



keeshond rescue ontario

Protocol: How We Function

BEFORE Bringing A Dog Into Rescue

1. Ensure that every effort is made to alert a tattooed or microchipped dog's breeder that one of his or her dogs needs re-homing. KRO will do everything we can to facilitate a reunion. One of our objectives as a rescue organization is the practice of good faith between Keeshond Rescue Ontario and all Keeshond breeders to benefit abandoned Keeshonden.
2. When a potential rescue is identified, an Owner Surrender or Shelter Release form is completed to collect as much info on the dog as possible to help KRO assess a potential rescue and know whether s/he is actually re-homeable. Forms are available at www.keeshondrescueontario.com.

Taking A Dog Into Rescue

1. An Owner Surrender or Shelter Release form is signed by both the previous owner/shelter of the rescue and a KRO member, with copies kept by each party: this is to construct a written record of ownership transfer and intent.

Fostering A Rescue

1. Fostering is done with the assistance of three other KRO members who act as Advisors to consult with and give support to the foster home on all matters.
1. **Safe Procedure:**
 - The rescue is segregated from other pets while,
 - Fenbendazole is administered for 3 days to ensure the dog is not contagious.
2. **Assessing The Foster Rescue:**
 - A rescue remains in foster for at least two weeks (puppy) but more likely much longer to assess aspects of his/her personality, so his/her needs can be correctly assessed by the Foster Guardian and a correct and responsible match can be made with an adoptive home. The Foster Guardian records all observations such as fears, dislikes, requirements etc..
3. **Veterinary Requirements:**
 - Veterinary consultation is determined by the Foster Guardian and Advisors.
 - Microchipping and neutering mandatory.
 - Blood tests, full immunization where we have no record of vaccinations in the past, or dental work are not uncommon.

Adoption Application

1. When an Adoption Application is received one of the KRO volunteers will phone the applicant to make introductions.
2. All personal, veterinarian, and professional groomer (if applicable) references are contacted by the KRO volunteers.
3. A Home Visit is done.
4. The Adoption Application, Reference Reports, and Home Visit Report are bundled and sent to the Foster Guardian and Advisors for consideration.



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Adoption Agreement

1. Two copies of the Adoption Agreement are signed by the new owners and the KRO Foster Guardian: one original goes with the new owners and the other is sent to KRO Archivist.

Rescue Costs And Reimbursement

1. The Foster Guardian covers all costs for the rescue (for food, vet appointments, medications, procedures), and then submits receipts for reimbursement. All requests for reimbursement pertaining to the rescue are sent, WITH ORIGINAL RECEIPTS, directly to the KRO Treasurer.
2. Vet costs: The Foster Guardian must complete the 'Medical Receipt Submission Form' (available at: www.keeshondrescueontario.com) and submit it to KRO's Treasurer.
3. The KRO Treasurer completes and forwards the request for reimbursement for vet expenses (ONLY) to K9 Rescue Me. The KRO Treasurer sends a cheque to the Foster Guardian from KRO's free-standing account.
4. Expenses other than vet costs are reimbursed directly from the KRO free-standing account.
5. The balance of food purchased for the rescue must be given to the adoptive family.
6. Costs other than food for the rescue need discussion by the foster's advisory team.

Medical Assessment & Treatment of the Fostered Dog

1. Medical treatment is the responsibility of the Foster Guardian. The decision to undertake serious surgery or euthanasia will be made in consultation with the Advisors.
2. If the dog is in long-term foster or has an on-going medical condition requiring veterinary assistance, special medication etc., the Foster Guardian can request a "floating" loan to alleviate out of pocket expenses.
3. KRO's Board of Directors will determine the amount of the floating loan based on medical information/veterinary assessment as provided by the Foster Guardian.
4. The Foster Guardian will submit medical receipts paid for out of the floating loan on an on-going basis.

This should be done monthly at least.

5. KRO's Treasurer will continue to replenish the loan to its original amount as long as necessary.
6. The Treasurer will request reconsideration of the loan amount if necessary.
7. The Foster Guardian will return any unused portion of the loan to KRO's Treasurer immediately upon the adoption or demise of the dog.
8. The dog's file will contain the following information:
 - Veterinary assessment & description of treatment
 - Test results
 - Medical records from the originating shelter (if applicable)
 - Medical records from the surrendering owner (if applicable), including contact for vet
 - Breeder/microchip information (if available)
 - Breeder contact memo, if performed
 - Journal notes of foster's assessment of dog's training, temperament, sociability & diet
 - Surrender form from owner or release form from shelter
9. KRO's Treasurer is responsible for maintaining records of cash expenditures for the foster dog, including the floating loan and its disposition.

Record Keeping

1. Copies of all documentation created by the intake, fostering and rehoming process must be sent to KRO's Record Keeper. Please consult the KRO At-A-Glance sheet for the name and contact info.