



OBG FOSTERING CHEAT SHEET

Please see the complete Foster/Volunteer Guidelines at <http://www.cockerspanielrescue.com/obg> for more detailed information.

Picking Up Your Foster

1. Bring a crate for transport, collar and leash. Ensure collar is snug before taking dog outside.
2. Pick up the dog's folder and make sure it has a rabies certificate. You can do a more thorough chart review while there –highly recommended – or as soon as you get home.
3. Ask staff if they have any observations/recommendations on the dog.
4. Ask staff if the dog is on any medications and, if so, why? Be sure to get all meds.

Arriving Home

5. Make sure collar has OBG's red heart ID on it (one is available in the foster folder).
6. Read about your new foster's health in his folder.
7. Ensure the front of the folder has been filled out. If not, fill in the blanks.
8. Cross out any references to the original owner's information.

The First Week

9. Get to know your foster – it usually takes at least a week for them to settle in.
10. Update his bio (you can send in key points or write it up yourself) and send to: doginfo@cockerspanielrescue.com
 - a. Cute story?
 - b. Energy level?
 - c. Housetrained?
 - d. Reaction to dogs? Cats? Kids?
11. Update his pictures and send to: webpix@cockerspanielrescue.com
 - a. If you don't have a digital camera, we can take one to the adoption show. Ask!
 - b. Cute photos do the most to get a dog adopted, so try to spend a little time on this.
12. Let the foster coordinators know about any questions or concerns (fosters@cockerspanielrescue.com)

Over Time

13. Respond to any inquiries within 48 hours (preferably 24 hours). Remember, your interaction with the public is the "face" of OBG, so please be prompt and professional!
 - a. Be honest, but put the dog's best foot forward before going on and on about any challenges (health or behavioral).
 - b. Not sure how to respond? Ask for help from your adoption coordinator – Cindy Readal (VA) at readal@gmail.com or Jen King (MD/DC) at jl6k@hotmail.com
14. Do your best to make your foster more adoptable.
 - a. Work on house-training, leash manners, obedience and tricks.
 - b. Tips are available from your foster coordinator at fosters@cockerspanielrescue.com.



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15. Attend at least one adoption show/month – shows greatly increase a dog's chance of adoption.
 - a. Always bring the foster folder to the show.
 - b. Pick up monthly dose of Advantix (or Frontline) and Heartgard.
 - c. Bathe/brush before the show to put his/her best paw forward!
16. Administer Advantix (or Frontline) and Heartgard on a monthly basis. Record date on folder.
17. Update the bio and pictures to keep information up-to-date and "fresh" for potential adopters.
18. Inform your foster coordinator (fosters@cockerspanielrescue.com) ASAP regarding signs of aggression or concerning behavior.

Adoption Applications

19. At a show, applications should be given to the show manager. If an application is received online, your adoption coordinator will email a copy to you.
20. A homecheck can be scheduled once an application is approved.
 - a. We prefer fosters do their own homechecks, if possible, since they know the dog's needs best. If you've never done one, an experienced volunteer can go with you. Ask!
 - b. If you do not want to do your home visit, Cindy or Jen will find someone to do it.
21. If you would like to adopt your foster dog, please notify your foster coordinator immediately.
 - a. You have 2 weeks to get the adoption contract and fee to OBG.
 - b. In fairness, if OBG has already told potential adopters that they are getting the dog upon an approved homecheck, the foster family can no longer decide to adopt the dog.

Day of Adoption

22. Dog can only be left with adopters after OBG has ALL of the following:
 - a. Approved application
 - b. Approved homecheck
 - c. Check (\$350 first dog, \$250 for second adopted within 3 months of the first)
 - d. Adoption contract
23. Ensure adopters have a collar (with tag!) and leash for their new addition.
24. Ensure adopters have your contact info in case of questions.
25. Inform adopters about dog's medications, brand/type of food, feeding schedule and toys.

After Adoption

26. Immediately email adoptstatus@cockerspanielrescue.com to let OBG know that the dog has been adopted – include adopter's name and address.
27. Immediately mail the adoption paperwork you have (contract & check) to:
Donna Keffer 11341 Bishop's Gate Lane, Laurel, MD 20723. jim.keffer@comcast.net
28. Check in with adoptive family and make sure all is well – encourage them to keep us up-to-date on the dog, but respect if they don't want to.
29. Visit www.cockerspanielrescue.com/dogs/dogsfoster.php to see who you might want to foster next ☺