



**Shiba Inu Rescue Association  
Foster Home Policies and Procedures**

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## SECTION 1

### Foster Home Approval Process

1) Individuals and households interested in fostering a dog under the care of SIRA must fully complete a Foster Home Application available on SIRA's website. The head of the household must fill out the form and the applicant must be at least 18 years old. No one in the household may have any history of animal abuse or neglect. If any of these requirements are not met the Foster Home Application will not be considered.

2) Foster Home Applicants are required to provide the following references in their Foster Home Application. All references will be verified before a home visit will be scheduled:

- a) **Two Personal References** - These references must be individuals who are not related to the Foster Home Applicant and reside outside of the household where the Foster Dog will be residing. Preferably these individuals should be familiar with the Foster Home Applicant's pet experience. If this is not possible for reasons including, but not limited to the Foster Home Applicant has never owned pets, or has not owned pets in many years, then references who are unfamiliar with their pet experience may be provided.
- b) **Veterinarian** - If the Foster Home Applicant currently owns pets or has owned pets in the past, they will need to provide their most recent veterinarian's contact information. The Foster Home Applicant must also give their veterinarian permission to release their pet's medical records to Shiba Inu Rescue Association (SIRA). Failure to do so prior to submission of the Foster Home Application may result in a delay of the approval process.
- c) **Landlord** - If the Foster Home Applicant rents their home, they must provide their landlord's contact information and any pet-related restrictions set by the landlord. The landlord will be contacted to verify the information provided.

3) Foster Home Applicant will be contacted by a SIRA volunteer or individual chosen by the Applicant Approval Coordinator to arrange a time for their home visit. **PLEASE NOTE: ALL FAMILY MEMBERS MUST BE PRESENT FOR THE ENTIRE VISIT.** During the home visit, the SIRA volunteer will meet with the Foster Home Applicant in the Foster Home Applicant's home. The SIRA volunteer will discuss with the Foster Home Applicant any issues or potential dangers the household may pose to a Foster Dog, including, but not limited to, exposed wires, uncovered garbage cans, and possible escape issues. The SIRA volunteer may offer suggestions on how to make the home safe for a Foster Dog as well as management techniques for keeping the Foster Dog healthy, safe and happy. After the home visit the SIRA volunteer will submit the Home Visit Report to the Applicant Approval Coordinator to be reviewed.

4) Applicant Approval Coordinator and Foster Home Coordinator will review the Foster Home Applicant's Foster Home Application, references, and Home Visit Report and decide whether the Foster Home Applicant will be approved to foster or not. If the Foster Home Applicant is approved to foster they will be contacted by the Foster Home Coordinator about any dogs

that are currently available for fostering.

5) SIRA reserves the right to deny a Foster Home Applicant at any stage in the Foster Home Application process. In addition a Foster Home may be removed from SIRA's database of approved foster homes if any portion of the Foster Home Policies and Procedures are breached by the Foster Home or it is determined that the Foster Home misrepresented any information during the approval process.

6) Individuals or households that have already completed the Adoption Application process, consisting of a completed Adoption Application, reference check, and home visit, and have been approved to adopt will be considered eligible to foster after reading and signing the Foster Home Policies and Procedures.

7) Individuals or households that have already completed the Foster Home Application process, consisting of a completed Foster Home Application, reference check, and home visit, and have been approved to foster will be considered eligible to adopt.

## **SECTION 2**

### Fostering Policies and Procedures

- 1) When SIRA receives a surrender request for a dog the Foster Home Coordinator will notify all existing Foster Homes and disclose all information that has been provided to SIRA about the dog including, but not limited to, age, gender, known behavior and health. If a Foster Home is interested in fostering the dog they will contact the Foster Home Coordinator directly via email to volunteer to foster the dog. The Foster Home Coordinator will then choose from all available Foster Homes that expressed interest in fostering the dog and choose the most appropriate Foster Home for the dog. The Foster Home Coordinator may also contact individual Foster Homes about dogs without contacting all existing Foster Homes. The Foster Home Coordinator will contact the Foster Home they chose to foster the dog via email. The Foster Home Coordinator will also notify all other Foster Homes that volunteered to foster the dog via email that they were not selected.
  
- 2) Once a Foster Home has been selected to foster a dog the Foster Home is expected to follow through on the commitment. If the Foster Home becomes unable or unwilling to foster the dog prior to receiving the dog, the Foster Home must immediately notify the Foster Home Coordinator via email. At least 48 hours of notice is required. If less than 48 hours of notice is given the Foster Home may be held responsible for any expenses incurred while making alternative arrangements for the dog, including, but not limited to, boarding expenses and alternate transport option expenses.
  
- 3) The Foster Home is required to be a member of the SIRA Foster Home Forum, an online Facebook group only for SIRA's Foster Homes, for the entire duration the Foster Home is in possession of the Foster Dog. The Foster Home will receive the link to the group via email or Facebook message from the Foster Home Coordinator when the Foster Home is scheduled to receive, or has received the Foster Dog. Once the Foster Dog has been adopted the Foster Home Coordinator will remove the Foster Home from the group unless the Foster Home plans to foster again within 30 days.
  
- 4) The Foster Home must give the Foster Home Coordinator, at least 15 business days of notice if they want the Foster Dog to be removed from their property. SIRA cannot guarantee how quickly the foster dog will be moved as this will depend on the availability of other Foster Homes at the time the Foster Home requests to move the Foster Dog, boarding facility availability, as well as the time it will take to arrange a transport if needed.
  
- 5) The Foster Home is not permitted to leave the Foster Dog outside unattended for any length of time for any reason, even if the Foster Dog is contained in a securely fenced yard or restricted to a tie-out. If SIRA becomes aware that the Foster Home is not supervising the Foster Dog at all times when the Foster Dog is outside, the Foster Dog will immediately be removed from the Foster Home's possession and the Foster Home may not be permitted to foster again.
  
- 6) The Foster Home may never rely on an invisible/electric/underground fence to contain a Foster Dog. If SIRA becomes aware that the Foster Home is utilizing these types of fences to contain the Foster Dog, the Foster Dog will immediately be removed from the Foster Home's

possession and the Foster Home may not be permitted to foster again.

7) The Foster Home is prohibited from giving the Foster Dog to anyone including, but not limited to another shelter, rescue, animal control facility, individual, PRH, or Foster Home, for any period of time, for any reason unless permission is given to the Foster Home to release the Foster Dog to someone else by the Foster Home Coordinator. If the Foster Home gives the Foster Dog to anyone without the permission of the Foster Home Coordinator the Foster Home may be responsible for any costs associated with recovering the Foster Dog.

8) The Foster Home is never to abuse or neglect the Foster Dog in any way for any reason. If the Foster Home is found to be abusing or neglecting the Foster Dog in any way the Foster Dog will be immediately removed from the Foster Home's possession and the Foster Home may not be permitted to foster again. The Foster Home may also be responsible to cover the costs for any medical treatment or training required due to the abuse or neglect by the Foster Home. SIRA may also report the abuse and/or neglect to the proper authorities.

9) The Foster Home may never allow the Foster Dog to be off-leash outside of a securely fenced area. If SIRA becomes aware that the Foster Home is intentionally allowing the Foster Dog to be off-leash outside of a securely fenced area, the Foster Dog will immediately be removed from the Foster Home's possession and the Foster Home may not be permitted to foster again.

10) If the Foster Dog has displayed escaping tendencies that make the Foster Dog a high escape risk, the Foster Home may be required to walk the Foster Dog on leash at all times while the Foster Dog is outside, even if it is contained in a securely fenced area. In these cases the Foster Home coordinator will notify the Foster Home of this requirement via email either before or after the Foster Home has received the Foster Dog.

11) The Foster Home will be responsible for all standard maintenance costs of the Foster Dog including, but not limited to food, toys, collars, harnesses, leashes, bowls, and crates. This equipment will remain the property of the Foster Home after the Foster Dog is adopted unless the Foster Home decides to donate the equipment to SIRA, or gives/sells the equipment to the adopting PRH. On occasion SIRA will have equipment and/or food available for the Foster Home to use. This equipment will remain the property of SIRA and may not be given or sold to the PRH or any other individuals. This equipment must be returned to SIRA after the adoption has occurred, unless the Foster Home plans to foster again within 30 days.

12) At all times the Foster Dog is required to wear the SIRA identification tag attached to the Foster Dog's collar. This tag will be provided to the Foster Home when the Foster Dog enters foster care. This identification tag will remain the property of SIRA and may not be given or sold to the adopting PRH or any other individuals. This identification tag must be returned to SIRA after the adoption has occurred, unless the Foster Home plans to foster again within 30 days.

13) At all times the Foster Dog is required to wear the Foster Home's identification tag attached to the Foster Dog's collar. The tag must at minimum include the Foster Home's contact phone number.

14) The Foster Dog may only wear the following pieces of equipment. The use of any other type of equipment is prohibited without the permission of the Foster Home Coordinator.

- a) **Adjustable Collar** – For use indoors only. Identification tags must be attached to this collar. This collar is never to be used for walking the Foster Dog.
- b) **Martingale Collar** – To be used when walking the Foster Dog. This collar is never to be left on an unattended or crated/penned Foster Dog. This collar may never be used when attaching the Foster Dog on a tie-out.
- c) **Step In/Adjustable/Front Lead/No Escape/No Pull Harness** – To be used when walking the Foster Dog. The harness must be used on Foster Dogs that require double leashing. The harness must also be used when attaching the Foster Dog to a tie-out.
- d) **4' or 6' Nylon or Leather Leash** – These are the only lengths and types of leashes allowed for Foster Dogs. All other lengths and types of leashes are prohibited without the permission of the Intake Coordinator or Foster Home Coordinator.
- e) **Nylon or Leather Coupler** – To be used on Foster Dogs that require double leashing. Foster Homes may not use a coupler to attach the Foster Dog to another dog.

15) The Foster Home must supply the following pieces of equipment for the Foster Dog to use for the duration of the Foster Dog's time in the Foster Home if they are not supplied by SIRA.

- a) **Wire or Plastic Airline Crate/Wire or Plastic Exercise Pen** – For use indoors only. This piece of equipment must be used whenever the Foster Dog is unattended or unmonitored. In addition this equipment must be kept clean and free of urine, feces and other substances that could cause the Foster Dog to become sick. The Foster Home will be held responsible for all costs associated with any damage, injury or illness caused as a direct result of this piece of equipment being improperly used, or not being utilized at proper times, including but not limited to, when the Foster Dog is unattended or unmonitored.
- b) **Water and Food Dish** – Must be made available to the Foster Dog with the adequate amount of food and water required to keep the Foster Dog healthy.
- c) **Toys** – The toys selected for the Foster Dog must be appropriate for the age as well as the chewing tendency of the Foster Dog.
- d) **High quality dog food** – Food must be a quality meat-based kibble or RAW diet.

16) The Foster Home will not allow the Foster Dog to interact with any other animals until the Foster Dog has been evaluated by a veterinarian and deemed healthy and free of infectious diseases and/or parasites. The Foster Home may be held responsible and/or may not be

reimbursed for any expenses related to the spread of infectious diseases and/or parasites if the Foster Dog was allowed to interact with other animals prior to being evaluated by a veterinarian and completing all treatments as prescribed by the veterinarian.

17) The Foster Home will not allow the Foster Dog to interact with any other animals that have not been deemed healthy and free of infectious diseases and/or parasites by a veterinarian. The Foster Home may be held responsible and/or may not be reimbursed for any expenses related to the spread of infectious diseases and/or parasites if the Foster Dog was allowed to interact with other animal that have not been deemed healthy and free of infectious diseases and/or parasites by a veterinarian.

18) The Foster Home will not allow the Foster Dog to interact with any other animals until its behavior is acceptable and it shows no signs of potentially injuring another animal or person. The foster home may be held responsible and/or may not be reimbursed for any expenses related to injuries that are sustained as a direct result of the Foster Dog interacting with other animals before the Foster Dog's behavior was acceptable.

19) The Foster Home will not allow the Foster Dog to interact with any other animals unless the other animal's behavior is acceptable and it shows no signs of potentially injuring the Foster Dog or a person. The Foster Home may be held responsible and/or may not be reimbursed for any expenses related to injuries that are sustained as a direct result of the Foster Dog interacting with other animals who's behaviors are unacceptable.

20) All incidents of aggression involving the Foster Dog are to be reported to the Foster Home Coordinator immediately.

21) The Foster Home must immediately notify the Foster Home Coordinator via email, or if email is not immediately available then by phone, of any changes in the Foster Dog's status, including, but not limited to, the Foster Dog becoming lost, injured, sick, or dying for any reason.

22) If the Foster Dog becomes lost, the Foster Home must immediately notify the Foster Home Coordinator. The Foster Home must be proactive in attempting to locate the Foster Dog by completing recovery tasks including, but not limited to creating and passing out updated "Lost Dog Fliers" to the public and local businesses at minimum on a weekly basis, contacting by phone, email or visiting in person all shelters, animal control facilities, police stations, rescue groups and veterinarians within a 20 mile radius of where the Foster Dog was lost, and searching daily for the Foster Dog weather and time permitting. The Foster Home must notify the Foster Home Coordinator of any sightings or info related to the Foster Dog along with a description of all recovery efforts at minimum on a daily basis for the first 7 days the Foster Dog is lost, then at minimum once a week for the following 23 days. If the Foster Dog is not recovered within 30 days, and it is determined by the SIRA Board of Directors that the Foster Home did not put forth the effort required in order to recover the Foster Dog, the Foster Home may be required to pay the adoption fee according to SIRA's set adoption fee rates. If the Foster Dog is recovered at any time, the Foster Home must immediately notify the Foster Home Coordinator, make arrangements to pick up the Foster Dog as soon as possible, and immediately take the Foster Dog to a SIRA approved veterinarian to be examined for any

injuries or illnesses that may have been sustained/contracted while the Foster Dog was lost. If it is determined by the SIRA Board of Directors that the Foster Dog was lost due to the negligence of the Foster Home and/or the Foster Home did not put forth the effort required to recover the Foster Home, the Foster Home may be held responsible and/or may not be reimbursed for any expenses related to the recovery of the Foster Dog, or any injuries or illnesses contracted by the Foster Dog while it was lost.

23) SIRA will be responsible for veterinary expenses incurred for the Foster Dog according to the Veterinary Policies and Procedures.

24) The Foster Home will make arrangements to have the Foster Dog examined by a veterinarian in accordance with the Veterinary Policies and Procedures within 10 business days of receiving the Foster Dog, only if the Foster Dog has not already been examined by a SIRA approved veterinarian prior to placement with the Foster Home.

25) The Foster Home will email the Foster Dog's microchip number to the Foster Home Coordinator immediately following the dog being microchipped or scanned for an existing microchip by a veterinarian.

26) The Foster Home will evaluate the Foster Dog's training/temperament level to the best of their ability. In some cases the Foster Home Coordinator may recommend the Foster Home seek out the opinions and/or training advice of a certified dog trainer or behaviorist. If the Foster Home has the Foster Dog evaluated and/or trained by a certified trainer or behaviorist without written permission from the Foster Home Coordinator, the Foster Home may be held responsible and/or may not be reimbursed for any expenses related to evaluations or training already implemented.

27) The Foster Home may seek out opinions/advise from other SIRA Officers, Coordinators, Foster Homes or Volunteers for simple training including, but not limited to, potty training, crate training, and basic obedience with the understanding that SIRA Officers, Coordinators, Foster Homes and Volunteers may or may not be certified dog trainers or behaviorists. Therefore any opinions and advice given are based on personal experience and may not be effective for the Foster Home or Foster Dog. The Foster Home will not hold SIRA responsible for any training advice provided by SIRA Officers, Foster Homes or Volunteers.

28) The Foster Home will report via email to the Foster Home Coordinator at minimum once every 14 days about the condition of the Foster Dog, including, but not limited to, information regarding the Foster Dog's health, temperament, and vetting status, as well as details about any inquiries from PRHs about adopting the Foster Dog.

29) If the Foster Home has a change in address, phone number, email, or any other contact information while in possession of the Foster Dog, the Foster Home will notify the Foster Home Coordinator immediately. Failure to do so may result in the Foster Dog being removed from the Foster Home's possession.

30) The Foster Home has 14 days from the date the Foster Home receives the Foster Dog to decide whether or not to adopt the Foster Dog. If the Foster Home decides to adopt the



Foster Dog then the Foster Home will be given an additional 30 days to complete the adoption, which includes:

- a) Notify the Foster Home Coordinator that they would like to adopt the Foster Dog.
- b) Vet the Foster Dog according to SIRA's Vetting Policies and Procedures
- c) A SIRA Coordinator will provide the Foster Home with and Adoption Contract. The Foster Home must read the Adoption Contract, fill out their contact information and emergency contact information, and sign on the "Adopter" and "Foster Home" lines.
- d) Pay the adoption fee according to SIRA's set adoption fee rates in the form of a check (personal or money order) made out to "SIRA".
- e) Mail the Adoption Contract, all records pertaining to the Foster Dog, and the adoption fee to the address listed on the Adoption Contract. The Foster Home will not be reimbursed for any vetting expenses until the adoption fee and Adoption Contract have been received by SIRA, and the adoption fee, if paid with a personal check, has been cleared by the bank and the funds have been made available in SIRA's account. Reimbursements will only be paid by check.
- f) If the Foster Home fails to complete the adoption within 44 days of receiving the Foster Dog, the Foster Dog may be immediately removed from the possession of the Foster Home and the Foster Home may not be given the opportunity to adopt the Foster Dog. Time extensions may only be granted by a SIRA Coordinator.

30) If the Foster Home decides not to adopt the Foster Dog, the Foster Home must make the Foster Dog available for inquiries from PRHs within 14 days of receiving the Foster Dog by completing the Foster Dog Bio Submission form on SIRA's website. The only exceptions to this will be for Foster Dogs that are on medical or behavior hold. Medical and behavior hold statuses may only be granted by the Foster Home Coordinator.

31) The Foster Dog is only permitted to be listed by SIRA for adoption on the SIRA website, SIRA Facebook page, Petfinder, and other pet adoption websites approved by SIRA. The Foster Home is not permitted to list the Foster Dog for sale/adoption anywhere, including but not limited to, non-SIRA websites, online or printed classifieds, online forums or listervs, or other media sources without written permission from a SIRA Coordinator.

32) Changes/updates to the Foster Dog's bio may be submitted at any time while the Foster Home is fostering the Foster Dog by using the Foster Dog Bio Update form on SIRA's website.

33) The Foster Home must respond to all email inquiries received from individuals interested in adopting the Foster Dog. If the Foster Home is unable or unwilling to respond to any inquiry for any reason the Foster Home must immediately forward the email to the Foster Home Coordinator or the Applicant Approval Coordinator so that they may respond to the inquiry. If the Foster Home is continuously unresponsive to inquiries, the Foster Dog may be

removed from the Foster Home's possession and the Foster Home may not be permitted to foster again.

34) All PRHs must have an approved Adoption Application and Home Visit completed before they are permitted to meet any Foster Dog. The only exception to this will be made for PRHs that have an approved Adoption Application completed and the Foster Home has volunteered to complete the Home Visit. In this case the Foster Home may bring the Foster Dog to meet the PRH during the Home Visit. If SIRA becomes aware that the Foster Home is allowing the Foster Dog to meet individuals or families that do not have an approved Adoption Application and Home Visit completed, the Foster Dog may be removed from the Foster Home's possession and the Foster Home may not be permitted to foster again.

35) The Foster Home is prohibited from sharing any information contained in PRH Adoption Applications and Home Visit Reports with anyone for any reason without permission from the Foster Home Coordinator or Applicant Approval Coordinator.

36) The Foster Home is never to leave the Foster Dog unattended or unmonitored with any PRH for any period of time until the PRH has signed the Adoption Contract.

37) The Foster Home is not permitted to make any commitments, verbal or written, regarding the placement or adoption of any Foster Dog, current or future, to any PRH, at any time, for any reason.

38) The Foster Home must make all reasonable attempts to make the Foster Dog available at all SIRA scheduled Meet and Greet opportunities. If the Foster Home is unable to attend any Meet and Greet opportunity then the Foster Home must allow SIRA to make all reasonable attempts to get the Foster Dog to the Meet and Greet including, but not limited to transportation and temporary foster care options.

39) The Foster Home is not permitted to consider any PRH with an invisible/electric/underground fence to adopt the Foster Dog. If the Foster Home becomes aware that a PRH plans to rely on those types of fencing to contain the Foster Dog, the Foster Home must immediately notify the Applicant Approval Coordinator.

40) When the Foster Home selects a PRH they would like to adopt the Foster Dog to they must immediately notify the Dog Placement Committee by filling out the Adoption Approval Request form on SIRA's website. The Dog Placement Committee will then review the PRH's Adoption Application and Home Visit Report, the Adoption Approval Request, as well as the Foster Dog's medical and behavior history. The Dog Placement Committee will then vote whether to approve or deny the adoption.

41) The Dog Placement Committee may issue one of three types of decisions in regards to the Adoption Approval Request for a Foster Dog. The Foster Home and the PRH will be notified by the Dog Placement Committee via email after the vote has taken place to let them know of the Dog Placement Committee's decision.

a) **Decision Type #1 "Approval"** - An Approval will be issued when the Dog Placement

Committee comes to the determination that there are no problems that would create an unsafe or improper environment for the Foster Dog should the Foster Dog be placed in the PRH's home. A unanimous vote is required for the adoption to be approved.

- b) **Decision Type #2 “Approval with Conditions”** - An Approval with Conditions will be issued when the Dog Placement Committee comes to the determination that the PRH is eligible to adopt the Foster Dog only if certain conditions are met. These conditions may include, but are not limited to fixing inadequate fencing, making sure all household members are interested in adopting the foster dog, and cleaning/de-cluttering living conditions. The PRH will be required to fix/address any problems as determined by the Dog Placement Committee. Once these problems are addressed the PRH and/or the Foster Home must contact the Dog Placement Committee and provide proof of rectification of the problems. The Dog Placement Committee will re-review the PRH's Adoption Application and Home Visit Report, the Adoption Approval Request, the Foster Dog's medical and behavior history, as well as the PRH's rectification of the problems. A unanimous decision is required to change the decision from an Approval with Conditions to an Approval. The Dog Placement Committee may issue another Approval with Conditions or Denial if the problems have not been satisfactorily rectified.
- c) **Decision Type #3 “Denial”** - A Denial will be issued when the Dog Placement Committee comes to the determination that the PRH will not provide a suitable home for the Foster Dog and the issues causing the denial are unsafe and/or unhealthy for the Foster Dog and cannot be corrected. These problems can include, but are not limited to household members that continuously prove themselves to be uninterested in adopting the Foster Dog, an improper or inadequate understanding of the Shiba Inu breed and/or individual Foster Dog and the PRH has demonstrated an unwillingness to research/learn/accept advise relating to the Shiba Inu breed and/or individual Foster Dog, and existing animals on the property that are unhealthy and not receiving adequate vet care or have displayed aggression towards the Foster Dog. The Dog Placement Committee will not reconsider an Adoption Approval Request after a Denial has been issued. A Denial may be issued with or without an Approval with Conditions being issued first.

42) When an Approval is issued the Foster Home and the PRH will make arrangements for an adoption day. On the day of the adoption the Foster Dog will be taken to the PRH's home, either by the Foster Home or by a transport arranged by SIRA, or picked up at the Foster Home's house by the PRH. All other locations are prohibited when completing adoptions.

43) If a transport is required the Foster Home must notify the Transport Coordinator and request a transport. At least 14 days of notice is required.

44) The following must be completed on the adoption day.

- a) The Foster Home must provide the PRH with all of the Foster Dog's medical records, including, but not limited to vaccination records.

- b) The Foster Home will print a copy of the Adoption Contract as provided to them by a SIRA Coordinator. The Foster Home will review all points of the Adoption Contract with the PRH prior to the PRH signing the contract.
- c) The PRH will fill in their contact information and emergency contact information on the second page of the Adoption Contract, and sign the last page of the Adoption Contract on the "Adopter(s)" line. The Foster Home will then sign the last page of the Adoption Contract on the "Foster Home" line.
- d) The PRH may take a copy of the Adoption Contract for their own records, however the PRH is not permitted to keep the original signed copy of the Adoption Contract.
- e) The PRH will write a check, personal or money order only, made out to "SIRA", in the amount of the adoption fee based on the age of the Foster Dog when it entered foster care.
  - Under 1 year old - \$400
  - 1 to 3 years old - \$350
  - 4 to 6 years old - \$300
  - 7 to 9 years old - \$250
  - 10 years or older - \$200

45) Within 5 business days of the adoption day the Foster Home is required to mail the original signed Adoption Contract, the adoption fee check, and copies of all of the Foster Dog's records including, but not limited to vaccination records, to SIRA at the address listed on the Adoption Contract. If the above is not mailed within 5 business days the foster home may be held responsible for any administrative fees incurred including but not limited to, returned or canceled check fees.

46) Any SIRA issued equipment must be mailed with the Adoption Contract, adoption fee check, and records unless the Foster Homes plans to foster again within 30 days. In cases where equipment is too large to be mailed, such as crates or exercise pens, alternate arrangements will be made to return the equipment to SIRA within 30 days. Exceptions and extensions may only be granted by the Foster Home Coordinator.

47) The Foster Home must fill out the Dog Adoption Report on SIRA's website within 24 hours of the adoption occurring.

### SECTION 3

#### Vetting Policies and Procedures

1) The Foster Home should make all reasonable attempts to bring the Foster Dog to SIRA's approved veterinarian for all vetting procedures. Foster Homes that bring the Foster Dog to this veterinarian will never pay any vetting fees out of pocket provided all other points under Vetting Policies and Procedures are adhered to.

2) If the Foster Home is unable to bring the Foster Dog to the SIRA approved veterinarian due to location or schedule conflicts then the Foster Home may submit a veterinarian for review and approval by the Foster Home Coordinator. The Foster Home is required to obtain written estimates for all procedures listed in point #3 from the veterinarian they are requesting to take the Foster Dog to. The Foster Home must also determine with the veterinarian if payment will be due immediately after any veterinary care is administered or if SIRA will be billed. The written estimates and billing information are to be submitted to the Foster Home Coordinator via email. The Foster Home Coordinator may request additional estimates be obtained from alternate veterinarians. Written approval must be provided by the Foster Home Coordinator prior to the Foster Dog being taken to the veterinarian for any examinations or medical procedures. If the Foster Home does not wait for written approval prior to taking the Foster Dog to be examined by the veterinarian the Foster Home may be held responsible and/or not be reimbursed for any of the costs incurred for the veterinary care already administered.

3) The cost listed for each procedure is the maximum amount SIRA will reimburse a Foster Home or pay to a vet. If a Foster Home does not seek out a veterinarian that will provide vetting at or below the rates listed for each procedure, then the Foster Home will be responsible for any costs over the amounts listed. The Foster Home Coordinator can provide assistance to the Foster Home in locating a veterinarian and/or low cost clinic in the Foster Home's area that provides vetting at or below the listed rates.

- a) Spay \$100 or Neuter \$75 (Includes anesthesia)
- b) Post-Surgical Pain Medication \$20
- c) Pre-Surgical Blood Work \$25
- d) Rabies Shot (1 year only, with no tags or registration) \$15
- e) Distemper Vaccination (1 year only) \$15
- f) Bordatella (6 month only) if necessary for boarding \$10
- g) Heartworm Test \$25
- h) Microchip Implantation \$20
- i) Dental (Only includes cleaning) \$40
- j) Tooth extractions \$10 per tooth
- k) Fecal/Parasite Screening \$15
- l) De-Wormer (Only if fecal test is positive for parasites) \$15
- m) Vet Exam Fee \$25

4) The Foster Home must take the Foster Dog to a veterinarian for an examination within 10 business days of receiving the Foster Dog, only if the Foster Dog has not already been examined by a SIRA approved veterinarian prior to placement in the Foster Home's

possession. If the Foster Home is unable to schedule an appointment within 10 business days they must contact the Foster Home Coordinator via email, explain the reason for the delay, and receive written permission for a time extension from the Foster Home Coordinator.

5) Below is the list of the standard vetting procedures SIRA performs on each Foster Dog, according to the age and needs of the Foster Dog as determined by the Intake Coordinator who has reviewed the Foster Dog's known medical history. A Foster Dog may not require every procedure on the list. As such the Foster Home must obtain permission in the form of a written list via email of the procedures to be performed on the Foster Dog from the Intake Coordinator or Foster Home Coordinator before any procedures may be performed. If any procedures are performed prior to the Foster Home receiving written permission to do so, the Foster Home may be held responsible and/or not be reimbursed for any procedures already performed.

- a) Pre-Surgical Blood Work
- b) Spay or Neuter Surgery
- c) Post-Surgical Pain Medication
- d) Rabies Vaccination (1 year only, with no tags or registration)
- e) Distemper Vaccination (1 year only)
- f) Bordatella (6 month only) if necessary for boarding
- g) Heartworm Test
- h) Microchip Scan and/or Microchip Implantation
- i) Dental with tooth extractions if necessary
- j) Fecal/Parasite Screening and de-worming medication if necessary

6) Should the Foster Dog require medical treatment other than what is listed under the standard vetting procedures list, including, but not limited to luxating patella surgery, heart worm treatment, urinalysis, ultra sound, and x-rays as determined by a veterinarian, the Foster Home must first obtain written estimates from the veterinarian for any tests or treatments that will be administered. These estimates are to be submitted via email to the Intake Coordinator or Foster Home Coordinator, who will then review all tests, treatments, and the costs. The Intake Coordinator and Foster Home Coordinator may require estimates be obtained from alternate veterinarians and/or clinics. The Intake Coordinator or Foster Home Coordinator must provide written approval of the tests, treatments, and costs to the Foster Home via email before any tests and/or treatments are administered. If the Foster Home does not wait for written permission prior to allowing a veterinarian to administer tests and/or treatments the Foster Home may be held responsible and/or not be reimbursed for any of the costs incurred for the tests or treatments already administered.

7) Should the Foster Dog require emergency medical care due to conditions including, but not limited to seizure, stroke, severe injury, or an accident, the Foster Home must make all reasonable attempts to contact the Intake Coordinator or Foster Home Coordinator immediately via email, or if email is not immediately available then by phone. The Foster Home must obtain written permission from the Intake Coordinator or Foster Home Coordinator prior to taking the Foster Dog to be examined by a veterinarian. If the Intake Coordinator and Foster Home Coordinator cannot be reached within a reasonable amount of time, and the Foster Dog is in severe distress, pain, and/or immediate danger, the Foster Home may make

the decision to take the Foster Dog to a SIRA approved veterinarian. If there are no SIRA approved veterinarians that are able to examine the Foster Dog within a reasonable amount of time, based on the symptoms the Foster Dog is displaying, then the Foster Home may take the Foster Dog to an alternate veterinarian or emergency clinic. Prior to tests or treatments being administered the Foster Home must make all reasonable attempts to contact the Intake Coordinator and Foster Home Coordinator to provide details of the treatment, costs, and prognosis of the Foster Dog. No tests or treatments may be administered without the express permission of the Intake Coordinator and Foster Home Coordinator. If the Foster Home does not wait for permission from the Intake Coordinator and Foster Home Coordinator prior to having tests or treatments administered the Foster Home may be held responsible and/or not be reimbursed for the costs incurred for any tests and/or treatments already administered.

8) If the Foster Dog is injured or becomes sick due to the negligence of the Foster Home, as determined by the SIRA Board of Directors, the Foster Home may be held responsible and/or not be reimbursed for any vetting, including but not limited to tests, procedures, and medications required to treat the Foster Dog.

9) The Foster Dog is never to be euthanized unless the Foster Home has received written permission from the SIRA Board of Directors. If the Foster Home has been advised by a veterinarian to euthanize the Foster Dog for medical purposes, then the Foster Home must make all reasonable attempts to contact the Intake Coordinator and Foster Home Coordinator immediately via email, or if email is not immediately available then by phone. If the Foster Dog is in severe distress and/or pain, and the veterinarian has given the Foster Dog a poor diagnosis where the Foster Dog's quality of life will be drastically inhibited and/or the dog may die, and the Intake Coordinator and Foster Home Coordinator cannot be reached within 24 hours of the initial contact from the Foster Home, the Foster Home may make the decision to have the Foster Dog euthanized. The Foster Home must then immediately notify the Foster Home Coordinator about the Foster Dog being euthanized. If it is determined by the SIRA Board of Directors and a licensed veterinarian that the Foster Dog should not have been euthanized the Foster Home may be held responsible and/or not be reimbursed for the cost of the euthanasia, and the Foster Home may be held responsible for paying the adoption fee according to SIRA's set adoption fee rates.

10) The Foster Home must submit invoices and requests for reimbursements for veterinary care via email to the Foster Home Coordinator within 10 business days of the veterinary care being administered. Invoices may also be sent via postal mail and must be postmarked within 10 business days of the veterinary care being administered. If invoices and requests for reimbursement are submitted after 10 days the Foster Home may not be reimbursed. Reimbursements will only be paid by check.

## **SECTION 4**

SIRA Contact Information, SIRA Approved Veterinarian, and Online Forms

### **SIRA Phone Number**

347-674-4227

### **Coordinator Contact Information**

#### **Kate Reschke**

Intake Coordinator –

[intakesirashibas@gmail.com](mailto:intakesirashibas@gmail.com)

#### **Rachelle Steele**

Foster Home Coordinator -

[fostersirashibas@gmail.com](mailto:fostersirashibas@gmail.com)

#### **Lynda Scher Steele**

Applicant Approval Coordinator -

[adoptsirashibas@gmail.com](mailto:adoptsirashibas@gmail.com)

#### **Dawn Helsing Wolters**

Outreach Coordinator -

[outreachsirashibas@gmail.com](mailto:outreachsirashibas@gmail.com)

#### **Becky Lichucki**

Transport Coordinator

[siratransport@gmail.com](mailto:siratransport@gmail.com)

#### **Starr Coyle**

Treasurer & Medical Coordinator

[treasurersirashibas@gmail.com](mailto:treasurersirashibas@gmail.com)

### **SIRA Approved Veterinarian**

Crest Hill Cat and Dog Clinic

2350 Copper Ct, Joliet, IL

815-744-3540

[www.cresthillvet.com](http://www.cresthillvet.com)



## **Online Forms**

### **Foster Home Application**

<http://www.savingshibas.com/foster-home-application>

### **Foster Dog Bio Submission**

<http://www.savingshibas.com/foster-dog-bio-submission>

### **Foster Dog Bio Update**

<http://www.savingshibas.com/foster-dog-bio-update>

### **Home Visit Report**

<http://www.savingshibas.com/home-visit-report>

### **Adoption Approval Request**

<http://www.savingshibas.com/adoption-approval-request>

### **Foster Dog Adoption Report**

<http://www.savingshibas.com/adoption-report>

**SECTION 5**  
Quick Reference Checklist

- 1) The Foster Home receives the Foster Dog.
- 2) The Foster Home will receive a list from the Intake/Foster Home Coordinator of procedures to be performed on the Foster Dog by a SIRA approved veterinarian.
- 3) The Foster Home will schedule an appointment with a veterinarian approved by SIRA within 10 business days of receiving the Foster Dog to have the Foster Dog examined and procedures included in the list as provided by the Intake Coordinator or Foster Home Coordinator performed.
- 4) The Foster Home will determine the Foster Dog's temperament and behavior to the best of the Foster Home's ability, including but not limited to, how the Foster Dog behaves with men, women, children, other dogs, and small pets.
- 5) The Foster Home will determine within 14 days of receiving the Foster Dog whether or not to adopt the Foster Dog. If the Foster Home decides to adopt the Foster Dog all processes related to adoption must be completed within the following 30 days.
- 6) If the Foster Home decides not to adopt the Foster Dog, then the Foster Dog must be made available to inquiries from PRH's within 14 days of the Foster Home receiving the Foster Dog by completing the "Foster Dog Bio Submission" form on SIRA's website. Changes/updates to the Foster Dog's bio may be submitted at any time using the "Foster Dog Bio Update" form on SIRA's website.
- 7) The Foster Home will receive inquiries via email about the Foster Dog from PRHs, attend SIRA Meet & Greet opportunities, and meet with PRHs with approved Adoption Applications and Home Visits to determine which PRH will provide a proper lifelong home for the Foster Dog.
- 8) When the Foster Home has selected a PRH to adopt the Foster Dog, the Foster Home will submit the Adoption Approval Request available on SIRA's website.
- 9) The Dog Placement Committee will review the PRH's Adoption Application and Home Visit report, the Foster Dog's health and temperament history, as well as the Adoption Approval Request, and cast a vote determining whether the adoption is approved or denied.
- 10) If the adoption is approved an adoption day must be arranged between the Foster Home and the PRH. If a transport is required the Transport Coordinator must be given a minimum of 14 days of notice. In addition all processes in point #11 must be completed prior to the day of the transport.
- 11) Adoption Day Requirements:

- a) A SIRA Coordinator will email an Adoption Contract to the Foster Home.
- b) The Foster Home must review the Adoption Contract with the PRH.
- c) The PRH must fill in their contact information, emergency contact information, and veterinarian information on the first page of the Adoption Contract.
- d) The PRH and Foster Home must sign the last page of the Adoption Contract.
- e) The PRH must pay the adoption fee according to the age of the Foster Dog by check made out to "SIRA" (personal or money order only).
- f) The Foster Home will provide the PRH with copies of the Foster Dog's medical records.
- g) The PRH may take a copy of the Adoption Contract for their records, but the PRH is not permitted to keep the original signed copy.

12) The Foster Home must mail the original signed Adoption Contract, adoption fee check, and copies of all records pertaining to the Foster Dog to SIRA to the address on the Adoption Contract within 5 business days of the adoption.

13) The Foster Home must complete the Foster Dog Adoption Report on SIRA's website within 24 hours of the adoption.

**SECTION 6**  
Additional Provisions

- 1) The Foster Home will have access to the most current version of the Foster Home Policies and Procedures during the duration of the time the Foster Home is in possession of a Foster Dog through the SIRA website.
  
- 2) The Foster Home will be notified of any changes to the Foster Home Policies and Procedures prior to the date the changes are put into effect. The Foster Home will be provided with the revised Foster Home Policies and Procedures at the time the Foster Home is notified of the changes.
  
- 3) The Foster Home will only be required to sign the Foster Home Policies and Procedures Agreement once, prior to receiving their first Foster Dog. By signing the Foster Home Policies and Procedures Agreement the Foster Home agrees to follow all subsequent changes made to the Foster Home Policies and Procedures. The signed Foster Home Policies and Procedures Agreement will be kept on file by SIRA.



**Shiba Inu Rescue Association  
Foster Home Policies and Procedures Agreement**

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By signing, the Foster Home certifies that they have read, understand, and agree to follow all provisions as set forth by Shiba Inu Rescue Association's Foster Home Policies and Procedures.

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Signature of Foster Home	Printed Name	Date
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Signature of Foster Home	Printed Name	Date
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Signature of SIRA Coordinator	Printed Name	Date
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