

Home check date: _____
Home check volunteer _____



Oldies But Goodies Cocker Rescue, Inc.

P.O. Box 361 • Newington, VA 22122-0361

www.cockerspanielrescue.com

703-533-2373 (voice mail)

VOLUNTEER/FOSTER APPLICATION AND AGREEMENT

1. Personal information

Name of potential volunteer/foster:

Driver's license number/ issuing state: _____

Home address: _____

Please list your preferred phone number and your preferred email address to be use when contacted by OBG

Home telephone number: () _____ E-mail address: _____

Cell phone number: () _____

Business phone number: () _____ Business e-mail address: _____

2. Volunteer areas I am interested in:

- Publicity Homechecks Transportation Fostering Adoption shows
- Grooming Fundraising Website Newsletter Temp or Vacation Fostering
- Other _____

3. How did you learn about OBG? _____

Please answer the following questions if you are fostering or if you think you might vacation or temporarily foster

4. Experience

Have you ever fostered an animal? If so, what type of animal? When and for how long? _____

For which organization? _____

5. Home

Do you _____ own or _____ rent where you live? Type of dwelling (check one): _____ single family home

_____ townhouse _____ apartment/condo _____ other (specify) _____

If you rent, do you have the approval from your landlord to keep a dog? Yes No

Landlord's name and telephone number _____
_____ We will ask to see a copy of your lease.

Do you have a fenced yard? If so, how high is your fence? _____ ft.

What kind of fence is it? _____

6. Family

Do you have children? Yes. No. If yes, what are their ages? _____
OBG's policy is to not place dogs in homes with children under the age of eight (8) years.

Are there other adults in the home not listed above? _____

7. Your pets

Please list all the pets you have owned in the past 10 years. Are they still with you? If not, what happened to them?

Pet #1: Type _____ Still with you? Yes No

If yes, pet's age _____ If no, what happened? _____ neutered/spayed? Yes No

Pet #2: Type _____ Still with you? Yes No

If yes, pet's age _____ If no, what happened? _____ neutered/spayed? Yes No

Pet #3: Type _____ Still with you? Yes No

If yes, pet's age _____ If no, what happened? _____ neutered/spayed? Yes No

Pet #4: Type _____ Still with you? Yes No

If yes, pet's age _____ If no, what happened? _____ neutered/spayed? Yes No

If you have a pet, is it up-to-date on all its shots and on heartworm preventative? Yes No

8. Lifestyle

How many hours are you away from home during an average work day? _____ hours.

Do you or can you come home for lunch? Yes No

Is it required that you travel for work? Yes No

If yes, who will provide care for your foster while you are gone? _____

All Cockers placed are ***inside*** dogs. None are to live outdoors on a regular basis. These dogs are NOT to be left out-of-doors in the fosters' absence. Is this acceptable to you? Yes. No.

Exercise is important for a healthy and happy dog. What would you do to exercise the dog? _____

Where will the dog be kept during the day? _____

Where will the dog be kept at night/sleep? _____

Where will the dog be kept when no one is at home? _____

Have you ever been convicted of animal cruelty, neglect or abandonment? _____

9. What kind of dog are you looking to foster? Please list the gender and age preference. _____

What do you like and dislike in a dog? _____

How long are you willing to foster a dog? _____

(Some of our older dogs will most likely require a longer foster period than the younger ones.)

Are you willing to foster a dog that may require ongoing medication? Yes No Maybe

Are you willing to foster a dog that may have housebreaking issues? Yes No Maybe

(Note: additional training and support will be given if needed to deal with these issues)

Comments/limitations on the type of dog you can foster: _____

When are you available to start fostering? _____

We have vets in Virginia, Maryland and DC. If it is necessary for you to bring the foster dog to one of our specified vets,

can you do this? Yes No Comments/limitations: _____

10. Do you have any questions or concerns about fostering? If so please list them below so these concerns can be discussed. _____

PLEASE READ CAREFULLY AND SIGN BELOW:

It is our hope that fostering/volunteering for OBG will be a rewarding experience for all our volunteers and foster families. We greatly appreciate the time and effort required to help our dogs settle in and then find their forever home. To optimize this experience there are certain policies and procedures that need to be adhered to by our foster families. We would appreciate it if you read this statement of your responsibilities and sign it to indicate your understanding of these policies and procedures.

The following clauses are for all volunteers whether or not they foster:

I agree that Oldies But Goodies Cocker Rescue, Inc’s. (hereinafter “OBG”) phone lists, mailing lists, volunteer website data, financial information, list of donors and funding sources, and other internal information is the property of OBG and should not be shared with anyone outside of OBG, unless approved by a current Board member.

I acknowledge that OBG communicates with its volunteers through e-newsletters and through Yahoo Groups. I will be encouraged to register my email address with Yahoo Groups (OBGCR) in order to receive OBG communications. It is my responsibility to keep informed of changes in OBG policies and procedures if I choose not to register my email address with Yahoo Groups.

If I suspend volunteer activities, or upon OBG’s request at any time, I will immediately return all OBG supplies, equipment, records, moneys and other items in good clean condition.

I agree to contact OBG concerning any and all problems associated with the rescue dog in my care, or with any other issue regarding my volunteer work. If for any reason I can no longer foster the dog I will return the dog to OBG. I recognize that there is an inherent danger in working with dogs and puppies that have come into rescue and may be injured, frightened, or have behavioral issues. I also recognize that some dogs and puppies may destroy my personal property or that of guests in my home. I assume the risks of being bitten, scratched, injured, and/or frightened by dogs and puppies in connection with my volunteer work with OBG. I also assume the risk that personal property in my home or belonging to my guests may be destroyed by dogs and puppies in connection with my volunteer work with OBG. I agree to hold harmless the OBG organization, officers, directors, volunteers, their family members, heirs, personal representatives and agents for any injuries, damages, liabilities, losses, judgments, costs, and/or expenses, which I might suffer in connection with the performance of my volunteer activities for OBG.

I acknowledge that details on volunteer/foster policies and procedures can be located on the OBG website volunteer page and as necessary I will refer to this guidance. Information on this page includes forms, contacts, policies, guidelines and approved vet lists.

I acknowledge that OBG strongly encourages all volunteers to purchase at their own expense and wear OBG logowear at adoption shows and other events.

I acknowledge that any expenses incurred in my activities with OBG must be pre-approved by a current Board Member in order to be reimbursed. In virtually all cases, a Board Member can pay directly using an OBG credit card, so claims for non-fostering expenses should be rare. All expenses claims should be submitted to OBG within 90 days and no later than March 31st for the preceding calendar year. OBG is under no obligation to reimburse expenses for the preceding calendar year that are submitted after the March 31st deadline.

The following clauses are for volunteers who foster, even if only for temporary or vacation fostering:

Dog Supervision:

I agree to supervise the dog around everyone, especially children, who come in contact with the dog while in my care. I agree to provide food, water and shelter for the dog while in my custody. I agree to provide emergency medical care if necessary, and will contact OBG as soon as possible to advise them of the circumstances.

If the dog becomes lost, it is my responsibility to contact OBG immediately, and to contact the local shelter(s), put up signs in the immediate area, and canvas the area in an effort to locate the dog. I understand that the foster dog must wear an ID tag at all times which is provided by OBG and the dog must never be allowed to roam loose or be unattended for any reason. Foster dogs should always be on a leash when outside unless in a completely fenced in area.

I understand that there is always an adjustment period for any foster dog. The average time a dog spends in foster care is three (3) weeks to three (3) months. I am willing to work to make my foster dog(s) a member of my family. I understand that many of these dogs have survived tremendous odds and will require additional training and lots of TLC.

With the exception of a veterinarian or professional kennel, I agree not to have a person outside of OBG temporarily care for OBG's animals unless the person first signs a Volunteer/Foster application. If I retain a dogsitter or dogwalker to assist in the care of my foster dog, I agree to discuss OBG's rules and regulations with this person in advance and to provide him with OBG's contact information. At no time will my foster dog be allowed off leash in an unfenced area while in the care of a dogwalker or dogsitter.

I understand that OBG reserves the right to check on the welfare of the dog on my premises at any time without prior notice, and to reclaim both possession and ownership of the dog without payment of any kind. In the event of a demand by OBG to return the dog in my possession, I agree to surrender the dog to OBG without claim for any damages or other remedy. In the event that I do not comply with the foster guidelines and or OBG reclaims any foster dog from me for any reason, I waive claim to trespass, replevin and any damages.

Preparing for fostering

I agree to participate in an OBG foster training teleconference within two weeks from the date this Agreement is signed. I agree to read and review the OBG Foster Guidelines prior to the training teleconference.

Costs while fostering

I agree to provide food, water and shelter for my foster dog while it is in my custody. I acknowledge that I may request that OBG provide donated food for my foster dog. If OBG does not have any donated food to provide, I may request reimbursement for pre-approved food purchases only (veterinarian provided prescription food is always fully reimbursable).

I agree to notify OBG whenever my foster dog requires grooming, unless I will be grooming the dog myself or paying for the cost of grooming out-of-pocket. I understand that OBG will make every effort to locate a volunteer to do the grooming and that OBG will only reimburse the cost of professional grooming if it is pre-approved.

I acknowledge that OBG does not reimburse for dog treats or toys. If requested, OBG can supply items such as collars, leashes, bowls, beds or crates.

I acknowledge that OBG will only reimburse expenditures that are pre-approved. For costs paid by the foster, upon submission of appropriate documentation, OBG will provide a tax letter acknowledging the donation. If claiming expenses, I will submit an expense report at least every 90 days. All expenses must be submitted no later than March 31 for the preceding calendar year. OBG is under no obligation to reimburse expenses filed after the March 31st deadline.

Getting my foster adopted

Provided my foster dog is healthy (show ready) I agree to take or make arrangements to have my foster dog attend at least two (2) adoption shows per month unless OBG has determined that due to health or temperament issues, the dog is not "show ready.". If I believe that my foster dog is not show ready or I wish to have an exception made for a specified length of time, I will immediately contact the Foster Coordinator to discuss an exception.

I agree to take my foster dog's foster folder with copies of all medicals to all adoption shows and events. If there are no formal OBG adoption shows within 30 miles of my house in a given month, I agree that I will spend 3 – 6 hours a month actively working to find an adoptive home for my foster dog. OBG will provide me with ideas to help find adopters for my dog.

I acknowledge that if my foster dog is not adopted within a three (3) month period of time, OBG may conduct a foster review to discuss options to help me in my attempts to find a loving forever home for my foster dog.

I acknowledge that OBG reserves the right to move my foster dog to another foster home at any time. I further acknowledge that if I do not comply with any of the terms of this Agreement, OBG may choose to move my foster dog to another foster home.

I am committed to making my dog as adoptable as possible by working on housetraining, house manners, and other training as needed.

I agree that if I will not be able to check and respond to e-mail inquiries on my foster dog for a period greater than 48 hours, I will notify the Director of Adoptions to arrange for someone else to respond to inquiries on my foster dog.

I agree that if I receive an acceptable adoption application for my foster dog outside of an adoption show, I will forward it to the Director of Adoptions, or a board member, for approval.

I agree that before deciding to decline a potential adopter, I will consult with the Director of Adoptions or another volunteer that they designate to review adoption inquiries.

I also agree to write a bio on the dog within 5 days of receipt of dog and send it to the appropriate OBG volunteer. I will periodically update my dog's dog information form, bio, and pictures to ensure my dog's most current information is available to both the adoption counselors and to potential adopters.

I agree to send in adoption paperwork and checks to OBG within 5 days.

Medical care for my foster

I agree to have all vet visits and medical procedures pre-approved by first contacting an OBG Board member regarding the proposed vet care. Details regarding this policy and an explanation for a possible exception for emergency care are found in the Foster Guidelines.

I understand that OBG will normally provide heartworm and flea medication, and will provide normal medication that is prescribed by OBG approved veterinarians. If I have any questions I will contact the OBG medical coordinator.

I acknowledge that it is my responsibility to send all original medical records promptly to the OBG medical records coordinator.

I have read and understand the above application and terms and will fully comply with them.

Signature of prospective volunteer/foster

Date

OBG Board member (signed)

Date

This Volunteer/Foster Agreement will expire two years from the signature date above. It also may be cancelled by either party at any time.