariri.govt.nz/__data/assets/pdf_file/0012/1614/Dog-Control-Bylaw-2019.pdf

- **Hurunui District Council:**
https://www.hurunui.govt.nz/repository/libraries/id:23wyoavbi17q9sstcjd/hierarchy/Support_Services/Policies/Animals/FINALS-for-Web-Dog-Control-Bylaw-2018.pdf

ANIMAL WELFARE ACT:

Applicable to all citizens of New Zealand.

- <http://www.legislation.govt.nz/act/public/1999/0142/latest/DLM49664.html>

MPI CODES OF WELFARE:

Best practice guidelines for dog owners or those caring for dogs.

- **Dogs:**
<https://www.mpi.govt.nz/dmsdocument/1428/direct>
- **Temporary Housing of Companion Animals:**
<https://www.mpi.govt.nz/dmsdocument/30795/direct>

PART 2 – 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 (you can face a fine!). You may choose other arrangements in respect of your own pets – but any foster dog needs to be secured whenever being transported in the car.
- **Off Leash Walks and Leashes in General:** **Please ensure that you always have the foster dog on a leash whenever they leave your premises.** You may off leash walk your own dogs at your own discretion, but please do remember you are taking care of a trust dog, on our behalf and dogs in the care of the trust are always to be walked on a leash. No exceptions. If they are being transported from your home or are not contained inside a property - they are to be carried in your arms and wearing a harness + leash in your control, in a crate, or leashed. Please do not under any circumstances “off leash” walk the dog. You may use a long line leash if you feel the dog is trustworthy enough.
- **Please do not use retractable leashes with trust dogs:** Trust dogs require a normal leash, and we can provide these to you if you do not have any – please ask. In our opinion, retractable leashes do not provide enough control, and they are dangerous to people and dogs. We have had these leashes allow dogs to nip or jump on others before and do not want repeat incident or Council warnings to occur!

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 yard, 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 or (if trustworthy) left inside. 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: confectionary or chocolate, cords, remotes, ornaments, plant pots, inside

plants, garden obstacles 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. Please remember: we are a small charity that needs to ensure we are conserving funds to assist the rescue dogs. We can't afford to meet invoices relating to necessary medical care as a result of an act or omission to act of a foster carer (this includes leaving out dangerous foods or not adequately supervising the dog leading to an accident!)

Bringing Your Foster Dog Home:

- When you are approved as a foster carer, NZCR add you to our database of foster carers and our Facebook Foster groups. Once a dog comes into the care of the Trust, we examine the database for a potential match or advertise them via the social media (closed) NZCR foster group and chat.
- **Please remember - do not overwhelm the foster dog with affection or too many new experiences at once. It is best to be calm and allow them to sniff the premises first. 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. There should be no visitors meeting the dog for the first couple of weeks. This means family and friends will need to contain their excitement! You need to establish a bond so that the foster dog learns to trust you and therefore rely on you when uncomfortable. Please do not invite your friends and/or family to meet your foster immediately – It is a lot of change all at once for them! Do consider their perspective.**
- 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 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).
- If your dog can be territorial, it is 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 the issues.

Children and Dogs:

- Please *never* leave a foster dog unattended with a child, even if the dog seems good with kids, or you know the kids are good with dogs. If a foster dog bites a child, they could lose their life. The Trust (ie. you and/or the Trustees) could also be subject to fines, investigation, or prosecution. Please keep this in mind.
- 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.
- Please ensure that you 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.

PART 3 – 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.

What Do I Do with the Foster Dog When I leave the house?

- If you have only had the dog in your care for less than a month, it will be impossible to fully know their personality. Accordingly, to ensure they are safe and well behaved while you are out of the home and unable to supervise, please keep the dog crated when you are not at home. This is one of the reasons we unfortunately cannot have full time workers as foster carers on the team – as dogs can't be crated for 8 hours a day or while they are at work!
- Dogs should learn to love their crate and Chihuahuas are naturally den animals – we also ask that foster dogs are crate trained and sleep in their crates. See our crate training tips below. Feel free to leave any long-lasting chewers or treats to keep them comfortable (provided they are safe treats).
- Dogs need to become familiar and comfortable with you leaving the house so do not feel guilty, it's an essential part of life that the dog learns to be OK alone. If they do not react well to the crate – please see the section on crate training and go from there.
- If, after the first month or so, you feel you can trust them out of the crate and roaming freely around your home, that is fine. If you have cat doors – please ensure they cannot get outside of the cat door or it is locked when you are out of the house.
- **Please do NOT leave dogs outside when you are not home. Do not place them in a kennel, run, or leave them to wander around your property while you are not home – regardless of whether/not you are fully fenced. They should have no access via cat doors also. This is a very strict rule. We do not want any Council complaints for nuisance**

barking or escapees!

Example: We have had one foster dog escape a property by chewing through mesh blocking a small hole in the gate. The property was fully fenced, he was a crossbreed (5kg) larger Chihuahua but was still able to squeeze outside of the gate. The foster carer had left the house at 5:00pm and come home at 8:00pm to find the dog missing! This was a worrying disaster for our Rescue. This dog had only been in Christchurch for two nights and we were very lucky to be able to get him back! Second example: a neighbour lodged a council complaint after a foster dog had inside/outside access while the foster carer was working.

PART 4 – FOOD ARRANGEMENTS AND FEEDING DOGS:

- Dogs must be feed on a quality diet and grain free foods – **please don't feed tid-bits or human treats or change the diet of the foster dog without consulting the Trustees. Please continue to feed the food that is provided and if you are concerned about the food, contact a Trustee or our Vet to discuss.** If you need a top up of food, please contact us (before it becomes urgent!) and we can organise to have this dropped off or couriered to you.
- It is possible that your foster dog may not eat for several days initially due to stress. Offer them the food once in the morning and once at night. Leave the bowl down for 5-10 minutes. Try leaving them alone with it also (rather than hovering) or adding a little bit of roast chicken or mince to the top of the bowl. If they do not eat, do not say anything and remove the bowl. It is common that dogs can take days or weeks to feel comfortable and begin eating regularly. If it has been several days and the food has remained untouched and you are concerned, please contact our Vet to discuss.

Weight Gain or Loss:

- Many of our dogs come in needing to lose weight. On occasion, we have also acquired dogs who need to gain. Both should be overseen by our Vet. Visit the vet to get a beginning weight on the dog and keep your own record of their weights too. Please adjust the food intake as per the back of the packet of their food and in consultation with our vet.
- We have vet-specialist diet foods we can utilise, if necessary, but many dogs can gain or lose weight (and have done so) using ACANA and Orijen. If we do not have to change their type of food too often, that's a big benefit when it comes to placing them into their forever homes.

Sponsored Foods:

- We provide ACANA Small Breed and Orijen dry food initially. We believe this is the highest quality kibble you can get on the market for dogs as it is very close to the raw diet. Many of the dogs come into care with itchy skin or exhibiting other indications an allergy may be present. The first step is to place them on the kibble and give this time to resolve. This is one of the reasons we ask that you continue the diet we provide for the dog and keep in touch with us about any issues.
- Adult foster dogs are to be 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 are unsure how much, please read the back of the packet and/or contact our Vet to discuss feeding requirements.

Vet Specific Diets

- If dogs require a specific diet (ie for liver or kidney health), this will be discussed with you directly and the food of course will be provided to you (either by drop off or courier). Always let us know in advance, prior to running out and we will order more to be sent to you.

Raw Feeding:

- If the kibble food is not suitable for dogs due to allergies, we may decide to move to raw feeding if advised to do so by our Vet.
- **Please note - if you raw feed and this is your preference for your foster dog also – that is fine, but the trust cannot meet those expenses due to preference alone. The food we provide is often sponsored and allows us to allocate more of our budget for other items. We will only fund the costs of a specialised diet where our vet has determined it is necessary.**
- If a vet determines your foster dog needs to be fed raw, you will need to be able to pick up the food from the store as a click/collect if they allow it, and have freezer room to store this. If they won't allow payment online, we ask you collect the food then submit a reimbursement form for the costs associated (see below schedules for a copy).

Puppy Feeding:

- 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.

Water:

- Please ensure your foster dog always has access to fresh clean water.
- Please don't allow them to drink any other liquids.

Treats:

- Treats can be given and are a good idea to train your foster dog and teach them to begin to trust you. Please make sure you use NZ-made dog treats. Do not feed cat treats or human tid-bits. If you need any sent out – please let us know!

Food Aggression:

- 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 your foster dog is food aggressive (ie. Snarls and growls when other dogs or humans touch or approach when eating) please advise us. This should be noted on their Adoption Profile.

Concerns about Feeding:

- 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, they are itchy, and/or their energy level has changed please inform NZCR as soon as possible.
- If you have any concerns about the food not agreeing with your foster dog, weight gain or weight loss – please contact the trust vet or Managing Trustee.
- **Please ensure you keep human treats or food (ie. Confectionary, chocolate, macadamia nuts etc) away from foster dogs and ensure they are in places the dog does not have access to. If a foster dog accesses something they shouldn't and needs to visit the vet as a result, as per the Foster Agreement you are liable for the invoices! The trust will not meet that cost of treatment as it is due to an act/omission of the foster carer.**

PART 5 – 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.

PART 6 – CRATE TRAINING:

- **It is important that ALL foster dogs learn to sleep in their crate, do not allow them to sleep on your bed or couch.** Why? Because this gets them into a good routine from the start, gives them a safe place to go and helps them decompress, but it also makes it easier when they go off on trial. It upsets a dog to have to go through a home-change but having a crate and sleeping provides familiarity and routine. This assists us with ensuring the adoption is successful when they go off on trial, because the dogs have the familiar place and same routine. That's what we all want - for dogs not only to go off on trial, but to be successful. We all need to be doing all that we can to ensure this. **If you don't have a crate, we have plenty to provide - so let us know.**
- Do not allow foster dogs to sleep on your bed, even though you may feel “mean” if your personal dogs do. Letting a 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.
- The goal is that your foster dog learns that the crate is a safe, relaxing environment and not a punishment. Remember: 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.
- If your foster dog is not immediately comfortable with the crate - try to make sure it is a comfy and cosy area for them as this will help. Consider adding a blanket over the top and sides and it may help if the crate is in your bedroom (so the dog can see you) while they get used to being in one. Over time, you may be able to move the crate from your bedroom – but it will be easier for them to adjust if they are still near you.
- 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.

- 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.
- IF you need a crate, please let us know – when your foster dog goes on trial these DO NOT go with them, but we advise the Adopter to purchase their own. With our crates, they are on loan to you so please return them to the Trust once your foster dog is adopted. ***

PART 7 – GROOMING ARRANGEMENTS:

- If your dog requires grooming, please contact one of the Groomers (details at the start of this manual).
- But if they require maintenance and/or you are not confident with upkeep of basic grooming (ie. bathing and nail trimming) please let us know and the dog can be booked in with one of our sponsors salons:

What do I ask the Groomer to do?

- Please speak to the Managing Trustee prior to confirm when/where you have booked your foster dog in, so we know to expect the invoice and/or can confirm with the Groomer prior.
- When it comes to instructing the groomers, please just ask them to do a full service: nails, anal glands, bath, blow dry, and anything they think the dog needs. BUT **not** to cut the coat or shave it too much (as seen in the images below!).
- Some dogs will need a bit of a tidy up/trim, which is fine – but we don't want long coats shaved as the below examples have been. The only exception being obviously, if the dogs have been neglected and are matted and the coat cannot be saved. In that case, it's not important and the health/welfare of any dog is always first.
- But long coats are meant to have long fur, with longer ears and "pants" fur. Trimming or shaving them too much means we have to wait to book their "Adopt Me" photoshoot and it can affect their adoption interest.



Bathing at Home:

- If you need to bath your foster dog at any time, please ensure you **ONLY** use dog-friendly products, shampoos and conditioners purchased from a pet store. Do not use human products.
- Please also 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. Take a quick check once they have settled and let our vet know if you believe your dog needs 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. If you think the dog has fleas or mites, please contact us ASAP. The Trust/our vet can provide any treatments and an appointment may be necessary.

PART 8 – EXERCISE

- Please ensure that you take your foster dog out (on a set leash – NO retractable leads) at least once every second day for approximately 30-45 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 have fragile joints or limbs (particularly if overweight). Please remember that they should not be encouraged to jump or leap as they are prone to luxating patellar issues (knees that slip). If you think this is an issue – please consult our vet.
- Please ensure that you always have the foster dog on a leash whenever they leave your premises. This includes going to and from your vehicle to anywhere else. Even from your driveway. Dogs cannot be trusted – it only takes a second for them to see a cat or become distracted and it can end in disaster. If they are being transported from your home or a contained property - they are to be carried in your arms securely, in a crate or stroller, or leashed. Do not under any circumstances “off leash” walk the dog.
- Keeping the dog on leash 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.

PART 9 – 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 you feel they are ready to adopt, let us know! we can 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 can work with 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, please let us know. If you are struggling with any behaviour or temperament issues, please also reach out to us. We need to know and resolve these issues.

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 will ask you to arrange for a professional photographer (Furtography) to take photos of your foster dog., this may be co-ordinated with other fosters and their dogs too. We ask that you try to be flexible and attend the sessions that are booked so as to ensure the least amount of disruption to the photographer's schedule. Craig donates his time to us to take and edit these images and we are very thankful for this!

*** Please note: we may use photos you send to us via email or messenger or other mediums on our social media posts. Please do not forward any photos you would not be happy with seeing on social media or the dog's profile on the website.

I think my foster baby is ready to adopt! What's the next step?

1. If you think your foster dog is ready to adopt, please inform the Trustees. Please then email the trust with an overview of the dog's personality, their likes, dislikes and what you think they need in an adopter (ie. their adopter requirements) we will use this to create/update their profile online.
2. If you haven't already - We will then ask you to organise a photo session with Craig of Furtography. If there are a couple of dogs needing photos, we may combine the shoot. Please also consider prior if you need to organise a visit with the groomer!
3. We will then begin actively advertising the fact your foster dog is ready to adopt – updating their website profile, adding them to TradeMe and running social media posts on them.
4. We will send through any adoption applications we think may be a good fit for your foster dog, based on your recommendations. Please read and consider these and let us know your thoughts. It is important to be honest and really consider whether this person is a great fit for your foster dog. It is a HUGE responsibility as this person could be the ideal match, or someone we don't want to put the dogs in the hands of. Please consider the applications carefully.
5. Once a prospective adopter is selected – we will ask that you contact them to arrange a meet and greet at a time that suits you, them and the Trustee (usually a weekend afternoon) at **their home**. They may also have some questions for you about the dogs' personality. We ask Fosters to attend the meet and greets if they are for a family in Christchurch, as foster carers are the ones who know the dogs the best. A Trustee will also attend with you to meet the Adopter and answer any procedural queries.

***Note: We recommend you call prospective adopters on "private" so your number is withheld, and they do not receive your personal phone numbers. Let them know all further communications are to be via the trust email:
contact@nzchihuahuarescue.co.nz ***

6. Once you have made contact with the prospective adopter – if they are local, we will conduct a home check when visiting the property with you and the dog. The purpose of the home check component is to ensure all fencing is secure and suitable and no small gaps or holes and that the property is safe and clear for the foster dog.
7. If the prospective adopter is out of town – we will organise for another rescue to conduct the home check. We do require that all adopters travel to meet you, us and the foster dog. We ask that you contact the prospective adopter to liaise with them about a suitable date to meet us and the dog. We recommend that the meetings are in a quiet public setting such as a local park.
8. It should always be made clear to the adopter that this is a process, and they will not be taking the dog home from the meet and greet. Please do not ever tell a prospective adopter that it's a “yes” or a “no” at these meets and greets. Remain impartial. We will discuss with you after the meet and greet whether you think the Adopter should be offered a trial. We take your opinions very seriously. Often, you will know the dog the best and we want to ensure we place them in a home that suits their needs.
9. If the prospective adopter is not interested or you feel they are not the right fit – the Trust will contact them to confirm. We will then go back to sorting out other prospective applicants.
10. If you believe the prospective adopter is a great match – the Trust will contact them to confirm they have been selected for the trial (one month) from here there are a couple of things that need to happen, you should make them aware of this:
 - They must pay the full adoption fee into our account and it must be in full and cleared PRIOR to you handing over the foster dog. We used to take part-payment but ended up chasing adopters for fees. Now our website and Adoption Agreement confirms that we expect the fee in full prior – so the Adopter should be well aware.
 - We send out our Adoption Manual to the Adopter, with information on the dog and how to integrate them. This also confirms things like the dogs’ feeding arrangements, where they sleep etc. – so we will liaise with you for this information.
 - We sent out our Trial Agreement form **they need to sign and return PRIOR to you handing over the dog.**
 - Once these requirements are met, we contact you and ask you to make arrangements to drop off the foster dog at their property or the airport if they are being flown. The Trust will send you an Adopter pack to pass on to the adopter if the dog is being dropped off.
11. Ask the Adopter to keep in contact during the trial by emailing us to ensure that all is going well. We will share the updates with you but we need them to be in contact with us so we can address any issues that arise. The trial period is for one month, all going well we will ask them to confirm they wish to adopt.
12. Success! Your foster dog is adopted! Please contact the Trust to let us know you are available to foster again (if you would like to do so) or organise the return of trust property (ie. crates, leashes, harnesses, medications, bowls, pens, etc.)

PLEASE NOTE: Foster carers are very important when it comes to selecting the right adopter. Please do not feel scared to “speak up” if you do not think someone is the right fit. Always remain polite at the meet and greet but let us know your thoughts at a later date. Your true, unfiltered thoughts and feelings. You know your foster dog the best and we rely on you to assist with making the right decision for them. We all want the best outcome for the dog. We take your thoughts and feelings very seriously and make decisions based on this.

Of course – If an Adopter needs to be turned down, we will not pass on your comments and we do not enter into reasons as to why someone has been declined, we simply state that on this occasion the Trust does not feel the dog is the perfect match for them. Again, do not be worried to tell us your thoughts and feelings, we want this! It will be kept confidential if something that may be contentious.

What Do We Do or Look For At Meet/Greets?

- A meet and greet is the opportunity to meet the Adopter and those in the household and ensure that their backyard is safe and fenced in.
- Make sure you ask them anything you're not sure about or if you notice any red flags. It's the time to ask these things!
- Please do not make any promises at a meet/greet unless discussed with a Trustee.
- Usually, one of our Trustees will accompany you to a meet/greet. We will ask you to organise a time that suits all parties and meet you at the home.
- Following this, we will all have a discussion about whether or not the family should be offered a trial.

How Do I Know an Adopter is the Right Home?

It's hard to know for sure until the trial. We want to hear honesty from you if you have any doubts or red flags. We take "placing" these dogs on trial very, very seriously. We only want to choose the best homes and you are a crucial part of helping us do so, as you know the dog the best. Your opinion is always highly valued and it's OK if you don't believe they are a match.

Sometimes we "choose to ignore red flags or possible issues that come to mind, because:

- We choose to focus on the potential for the dog in that home;
- We WANT the dog to be adopted;
- We minimize what they say;
- We think something might change during the one –month trial;
- We don't trust ourselves to identify a red flag; and
- We are hoping we a wrong!

But if you feel something may be an issue or worries you, please speak up! Be aware of the above tendencies and let us know how you feel about the adopter match.

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 our Trustees or email the Rescue direct. Please do not pass on any of the private numbers you have for team members.
- 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!
- The more you foster dogs, the more you get used to saying goodbye and understand this is part of the process – but often the first few are the hardest to let go! Please keep this in mind and prepare for this. The more dogs you welcome

into the home, the less time/attention you have for existing dogs and/or any further fosters.

- 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, 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, head to the adoption tab on our website, and download the "Adoption By Foster Carer" form. **The adoption fee is still applicable to foster carers** as this is how we recover some (never all!) of the costs spent on the dog, for use on the next dog that will come in. Please pay the adoption fee to the Trust account and let us know once you have done so. Then contact us to return the trust property if you will not be fostering again. We do require these items back for future foster dogs.
- Once we have the fee and the equipment is either returned or you confirm you are still happy to foster (and will retain the equipment) we will change the microchip of the dog and registration with the Council and forward you a letter confirming the adoption is official!

Please note: All final decisions as to adoptions are made by the Trustees. It is not simply a given that a foster carer will be approved to adopt the dog. You need to sign the adoption agreement and pay the adoption fee once you have been approved to do so.

PART 10 - MEDICAL TREATMENT AND VET CARE

- 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 also be passed on, take care not to lose these.
- For any medical issues, your first point of contact should be the trust vet, Dr Tonkin. Copy in the Managing Trustee to any emails / messages or inform us also of any issues that arise. If you wish to book an appointment, call the Clinic as Dr Tonkin cannot make appointments in the diary via email or messenger, the Clinic holds the appointment book.
- **Please let us know once the dog has been microchipped (and provide the number), or vaccinated (confirm the date), flea or wormed. Please also inform us once you have visited the clinic of any future appointments required (ie for a desex or dental).**

Microchips:

- 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.

Flea and Worming Treatments:

- We expect all foster carers to keep an accurate record of the flea/worming dates in the dog's vet book and also advise us when you have treated them so we can update their official records with the Trust.
- Dogs are to be flea and wormed every 3 months. Usually, it helps to put the date in your phone and set a reminder for 3 months away!
- Please email us EACH TIME you flea/worm your foster dogs. We keep a record of each dogs last flea and worming dates in order to provide these to the Adopter.
- We use and recommend: Advocate, Frontline, Revolution, Capstarr, Comfortis, Endogard, Milbemax. If you require a flea or worming treatment, please contact a Trustee to confirm in advance and we will drop off or courier them to you. Please advise us shortly after of the date you applied the treatment(s) and then note it in the vet book for the dog.

- **Please note: it is the foster carers responsibility to keep on top of, and advise us when flea/worming is due and we will purchase and/or provide the treatments.**

What About Natural Remedies?

- 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.
- Please do not add in any remedies or supplements that have not been discussed with the vet. We understand you are just trying to help the dog – but please speak to the Vet about this prior.

Who is the Trust Vet? Who Do I Contact?

- Our vet clinic is Tram Road Animal Care Services (“TRACS”) based in Ohoka, North Canterbury. The vets are Dr. Meredith Barth (Clinic Owner) and Dr. Tracey Tonkin. As noted above, Dr Tonkin should be your first point of contact if ever you are concerned for the health of your foster dog. Then message our Managing Trustee.

If you wish to book an appointment, call the Clinic, do not message Tracey or text her, as Dr Tonkin cannot make appointments in the diary via email or messenger, the Clinic holds the appointment book and so you need to call the Clinic.

“Drop in” clinic hours:

- Tues, Thurs – 9am until 11am.
- Sat – 10am until 11am.

By appointment (please contact the Clinic to organise):

- Tues – 7pm – 8pm.
- Monday mornings.

What if I can't make those times?

- **If those times do not suit you, or you await a surgery date, please call the clinic to arrange appointments on: (03) 312 6999.**
- However, please be mindful of the fact that Dr Tonkin does not charge any time for consults and has a very busy schedule. As a result, we do ask that you work in with her clinic hours where possible. It is a very generous arrangement and we want to be able to cause as minimal disruption to her other commitments as possible.
- If you cannot make the vet appointment, contact a Trustee as we may be able to collect the dog and take them for you, on occasion. It is however a fundamental term of fostering that you are available to transport the dog on most occasions.
- Please ensure that you keep appointments that you have made with our vet and arrive on time. Obviously, emergencies will fall outside of this scope and Dr Tonkin is always available for a genuine emergency. If you aren't sure whether something is a genuine emergency or not – please call or email her to discuss. If you wish to book an appointment, call the Clinic as Dr Tonkin cannot make appointments in the diary via email or messenger, the Clinic holds the appointment book.

General Phone: (03) 312 6999

PRIVACY DETAILS REDACTED – WILL BE NOTED IN THE COPY PROVIDED TO FOSTER CARERS

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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: Dogs need to be fasted for 8 hours prior to anaesthesia. Please ensure your foster dog does not eat after this time. 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.

Can I re-appoint a New Vet or Use Mine?

- No. The Trust vet is as above and Dr Tonkin is a Trustee of the Trust.
- You need to be willing/able to attend the vet clinic if you wish to foster for NZCR. Dr Tonkin is a specialist in the breed and a highly trusted and respected member of our team. Dr Tonkin is involved in the Rescue at all levels, aside from providing veterinary treatment. All medical decisions go through Dr Tonkin.
- Fosters cannot be taken to your own personal vet.

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 Dr Tonkin and the Managing Trustee 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.
- If you wish to book an appointment, call the Clinic as Dr Tonkin cannot make appointments in the diary via email or messenger, the Clinic holds the appointment book.

What if I have a medical emergency? Which After Hours Do I Go To?

- Please contact the clinic ASAP – they have their own after-hours care services.
- Then let the Managing Trustee know about the emergency when able to do so, as soon as you can.
- The dogs' welfare is always the top priority. Contact phone numbers are noted as above. 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 in Town if you consult them rather than TRACS – this fee will not be covered by the Trust, but by the foster directly.
- Do not take the dog into Disraeli Street unless advised by Dr Tonkin to do so – TRACS faces a \$500.00 fine for each dog that goes into this After Hours clinic!

Who pays the medical costs?

- Anything approved by the Managing Trustee is paid by the trust - 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 the medical treatment is required due to an act, or omission to act, attributable to the foster carer, the foster is liable for payment of the invoice(s). *For example: if the foster dog accesses and consumes something it should not, you will be required to meet the costs as we ask all foster carers to ensure that these types of consumables are not accessible by foster dogs.* Please see the Foster Agreement for more information.

Medication:

- 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.
- If your foster dog requires medication, please ensure this administered according to vet advice and do not stop any medication without being advised first.
- If your foster dog is not responding to a certain medication or treatment, please advise Dr Tonkin first and then the Managing Trustee. Dr Tonkin will come up with an alternative – please do not simply discontinue use and not advise her.
- Once your dog is adopted, any surplus medication (ie pain medications) are to be returned to the Trust. Unless this is a regular medication for the foster dog, this can be passed to the Adopter. (ie heart medications – Vetmedin, Fotekor etc).
- Contact TRACS directly if you require more medication for your foster dog. TRACS will invoice us directly and you can collect these medications from the vet clinic.

UNSPAYED FEMALES (Important to read !!):

It is common that dogs that come into our care may need to be de-sexed. If you have a female, it is possible she may come “on heat”. Don’t be alarmed – it is quite natural, but there are a couple of extra considerations to be noted. This occurs approximately every 6 months and lasts about 3 weeks. Please advise us as soon as possible if this happens and the approximate date she began. We are able to provide sanitary items if your foster dog requires these, generally dogs prefer to clean themselves. Bitches cannot be de-sexed for 6 weeks following the end of their season as there is an increased risk of blood-loss while being operated on. Hence the need to record (as closely as possible) the dates of the process.

No public excursions: It is also important to note that when a female comes on heat, her cervix is open and as a result, it is possible she can contract a bacterial infection. For this reason, do NOT take the dog out of your property at any point. She cannot go on walks, drives in the car or anywhere else.

Male Dogs: Bitches send out pheromones that attract males while in season. Please do not allow foreign dogs onto your property (ie. friends and family members’ pets) while she is in season. Do not let male dogs mount your foster dog – even those that are neutered. This can be another way for bacteria to pass into the female. The bitch should be secluded and watched carefully while in season. If you are not confident handling a dog in season, please contact a Trustee.

Pyometra: The concern is that she may develop a condition called “pyometra” which is an infection in the uterus. It is a very common, serious and life threatening condition that must be treated promptly and aggressively. This condition in Chihuahuas can prove fatal in a day or so if it goes untreated. Treatment involves a spay immediately – it is an increased risk to do so while

the bitch is in heat, however, if this condition develops it is unavoidable.

If you notice any of the following signs, please contact Dr Tonkin immediately:

- Swollen belly and/or pain in the area;
- Lethargy that appears different to normal tiredness or sleeping patterns;
- Depression (ie. lack of interest in activities you know they would usually enjoy);
- Lack of appetite;
- Vomiting; and/or
- Frequent urination.

Council By Laws about Bitches in Season: It is also against Christchurch City Council bylaws and many other bylaws in the Country to allow a bitch in season outside of your property. It is actually a finable offence to have a bitch in heat outside of your property. If this rule is ignored and a fine is received as a result, payment shall be the responsibility of the foster carer to meet that cost. The Trust will not be responsible as we have advised you via this manual not to do so under any circumstances.

Pregnancy: It goes without saying, please do not keep the female around any entire males or allow any other dogs onto your property while she is on heat. Do not leave a dog in heat outside unattended. No walks or taking her into a public environment under any circumstances. If a pregnancy results, the clause in the foster agreement you have signed shall be invoked. You will be liable for any/all costs of a “morning after pill” process (estimate: \$500.00 for 3x injections), or a caesarean if puppies are to be born and after care of the same (estimate: \$2,500.00). Any puppies will be microchipped, desexed, vaccinated and adopted out by the Trust.

PHYSIO:

Some of our foster dogs may require physio for joint, hip, patella etc. Issues. The trust receives a small discount on foster dogs but please do check with the Trustees in terms of how regular the appointments need to be. This is so we can ensure the trust can afford it!

If your foster dog requires physio, you will need to book the dog into physio and take them to the appointment. The physio therapists prefer if you stay with the dog for the duration of the 60minute appointment. To book them in please call Animal Physio:

Phone: (03) 420 2210

Address: 1 Tidal View, Ferrymead, Christchurch (this is the main clinic); sometimes physios may practice out of 181 Lehman's Road, Rangiora (on occasion)

Email: Animalphysionz@gmail.com

Website: www.animalphysionz.com

PART 11– DOG TRAINER & BEHAVIOURAL ISSUES:

In general, for rescue dog issues and behaviour that requires re-training we recommend the following Trainer who also assists the Rescue when dogs in care have issues that require an expert. If you feel that your foster dog needs a session with the trainer, please discuss with a Trustee prior to reaching out to Deb. We can organise for Deb to discuss the dog with you first and then to visit if a consult in person is required. Our trainer is:

Deborah CHADOUTAUD MASLET

Mind Pro Animal Behaviour

New Brighton, Christchurch

New Zealand

Phone: (020) 402 76862

Email : info@mindpro.biz

Website: www.mindpro.biz

It is expected that fosters are willing to co-operate with Deb and employ the techniques and training recommended – this could be the difference between ensuring that a future trial placement is successful! Deb is happy to have you email her or call her with questions.

PART 12 - REIMBURSEMENTS:

If you wish to be refunded for any disbursements spent on a foster dog **you will need to obtain approval from a NZCR Trustee prior to your purchase**. If you do not contact us prior to the purchase, you may be declined reimbursements, unless it is an emergency. We have a form to be completed and sent in with the receipt – please see schedule 4 for a copy.

Where reimbursements have been agreed, you will need to forward the following: Completed reimbursement form (see end of this manual – schedule 4) + a detailed invoice within 4 working days of the purchase. Once approved, you will be notified and the reimbursement forwarded to your nominated account. We keep these records as part of our Department of Internal Affairs reporting requirements, hence why there is a strict process – we need to be able to show how each dollar is spent with our trust.

PART 13 – SOCIAL MEDIA AND SAFETY:

- We do not mind the odd picture being shared to your personal account - if it is a closed Facebook account for family and friends. We understand you may be excited to share the foster dog with your inner circle and that is fine.
- Please remember 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. Please do NOT pass on phone numbers of the team either, your contact will need to submit the forms and adhere to the normal process.
- 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! Needless to say, it left our foster carer and her family very shaken. 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. On our official Trust pages. 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, then 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/NZCRAdopters
- 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!

PART 14 - WHAT IF MY ADOPTERS ASK ABOUT ADOPTING A FRIEND FOR THEIR NEW DOG OR BEING INTERESTED IN ADOPTING TWO DOGS FROM NZCR AT ONCE?

- Please ask them to read the adopter manual as there is a passage in there about subsequent adoptions.
- If they want to adopt two dogs at one time, they will need to wait until we have a bonded pair come into the Rescue. We DO NOT adopt out two different dogs to a single home at once, ever. **We also ask that our Adopters do not add another dog (puppy or adult) to their family for the period of ATLEAST one year. We would not adopt a dog to someone looking to add two new additions in the same year as it is not fair on the dog, they are adopting from NZCR. It does not matter if the dog is old or a puppy – it will add stress to the life of the new adopted dog.**
- Why? Adoption is a huge adjustment for each dog to go through. If you consider it from their (the dogs) perspective – they have left their first home, adjusted to foster care, often undergone medical treatment, and had to recover from this, plus then the added change of moving into their hopeful forever home. No matter how positive their experience has been, it has still required adjustment. By moving into that new home, they have to adjust again to new environments, people, routines, other pets. Please remind the Adopters to not overwhelm them by adding a SECOND new dog to the mix earlier than one year after their adoption.
- Their reasoning may be the dog SEEMS well-adjusted and friendly quite quickly. However, experts suggest it takes a minimum of one year for them to relax fully, understand that this is their new permanent home and feel 100% comfortable. We also want the dog we adopt to them to take priority. So rather than focusing on introducing a new dog to the pack, please tell them to take that one year to bond with the dog and learn about them, while giving them the space and opportunity to do the same.
- We have had repeat adopters come to us a few years later and happily adopted another dog to them. We are not unwilling to adopt future dogs to our current adopters, it is all about timing and ensuring we do what is right for each individual dog.
- Also remember to ask them to take note of the adopter requirements we note on the profile of the dog they have chosen to adopt. **We will not adopt a subsequent dog a home with a dog we adopted prior if we identified as it needing or preferring to be the “solo dog” in the home.**
- Not all dogs like living with others or having a “friend”. Like people, dogs are varying degrees of social and some prefer to be the only dog in the home, without any doggy companions.
- We want these rescue dogs to live their best life and sometimes dogs (just like people) do not want company. We encounter many cases where Adopters come to us to “adopt a friend” for their existing dog. The first thing we ask them to do is consider honestly who wants the dog – the existing dog, or you? If they know their dog wouldn’t adjust well, but just want one, that isn’t fair.

- Some dogs we adopt out to no dog households with the intention they will remain the sole dog in the home. They may have personality or behavioural issues that are exacerbated around other dogs or may just prefer to be the sole companion. Whatever the reason is – Please remind them not to breach our trust by adding to the family, where we have specified that dog is to be a solo dog. That dog has been adopted to them as they have no other dogs and we are looking for that as a requirement in the home we choose.
- If they choose to adopt another dog in these circumstances, it may be prudent to remind them that they are therefore putting both dogs in an uncertain and risky situation. If the dogs do not get along, at best, they will live together unhappily. At worst, they could fight and injure one another, and one may need to be rehomed. This is how we have received dogs into trust care in the past.

WHAT ABOUT FORMER OWNERS AND KEEPING IN TOUCH? & CAN I KEEP IN TOUCH WITH ADOPTERS OF MY FOSTER DOG?

FORMER OWNERS:

How do we pass on updates about our foster dog to them?

Some former families prefer not to have contact with NZCR, as they feel it impedes upon their ability to move on. But some of the dogs have families that would appreciate an occasional update from us. We always will check with them that they are open to receive these. From time to time, we may ask you to take some photos and email these plus a short blurb on how they are doing, through us at contact@nzchihuahuarescue.co.nz. We will remove your email address and forward the update on. It does help for some of the former owners know the dog is safe, happy and adored in their foster home. Please do not contact former owners directly and advise us immediately if they somehow contact you.

ADOPTIVE OWNERS:

Should we visit the new adoptive family?

We *strongly* discourage visiting the new adoptive family (and your ex-foster dog) prior to 6 months of the dog being adopted. Once you drop the dog off, if you forget any items that need to go with them, simply place them on the doorstep, or in the letterbox and let the adoptive family know what time you'll be there so they can distract the dog or take them out.

We suggest that when people adopt a dog from us, them, their immediate family and the dog should spend time exclusively developing a bond and building trust. This is part of the process of becoming a new family unit. One of the reasons we include foster carers in the process of selecting the adopter is so that they are content with who the new family will be and feel that the "right" choice has been made.

We know (from personal experience!) how hard it is to let a foster baby go and how sometimes you can feel desperate for an update or to visit. However - It is always best to consider the dog first and think of things from their perspective. It can be very confusing for a dog to have "meet ups" with their former foster carer, particularly if they haven't been adopted for a very long time. The dogs don't understand why it is that they aren't going back home with them and it can upset the dog quite a lot. This may have a follow-on effect and can then also create issues in terms of the dog bonding to their new family.

Dogs and foster carers also bond closely and the dogs tend to trust and rely on their foster parents as if they were their owners. We have had some foster dogs return to ex-foster carers for visits and meet ups but this is only recommended after the dog has been adopted away for some time and has learnt who their "new family" are.

We will be sure to pass on any updates we get via email and photos to you. You should encourage adopters to send their updates via email – not by text or to you personally.

PART 14 – 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, so we need to work together to ensure it will be a successful process!

Please remain honest and communicative with our Trustees – it can be difficult for us to trust a foster carer if we feel they are not being communicative, not listening, not following instructions, or even overly possessive about a foster dog. 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.

Keep the Trustees well informed of any updates, behaviour issues, or health issues and contact our Vet whenever medical care is required.

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 - simply 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

Thank you for your interest in fostering with New Zealand Chihuahua Rescue, we greatly appreciate the support and cannot take in new dogs without stable, reliable foster carers. In order to ensure that both parties are aware of their obligations and/or the policies we have in place, please read through the below Foster Agreement carefully and sign where indicated if you wish to participate in the programme run by the New Zealand Chihuahua Rescue Trust (“**The Trust**”). The Agreement also refers to “you” being the (“**Foster Carer**”). In order to foster for the Trust, you hereby agree to the following:

Ownership of the Foster Dog is Retained by the Trust

1. The dog remains the sole property of The Trust, irrespective of the amount of time the dog is with the foster carer and 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.
2. Fostering the dog creates no legal or beneficial interest in the foster dog for the foster carer. The Trust shall remain the legal owner of the dog throughout the duration of the foster term. The foster carer cannot and shall not be deemed the legal owner unless the dog is adopted by the foster carer (as per the below) and legal ownership is formally transferred.

General Terms

3. 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 while in their care.
4. The dog is to be in the same or better condition at the end of the term of foster care.
5. Dogs are to be contained inside while the foster carer is not at the premises. Foster dogs are not to be left outside without direct supervision. The Trust can provide crates and pens at the request of foster carers.
6. Safety of the foster dog and team members, is paramount. At all times the foster carer should endeavour to ensure that their personal details (and location of a Trust foster dog) are kept from the general public. The trust email address is the adopters first point of contact. Fosters may call Adopters “on private” (ie. number withheld) to schedule meet and greet times. Meet and greets should be at a public place (if the Adopter is from out of town) or the Adopters property (if local) and a home check can be conducted at the same time.
7. In the interests of safety, do not post pictures of your foster dog on any website or publically available social media. Fosters should send all updates and photos to the Trustees who will post these updates on their behalf via the public trust page. You are free to share updates on the closed trust foster carer or adopter pages, or “closed” personal page(s).
8. Foster carers are required to have fenced in properties. In the case of rural properties, a fenced in portion (for the dog to toilet and run off leash) is acceptable. The dog must be contained to the foster carers property at all times.
9. When travelling in a vehicle, foster dogs are to be restrained – either attached to the seat of a car or in a crate. They cannot be transported on the laps of people or unrestrained in any vehicle.

10. Foster dogs are not to be left unsupervised or in close proximity to personal dogs of the foster, small animals, cats, children or babies. Employ strict supervision. The Trust assumes no responsibility for any omission of the foster carer to follow this clause which results in damage to the same. This shall be deemed a breach of the Agreement.

Application Process

11. 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. Foster carers are matched to incoming dogs, based on location and the needs of the particular dog that comes into the care of the Trust.
12. The foster carer is to return the application form to the email below, together with any required evidence from a landlord or other agency. Failure to do so shall result in the application being declined. The onus is on the Foster Carer to contact their landlord or Housing New Zealand and provide the required documentation.
13. A home check and interview may be conducted with the chosen foster carer, at the Trust's discretion, in order to approve the foster carer.
14. In the case where foster carers have fostered for the Trust prior but have been on hiatus or have a new dog enter their care, no new application is required. We do not require a new signed agreement at each new fostering term (ie. when a new dog enters their care).
15. The foster carer agrees to be bound by the terms of this form, and/ or any updated forms or policies in existence at the time they are engaged as a foster carer. A new agreement does not need to be signed each time a foster carer receives a new foster dog.
16. The foster carer acknowledges that by signing this Agreement, they have read all foster carer documentation, (including this full agreement), the foster manual and any policies put in place by the trust. As such, the foster carer agrees, by signing this Agreement that they are aware of their obligations in terms of becoming a foster carer for the Trust.

All Information Supplied to the Trust to be True and Correct

17. The Trust relies upon information given by the foster carer in order to make decisions about whether or not they are deemed suitable to foster a Trust dog. As a result, all information submitted must be true and correct.
18. 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.
19. The foster carer confirms that they have no pending charges or prior convictions related to animal cruelty and are not banned from owning any animal.
20. The information on the 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.
21. The foster carer agrees that the Trust can make any such inquiries as to the validity of any information contained in this foster 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.

Duty to Keep the Trust Informed

22. 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 immediately and may be asked to re-apply for suitability. Failure to do so shall be deemed a breach of this agreement.
 - 22.1 *"A significant change in circumstances"* includes but is not limited to: change of work hours, death of a household member, a member moving into the household, change of residence, health issues of the foster carer or their immediate family members, and significant loss of income or ability to transport the foster dog."
23. The foster carer is to keep The Trust informed, with regular updates as to the progress of the dog, the dog's general health and any other information relevant to the foster dog. The Foster Carer shall respond to communications from the Trust regarding the dog within a fair and reasonable, a failure to do so shall be deemed a breach of this agreement.
24. The trust is to be advised as soon as practicable if you notice any potential injury or illness relating to the foster dog or they appear to be unwell. This includes any: vomiting or gastro upset, lethargy, unwillingness to eat or toilet and any other symptoms noticed by the foster carer. Failure to do so shall be deemed a breach of this Foster Agreement.
25. Should any current pets of the foster carer become seriously unwell, The Trust is to be notified as soon as practicable.

Adoption of the Foster Dog by a Third Party

26. The Trust reserves the right to continue to advertise for a permanent placement of any foster dog placed with a foster carer.

The foster carer shall endeavour to assist with their foster dog being adopted by:

- 17.1. Scheduling any meet and greets at the direction of the Trustees - The foster carer is expected to assist with “meet and greets” by attending the property to speak with prospective Adopter. It is recognised that the foster knows the dog the best and is therefore best placed to answer queries relating to the dog and confirm suitability of adopter. Trustees are available to attend meet and greets - Please contact them if you would like them to attend. The foster shall then report to the Managing Trustee and work in conjunction with the Trustees to determine whether or not the prospective adopter should be offered a trial period.
- 17.2. Property checks - The foster carer will be performing a preliminary property check at the same time as the meet and greet and notify the Adopter of any issues. Meet and greets should be at the property of the Adopter, unless they are from out of Town. The Trust will then organise another Rescue to complete the same.
- 17.3. The foster carer is expected to assist with the adoption process by ensuring the dog is taken to any grooming and/or photography appointments. The foster carer shall schedule these at a time suitable to them following direction to do so by the Trustees.
- 17.4. The foster carer shall assist with the updating of the website profile, TradeMe and social media for the foster dog.
18. 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.
19. The dog is not the property of the foster carer and as a result, cannot adopted or otherwise given to any other person without express authority from the Managing Trustee. If you are going on holiday or cannot foster the dog for a period of time due to other circumstances, the Trust is to be notified immediately and given enough time to find a replacement foster carer for that period. If family or friends can assist, please advise the Trust at the time.
20. The foster carer shall remember that at all times, when dealing with the general public, they represent the trust and as such shall not bring the trust into disrepute. The foster carer cannot and should not make any claims that the dog will be adopted by the prospective adopter at the end of any meet and greet. The foster carers shall be involved in the decisions relating to the selection of the Adopters. However, they cannot and should not provide confirmation of any decision to the prospective adopter. This is the duty of the Trustees.
21. Please do not provide personal cell phone numbers or addresses to prospective adopters, for the sake of safety. We ask that you call adopters on “private” to arrange meet and greets at their property and/or email. Let the Adopter know that any questions or further correspondence is to be via the trust email: contact@nzchihuahuarescue.co.nz

Adoption of the Foster Dog by the Foster Carer

22. Each foster carer has the right to notify The Trust of their wishes to permanently adopt of the dog in their care. If this is the case, the Trust must be notified of the foster carers intention to adopt, as soon as practicable and this must be before advertising of the dog as “fit for adoption” has commenced. If the dog has already been actively advertised, promised to a family, or actively attending meet and greets with an interested party, it is too late.
23. The foster cannot unilaterally decide to retain the foster dog. They must receive express approval from the Trustees confirming they are accepted to be the adopter of the dog.
24. 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. No trial period shall be applicable. The foster is to sign an Adoption Agreement in respect of their foster dog and pay the fee to the trust as soon as practicable.
25. For the sake of clarity, the fee is to be paid within one (1) week of the written confirmation that the foster carer is accepted to adopt the dog. The fee is to be paid in full. Failure to do so shall result in the Trust having the discretion to cancel that adoption process in respect of the foster carer and/or uplift the dog. The foster carer cannot unlawfully retain the dog for any further period of time and payment of the adoption fee outside of that time period may be returned once the dog is uplifted.
26. The dog will be considered successfully adopted once the letter of confirmation is sent to the foster. The Trust shall change the microchip and registration details. From this point, the foster carer – turned Adopter is now responsible for the dog. This includes any and all medical care from the date of adoption. The Trust will not be liable in respect of any further health issues, diseases, illnesses or the like.
27. In the event that the dog is Adopted by the foster carer, the foster carer is to make arrangements within one (1) week of confirmation of the adoption to have all trust property for their (former foster) dog, returned to the Trust. This includes but is not limited to: any toys, harnesses and leads, beds and bedding, un-used or unopened food, worm and flea treatments, shampoos, medications etc. The foster carer shall be responsible for purchasing their own dog items. If the Trust does not receive contact in relation to suitable arrangements for those belongings, the Trust shall invoice the foster carer for any items retained by them.
28. As stated prior, the decision as to whether or not the foster dog can be adopted by the foster carer is to be made by the Trust. The Trust does not provide any guarantees in respect of the same.

Foster to Adopt

28. 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.

Items “on loan” to Foster Carers

29. The foster carer is expected to have the basics required for fostering, such as extra bedding, toys and leads. However, the Trust can supply these, if required and 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.
30. All items given to the foster carer are “on loan” from the trust and are registered in the trust asset register. This includes but is not limited to: bowls, harnesses, leads, toys, blankets, crates, pens, bedding and beds, medications, worm and flea treatments and any other items or disposables used by the dog.
31. On conclusion of each foster dog arrangement, the foster carer is to contact the trust and arrange for the return of that trust property. If the foster will be fostering other dogs, they may make arrangements with the Managing Trustee to retain certain items. The Trustees shall maintain the asset register accordingly.
32. Failure contact the trust and organise within one (1) week of the departure of the foster dog, for appropriate arrangements regarding items on loan from the trust shall result in the foster carer being invoiced for the retail price of replacement items. The foster carer agrees, by signing this Agreement to pay any invoice that shall fall due (on or before the due date noted on the invoice) as a result of non-compliance with the policy to return items.
33. Any items loaned to the foster carer that are lost or damaged shall be invoiced to the foster carer directly. The foster carer shall be invoiced for the retail price of replacement items. The foster carer agrees, by signing this Agreement to pay any invoice that shall fall due (on or before the due date noted on the invoice).

Food Provisions

34. The Trust and trust vet shall determine the food to be fed to the foster dog and provide the same. If you have concerns about whether a particular food is suitable for your foster dog, please contact the Trustees or trust vet.
35. The food fed to the foster dog is not to be changed without the direction of the Trust Vet or Trustees.
36. Do not feed the foster dog any human foods, treats, bones etc. This can prevent us from making any progress in relation to their body condition or assessing whether they are effected by allergens. Failure to comply shall be deemed a breach.
37. Please contact the trust when food supply for your foster dog is low (with sufficient time for the Trustees to organise further provisions).
38. Any food that is unopened at the conclusion of the foster term is to be returned to the Trust for use by further foster dogs in future. Food that is opened may be passed to the Adopter at the time of the trial. All medications that are not essential to the foster dog are to be returned to the Trust. Heart, joint or other essential medications passed to the adopter.
39. Food provided by the Trust is to be utilised by the foster dogs only, irrespective of whether or not there are other dogs at the property. The trust is only able to provide enough items for the dogs in its care to utilise.

Council Licensing

40. The Trust expects that all foster carers have registered dogs and are appropriately licenced to care for the foster dog and any permanent dogs at their property.
41. The foster carer 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. The Trust takes no responsibility for ensuring that the Foster Carer carries the appropriate license for the dogs at their property.
42. Should the foster carer neglect to do so and receive penalty fees from the Council as a result of their omission the trust is not liable for any payment of fines or penalties.
43. The Trust has a duty to abide by all laws and legislation. As a result, all foster dogs are registered. The Trust, as part of this process, informs the Council of the location of the foster dog. The dog is registered to the Managing Trustee as the “owner” with a note that they are in the care of a foster carer. Personal details such as emails, phone numbers and addresses of fosters may be provided to the Council as a result.

Costs and Damages

42. The Trust shall not be held financially or legally responsible for any damage or loss suffered by the foster carer to any property, person or vehicle, which has been caused by the dog, while in the foster carers care. It is expected that foster carers shall at all times ensure that the dog is not involved in any

destruction or deemed a nuisance.

- 43** 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.
- 44** Should the foster carer wish to be reimbursed for any items purchased on behalf of their foster dog, they must contact the trust prior to the purchase to confirm the item and price, the trust will confirm whether or not they agree to reimburse. Once purchased the foster must submit a dated receipt within two (2) working days of the purchase in order to be reimbursed. The Trust will decline to reimburse any expenses that have not been expressly agreed to by the Trustees.
- 45** Should the foster dog require any grooming, please contact the Trustees and they will direct you to make contact with our groomer and provide the contact details. The Trust shall be invoiced for this service directly. The foster carer shall be responsible for organising the appointment and ensuring the dog(s) attend this. To utilise another groomer will mean the foster carer is responsible for the costs.

Medical Care, Accidents and Emergencies, Microchip and De-sexing

- 46** The Trust will de-sex, micro-chip and register with the Companion Animal Database (and local Council), flea, worm and medically treat any other ailments relating to the foster dog. The Trust shall be invoiced directly in relation to those expenses. The foster carer will not be asked to meet those expenses, unless they have (without approval) sought treatment with another vet clinic.
- 47** No dog placed by The Trust is to be used for breeding purposes prior to being de-sexed. To do so shall result in an immediate uplift of the dog and payment of damages to the Trust. If a pregnancy results, the foster carer shall be responsible for any and all costs relating to any medical care the dog. For the sake of clarity, this clause applies in respect of intentional matings and accidental matings. Do not place an un-neutered foster dog or bitch in your care around entire males or females.
- 48** All directions made by the Trust Vet or Managing Trustee are to be followed. Failure to do so shall constitute a breach of the Agreement.
- 49** No homeopathic, herbal or natural medicines are to be given to the foster dog without the express consent of the Vet or Managing Trustee. This includes any "home remedies" that would normally be used on personal dogs. If the dog is sick or suffering any type of symptoms the Trust Vet is to be consulted without delay. The Managing Trustee is also to be informed.
- 50** The dog will be micro-chipped to the Trust and registered with the local council in the name of the Managing Trustee. The Foster carer will not be added to the registration or microchip details unless they adopt the dog in their care. If this is the case, the Managing Trustee shall effect the change.
- 51** The foster carer is expected to have the time required, relevant licensing and transport facilities to be available to transport the dog to any veterinary or other medical appointments while he or she is being fostered. The primary responsibility to attend all medical appointments is placed on the foster carer. However, if help is required to meet those appointments on occasion, a Trustee is to be consulted immediately.
- 52** 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.
- 50.1.** In the case of Clause 52 the Trust reserves the right to re-assess the suitability of the foster home and/or remove the dog from the carers care without delay.
- 53** In the event that veterinary care is required for the dog the foster carer is to notify the Managing Trustee immediately and receive their approval to book an appointment with the Trust's Vet. Failure to follow this process will result in the foster carer being liable for full payment of all costs associated.
- 54** In the event that the dog requires emergency medical treatment, the trust vet is to be called. To the extent that it is practicable, the carer must urgently inform the Managing Trustee.
- 54.1** Emergency situations will be assessed on a case by case basis in a fair and reasonable manner.
- 54.2** Do not take the dog to private after hours' clinics unless of a dire emergency. A fee will be invoiced to the trust vet by After Hours, if this is the case. This \$500 cost will be passed to the foster carer, the Trust cannot meet that fee.
- 55** Foster carers cannot re-assign their usual vet in the place of the trust vet. 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. The trust vet is the only vet to be utilised in respect of the foster dog as they hold all of the vet records for the dog and authority to treat the dog.
- 56** The Trust assumes no liability for any harm caused medically to the pets of a foster as a result of their decision to foster.

Termination of Agreement / Breach of this Agreement

- 57** The Agreement may be terminated by the Trust for any of the above noted breaches of this Agreement, or any other unsatisfactory conduct by the foster carer that is brought to attention to the Trustees of the Trust or any other reason whatsoever.

- 58 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/or 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.
- 59 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, failure to follow instructions, breaches of the clauses of this Agreement and any other matters the trust deems relevant. For the sake of clarity, if a foster carer fails to meet any of the terms of this agreement, this shall constitute a breach.
- 60 Should a breach of this Agreement arise, the Trust may decide to meet with you to discuss the same or organise for the immediate uplift of the dog.
- 61 Failure to return the foster dog to the care of the Trustees when asked to do so, or make adequate arrangements to return the dog to the care of the trust, shall result in the Police attending to uplift the dog. A theft claim shall be made against the foster carer, and/or the foster carer may be prosecuted as a result. The Trust regard this as a very serious matter and will go through all possible avenues to ensure the foster dog is returned to the care of the Trust and the foster carer is held criminally responsible for their actions.
- 62 The decision of The Trust is final.

SCHEDULE 2 – DETAILS OF FOSTER DOG

Name of Foster Carer: *(please amend)*

Residence to be fostered at:

Name of the Dog: " "

Age:

Sex: M / F

De-Sexed: Yes/No

Micro-Chipped: Yes/No

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

Personality Details:

-

Medical Care Required or Health Issues to be Addressed:

-

Issues to be Addressed (behaviour):

-

Known information passed on from former owner or surrenderer to the Trust:

-

Other Information:

- If you wish to be considered to adopt your foster dog, please advise the trust as soon as possible. Please note: the adoption fee is payable to all fosters – we use this to pay for the next dog who enters care. Please forward the fee to the trust account.
- If you have friends/family who wish to adopt your foster dog – please follow the above process. Do not give out personal contact details for our Trustees. They will need to complete an application form as per normal.
- We do expect that you are aware of the terms of the Foster Agreement you signed and the information noted in this manual. Please ensure you read both and advise us of any queries. Penalties for non-compliance to policies and procedures do apply.

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

Name:

Best contact number: (0) – *please keep phone numbers private. They are personal to team members.*

Email: contact@nzchihuahuarescue.co.nz

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 for your foster dog's stay. These items have been logged in our asset register as being "on loan" in your care for the duration of foster care. Please ensure you do NOT pass these to any Adopter. They belong to the Trust and are to be retained for future use. Any lost items or items given away or not returned to the Trust will be invoiced to you.

Please let us know if there are any further items you require.

ITEMS PROVIDED:	DATE:	REPLACEMENT VALUE
Small Black Crate		\$49.95
Medium Black Crate		\$64.95
Small Black Lead		\$20.00
JuliusK9 Harness – Baby 2 size		\$49.50
JuliusK9 Harness – x2 custom tags		\$29.95

What about food or medications? Please return any extra foster dog food or medications to the Trust unless advised otherwise. We provide a sample pack of food to the Adopter. If the dog is on ongoing medications or supplements (ie. Heart meds) these will go with the dog. If it is simply pain relief for a surgery (ie. Metacam), we will retain this for use on the next trust dog.

ITEMS TO BE PASSED ON TO THE ADOPTER:

- CCC council tag (removed from the Trust's harness).
- Bed and bedding – if the Adopter wishes to retain this, it will have the dog's scent

- Any toys acquired by the dog(s).
- Vet books – please remember to include these and note the last time your foster dog was flea and wormed in this book.
- Any items that came from the former owner and are to go with the dog.

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 save costs by recycling foster equipment where possible. We keep an “asset register” where all the equipment loans are stored. **NOTE: Any items that are not returned, or lost, or damaged, are invoiced to you, for you to pay the cost of replacement items.**

If you would like to regularly foster: please let us know and we can discuss retaining these items for future use. If you would like to purchase your own items to retain at your home. We have some suggestions on page 2 – these are what the trust uses and recommends.

If the adopter is interested in purchasing crates, harnesses etc: Please let them know that links as to where to purchase these are found within the adoption manual which will be sent out to them via email.

SCHEDULE 4 - REIMBURSEMENT FORM (see above for details)



REIMBURSEMENT FORM

Please fill out the below form and attach your receipt – send the form and receipt copy to our email: contact@nzchihuahuarescue.co.nz and our trust accountant will contact you.

Date: _____

Full Legal Name: _____

Contact Phone Number: _____

Email: _____

Dog in care name: _____

Total amount for refund: _____

Your account number: _____

Bank: _____

Reason for reimbursement: _____

Approved prior? Y / N (Please note: as per Foster Agreement, if not approved prior we do not reimburse)

On date: _____ (Date of approval)

By: _____ (Trustee name)

Any details: _____

* Please note – as per the Foster Agreement, reimbursements MUST to be approved by a Trustee prior. Please add name of Trustee consulted and the date.

Please attach the receipt and send with this form via email to our Trust email contact@nzchihuahuarescue.co.nz

FOR TRUSTEE USE:

Details entered into cashbook: Y / N

Approved: Y / N – If no, reason?

Paid on date: _____

**Please place in the reimbursements folder once completed.*