

Dogworks Foster Manual



DOGWORKS
CANINE RESCUE & PLACEMENT

Dogworks Foster Manual

Organization Structure and Contact Information

Dogworks Inc.

Canine Rescue and Placement

P.O. Box 4502, Toledo, Ohio 43613

Board Positions:

President - President@dogworksohio.com	Name	Phone (000) 000-0000
Vice President - VP@dogworksohio.com	Name	Phone (000) 000-0000
Executive Director - Director@dogworksohio.com	Name	Phone (000) 000-0000
Secretary - Secretary@dogworksohio.com	Name	Phone (000) 000-0000
Treasurer - Treasurer@dogworksohio.com	Name	Phone (000) 000-0000

Non-Board Positions

Intake Director - Intake@dogworksohio.com	Name	Phone (000) 000-0000
Marketing & PR - Marketing@dogworksohio.com	Name	Phone (000) 000-0000
Webmaster - Webmaster@dogworksohio.com	Name	Phone (000) 000-0000
Fundraising - Fundraiser@dogworksohio.com	Name	Phone (000) 000-0000
Medical Coordinator -	Name	Phone (000) 000-0000
Adoption Coordinator - Adoption@dogworksohio.com	Name	Phone (000) 000-0000
Foster Coordinator - Fosters@dogworksohio.com	Name	Phone (000) 000-0000

Dogworks Foster Manual

Welcome to the Dogworks Family...

Welcome to the Dogworks family and thank you so much for your interest in fostering pets for Dogworks.

By opening up your home to foster pets, you're not only helping to save lives, you're providing the individual attention and love these dogs desperately need.

Our dog foster program is designed to help dogs from shelters get a second chance at finding a home — a chance they may not have received at a shelter. Many of the dogs who need foster homes require extra care and attention, which shelters often don't have the staff or resources to provide.

But in a loving foster home, every dog can get the individual attention he or she needs to find a forever family.

Foster homes are asked to provide care for the dogs, as well as transportation to and from veterinary appointments as needed. Care for foster dogs includes feeding according to size and needs, exercise according to energy levels, and lots of play time and positive socialization.

Although fostering is a lot of work, is a very rewarding experience. By participating in this program, you are saving lives and helping many different types of dogs find the families they have been looking for.

We sincerely look forward to working with you to help make the time you share with Dogworks and the dogs you save a rewarding experience. Please do not hesitate to reach out to us to let us know how we can help with your fostering journey!

Thank you and we look forward to working with you!

Dogworks Board of Directors

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Our Mission

Dogworks Inc. is an all-volunteer group whose purpose is to rescue, rehabilitate, and re-home abandoned, neglected and unwanted dogs of various breeds, pure and mixes. Primarily, but not limited to, orphaned dogs will be pulled from euthanizing shelters and given a new chance at companion home life. Our primary goals are:

- 1) Provide spay, neutering and medical care prior to rehoming.
- 2) Search and placement into companion homes well matched for human and dog.
- 3) Educate the general public on responsible pet ownership. To include but not limited to: proper canine care including prevention of parasites, importance of spay and/or neutering of all pets and importance along with options for identification.

We strive to save as many unwanted, homeless and at risk dogs as we can care for safely. In addition to directly helping dogs by taking them into our program, we also promote lifesaving community solutions to the widespread and needless killing of companion animals. Dogworks primarily rescues, provides veterinary care for and rehomes dogs from high kill shelters and animal control facilities.

Requirements for Foster Parents

- Fill out Foster Application
- Upon acceptance, the foster agreement will be covered, questions answered, and a signature will be required.
- Upon the start of each new year, all foster homes will be asked to review and sign a new foster agreement.

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- Must be at least 21 years old
- Must have a safe and secure space inside your home to ensure a good quality environment
- Have reliable transportation
- Willingness to transport your foster dog to meet potential adopters, vet visits, meet and greets and adoption events.
- Provide veterinary references
- Provide landlord contact (if so applicable)
- All members of the household must be agreeable to fostering
- All dogs in the home must be spayed or neutered
- All dogs in the home must be current on DHLPP and Rabies vaccines.
- All dogs in the home must be on routine flea/heartworm/tick prevention
- We ask that canine visitors to the home that are exposed to the foster dog(s) would likewise be spayed or neutered, up to date on vaccines and on prevention
- Agree to and sign the Foster Dog Parent Agreement
- Respond in a timely manner (24 hours) to all communications regarding Dogworks activities.
- Communication with ALL board members and volunteers may be required, and the willingness to do so is not optional.
- Open, consistent, and clear communication from fosters to Dogworks is vital to successful permanent placement and your foster experience.
- We may also ask you meet potential pre-screened adopters at your home, adopter's home or at a neutral location
- Read and follow the Foster Manual

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- Please remember that you are representing Dogworks and all the humans and canines in the rescue. You will need to conduct yourself in a professional and positive manner. Disrespect, prejudice and slander will not be tolerated.

Expectations for Foster Parents

- Provide daily care including food, water, socialization, and a clean, safe environment
- Attend Meet & Greets whenever possible
- Socialize and exercise your foster dog
- Communicate with adoption team and potential adopters to ensure a good match between the dog and their adoptive family (understanding your dog's temperament and activity needs)
- Provide age appropriate training to move your foster dog toward being a well-behaved indoor companion
- As a foster parent, you are asked to help make the dog its "most adoptable-self." This might mean working on: house-training, leash-pulling, basic manners, commands, and providing controlled and positive exposure to new places and people.
- Please keep in mind, these dogs are coming from highly stressful situations and have been in multiple homes that each have their different rules and schedules.
- We expect fosters to be patient and understanding, use positive reinforcement only and never excessive force or physical punishment.
- We ask our fosters take many pictures and videos of their dog to help us promote them.

Below is a copy of the 2020 Foster Contract

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DOGWORKS
CANINE RESCUE & PLACEMENT

2020 Foster Contract

This Agreement is made and entered into on _____/_____/_____ by and between

Dogworks, and the following _____, ("Foster").

WHEREAS: If the foster wishes to foster one or more dogs for Dogworks, Inc. This executed Foster Agreement is binding for any and all future dogs fostered for Dogworks, Inc. If there is a break in the fostering of more than one year, a new agreement will be executed by all parties.

Please initial the following:

_____ **Compassionate and Appropriate Care:**

- Foster will provide appropriate care for every Foster Dog that is taken into their home, until the Foster Dog has been successfully placed in a permanent home or, in the event this foster placement does not work out for any reason, until the Foster Dog is placed into another Foster home.
- Foster will provide the care without expectation of reimbursement for any normal and customary out-of-pocket expenses. Dogworks covers 100% of all medical care.
- Food will be provided when available (it is not always available). Dogworks asks that you notify the foster coordinator if you will be feeding food other than the food provided by Dogworks.

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The Medical Coordinator will advise the Foster if a specialized diet or feeding plan is necessary.

- This care shall include, but is not limited to, loving and humane treatment, proper and nutritional foods, regular exercise, and appropriate toys.
- Foster will also provide at all times fresh water, shelter from adverse weather and temperature extremes, a safe fenced yard, and when necessary, all necessary and appropriate medication provided by Dogworks.

_____ Training/Helping Foster Dog to Become More Adoptable:

- Foster will be patient and tolerant at all times while fostering. Foster acknowledges that one of their primary goals in fostering is to help the Foster Dog become more adoptable.
- Foster agrees to work with the Foster Dog on house-and crate-training, if necessary, and to address anything else which will help to make the Foster Dog more adoptable.
- Foster will not employ harsh training methods, will never physically or emotionally abuse or punish the Foster Dog, and will not let any other person or animal physically or emotionally abuse or punish the Foster Dog.

_____ Grooming:

- Foster will provide regular grooming of the Foster Dog to include bathing, brushing the coat, cleaning the ears, trimming nails, and cleaning nose flaps and tear residue.

_____ Indoor Only Dog:

- Foster agrees to keep the Foster Dog as an “indoor only” dog (living inside the home), and the Foster Dog will not be left outside at any time without proper adult supervision or when no one is at home.

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Medical Expenses:

- Foster will advise Dogworks of any medical expenses over and above the standard vet care Dogworks provides. Standard care includes, but is not limited to: DHLPP, Bordetella, Rabies vaccine, spay/neutering, heartworm prevention, flea and tick prevention, deworming, and microchip installation.
- Foster dogs over 6 months of age will be tested for heartworm disease, ehrlichiosis, Lyme disease, and anaplasmosis. Any symptomatic dog will also be tested.
- Foster will not authorize veterinary treatments, procedures, or medications without the prior approval and authorization of the medical coordinator.

Standard Medical Treatment:

- Foster will notify Dogworks if any medical treatment becomes necessary during the time they are fostering and will obtain necessary medical treatment as soon as needed, after notification, and approval by the Medical Coordinator.

Emergency Medical Treatment:

- If the Foster Dog needs emergency (life-saving) medical treatment, Foster will provide necessary emergency care immediately, with no required pre-approval by Dogworks. If emergency is not life-threatening, foster must first get approval from the Medical Director.

Administration of Medications/Supplements:

- Foster agrees never to administer medications of any kind without prior approval from a Dogworks-approved vet or the Medical Coordinator.
- This shall include, but is not limited to, aspirin, vitamins, supplements, flea or heartworm preventative, and prescription medications.

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Collar and ID Tags:

- Foster will make certain that the Foster Dog is wearing a martingale collar or harness that securely fits and that the identification tag provided by Dogworks is securely fastened to the collar at all times.

Never Off-Leash:

- Foster agrees that at no time will the Foster Dog be allowed to be off-leash outside of a fenced area.

Strangers and/or Unknown Dogs:

- Foster will not allow strange people or animals - people or animals unknown to the Foster Dog - to approach the Foster Dog without being in full control of the Foster Dog and the situation.

Cooperation with Permanent Placement:

- Foster will work cooperatively with Dogworks to find the Foster Dog a permanent, loving home as quickly as possible after the Foster Dog is ready for adoption.
- Re-homing process includes application review, phone interviews, home check and adoption (if distance permits), and follow-up.

Foster Option to Adopt:

- The Foster Home shall have the first option to adopt their Foster Dog. If Foster decides they would like to adopt the Foster Dog,
- Foster understands and accepts that the procedure for adoption will be the same for them as it would be for any other applicant.

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_____ **Visits from Prospective Adopters:**

- Foster understands and accepts that prospective adopters need to visit the Foster Dog before adoption. With prior notice,
- Foster agrees to facilitate a meeting between Foster Dog and potential adopter, be that in the home of either party or at an agreed upon central location.

_____ **Lost, Stolen or Death of Foster Dog:**

- If the Foster Dog is lost, stolen, or dies, Foster shall notify Dogworks immediately.

_____ **Right to Inspection:**

- Foster grants Dogworks and its representatives the right to inspect the Foster Dog's environment and living arrangements at any reasonable time while they are fostering.
- Foster agrees not to withhold access to the Foster Dog or the Foster Dog's medical records from Dogworks.

_____ **Sole Property of Dogworks:**

- Foster understands and accepts that the Foster Dog is and shall remain the sole property of Dogworks at all times.
- Foster further understands and acknowledges that Foster does not have any right or authority to keep or place the Foster Dog in any other home or with any other individual or in boarding, at any time.
- Temporarily or permanently moving the Foster Dog to, or placing the Foster Dog in, any other home or in boarding can only be done with the full knowledge and approval of Dogworks, which must be done in advance.

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_____ **Representations:**

- Foster understands and accepts that Dogworks makes no representations or warranties regarding the health, temperament, behavior and/or previous ownership of the Foster Dog.

_____ **Hold Harmless:**

- Foster fully understands and agrees to assume all risks involved in any and all activities, tasks or duties performed for Dogworks in a volunteer capacity.
- Foster understands that the behavior of domestic animals may be unpredictable and may result in serious personal injury or death as well as extensive property damage.
- Foster understands that while they are acting within the scope of their duties as a Foster family for Dogworks, and agrees to release, discharge and hold Dogworks harmless from any and all liability, claims and damages arising out of or as a consequence of any personal injury or legal damages that may result to members of the public as a result of any activity performed within the scope of the Foster family and volunteer activities for Dogworks provided they are performed in accordance with Dogworks's Foster policies and procedures.

_____ **Communication of Other Issues:**

- Foster will immediately notify Dogworks of any problems or difficulties resulting from taking care of the Foster Dog.

_____ **Legally Binding Agreement:**

- No provisions of this Agreement may be altered, modified or in any way changed unless the same is in writing and agreed upon between the Foster and Dogworks.

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_____ **Default of Agreement:**

- Foster agrees that if they are found to be in default of any of the provisions of this Agreement, the Foster Dog may be removed from the Foster Home immediately, with no prior notice, and they further agree not to withhold the Foster Dog.

_____ **Recourse for Breach of Agreement:**

- If the Foster breaches this Agreement, Dogworks will be entitled to enforce its rights by any action for specific performance.
- Foster agrees to pay all expenses incurred by Dogworks in enforcing its rights under this Agreement, including reasonable attorney's fees.
- This Agreement contains the entire agreement by and between the parties, unless amended in writing by all parties.

_____ **Dissolving Foster Position:**

- If, for any reason, Foster is not able to continue fostering, Foster agrees to notify Dogworks immediately.
- Dogworks will make arrangements for removal of the Foster Dog, and Foster agrees to cooperate in those arrangements.
- Dogworks appreciate as much notice as possible in order to locate another suitable placement for the Foster Dog.
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By signing below, I hereby acknowledge and agree that I understand and will comply with the provisions of this contract.

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Printed Name (Foster Parent)

Date

Printed Name (Dogworks Agent)

Date

WAIVER

1. I understand that there is always a risk that the foster animal could harbor a contagious illness.
2. My animals are currently vaccinated and should they or a family member happen to become ill, (allergies, etc.) as a result of my foster dog, I hereby expressly agree that I (we) will not hold Dogworks financially or otherwise legally responsible.
3. I acknowledge and understand that Dogworks takes every precaution to not place aggressive dogs in foster homes, that there is the risk that a rescue dog could inflict a bite or scratch to myself or family members.
4. I understand that if I witness any aggressive or other dangerous behavior from my foster pet (or from any members of my own family/pets toward the foster pet) that I will immediately notify Dogworks Foster Coordinator to have the pet removed from the home.
5. I agree that I will not hold Dogworks financially or otherwise legally responsible for any injuries that might occur from fostering a dog.
6. I release Dogworks from any and all liability of damage, injury, illness to my family, pets, property or myself while I am volunteering as a foster parent.

→ I certify that I have read and understand the above foster agreement & waiver.

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Printed Name (Foster Parent)

Date

Printed Name (Dogworks Agent)

Date

Getting my first FOSTER DOG!

When you are scheduled to receive your first foster dog, you will meet with a representative of Dogworks. At that time you will be provided with all the information and supplies you will need to get started! We will cover information about contacts in the Dogworks rescue, medical information, behavioral information as well as where you can find and complete our Foster Intake Form online at www.dogworksohio.com Below you will see the questions you will be asked to answer about your new charge!

Foster Intake Form

Foster Name: _____

Foster Dog Name (In Dogworks Record): _____

Dog Name used in Foster Home: _____

Date Foster Dog arrived: _____

Sex of Foster Dog: Male or Female

Estimated Age of Foster Dog: _____

Coat Length: _____

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Grooming requirements: _____

Do you know the story of how your Foster Dog came to be part of Dogworks? Yes or No ?

→ If Yes, please share the story to be shared in the bio online.

Describe your Foster Dog:

Describe the ideal home for your Foster Dog:

What are some cute/endearing things your Foster Dog does:

What kind of routine or activities does your Foster Dog like most?

How social is your Foster Dog when meeting new people?

Describe their overall behavior:

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Describe their personality:

What is your Foster Dogs favorite game?

What is your Foster Dog afraid of? (thunder storms, vacuum, car rides)

How does your Foster Dog react when afraid?

How does your Foster Dog do with other dogs?

How does your Foster Dog do with cats?

How does your Foster Dog do with birds or other small animals?

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How does your Foster Dog do with children? What ages has the Foster Dog been exposed to?

Does your Foster Dog walk on a leash?

Has your Foster Dog had any training while in your care?
→ If yes, what are you working on?

Does your Foster Dog know any tricks or commands?

In what way do you correct your Foster Dog? (Verbal, time out, none, other)
→ If other, please explain

How does your Foster Dog respond to correction? (Complies, sulks, growls, snaps, other)
→ If other, please explain

In your opinion, should your Foster Dog go to a home with other dogs?

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In your opinion, should your Foster Dog go to a home with cats?

In your opinion, should your Foster Dog go to a home with young children?

How does your Foster Dog do with crating?

Is your foster potty trained? (yes, no, has very few accidents)

Please list 3 or more words to describe your Foster Dog:

Please not any and all problems you have experienced with this Foster Dog.

- Examples might include: Marks indoors, chews, fearful, mouths when playing, jumps on people, has excessive energy, howls or whines, bolts out doors, growls, barks excessively, digs, has nipped or any other noted behaviors.

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Frequently Asked Questions

- ★ How much time do I need to spend with a foster dog?
 - As much time as you can. With that said, the amount of time will vary depending on the energy level and needs of the dog you are fostering.
 - It is ideal to spend around two hours a day exercising and playing with your foster dog to ensure that he or she receives adequate socialization and stimulation.

- ★ Can I foster dogs even if I have a full-time job?
 - Yes. The foster application is designed as a survey to help the foster coordinator match you with the best animal for your needs and your current schedule.
 - If you have a fulltime job, the foster coordinator will match you with a dog who may be OK alone during the workday.

- ★ Can I foster a dog if I don't have a fenced yard?
 - Yes. Even if you do have a fenced yard, we request that you supervise all outdoor activities with the foster dog. And we ask that you always keep him or her on a leash when you're on walks.

- ★ How long will the dog need to be in foster care?
 - Ideally, foster dogs stay in their assigned foster homes until they get adopted.
 - This could last from a couple weeks to several months, depending on the dog.
 - If your situation changes and you are unable to continue fostering, please contact the foster coordinator as soon as possible.

- ★ Can I let my foster dog play with my personal pets?

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- There are a few guidelines that we ask foster families to adhere to regarding their personal pets. While foster dogs playing with other pets are often fine, we advise that you consult with your veterinarian before fostering to ensure that all of your personal pets are healthy and up-to-date on all vaccines. Dogs in shelters are very susceptible to illness and can carry or catch different diseases.

★ What if I want to adopt my foster dog?

- If you want to adopt a foster dog, you will need to complete an adoption application and follow the full adoption process. If you do decide to adopt your foster dog, please contact the foster coordinator right away because once the dog is up for adoption, we cannot hold him/her for anyone, including the foster parent.

★ Who will take care of my foster dog if I need to go out of town?

- If you have travel plans while you are fostering a dog for Dogworks, you will need to contact the foster coordinator to find a boarding facility to house your foster dog until you return. Please provide at least one week's notice to ensure that we can find a boarding facility for your dog. If your trip is over a holiday, please provide a minimum of two weeks' notice. If adequate notice is not given, you may be asked to provide payment for your foster dog's boarding.

★ What if my foster dog bites me?

- If any of your foster pets bite you and break skin, causing you to bleed, you need to report the bite to the foster coordinator within 24 hours of when the bite occurred. The law requires that we report all bites. The teeth of the animal, not the nails, must have broken the skin. If you are unsure, then please report the bite anyway.

★ What if my foster dog is not working out?

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- You are not required to continue to foster a dog if you feel it's not working out. However, we may not have an immediate alternate foster home for the dog. We ask that you do everything in your ability to be successful with the animals you decide to foster. The animals that Dogworks saves often come from abusive and neglected situations. It should be expected that the dog will have behavioral issues that will need to be corrected with training and love. Please call the foster coordinator if this situation arises.

Top Tips for Foster Parents

- ♥ Check in regularly with your Foster Coordinator and Medical Coordinator.
- ♥ Ask for advice from the board!
- ♥ If your dog seems sick, notify the Medical Coordinator immediately!
- ♥ Wash your hands and change your shirt after handling sick animals to prevent the spread of illness.
- ♥ Never let your dog run loose outside; guard against escapes.
- ♥ Use caution with toys and bones, as many dogs guard these and are more likely to react when approached while becoming accustomed to having such items. To avoid potential issues, do not leave dogs unattended with bones and toys.
- ♥ Feed your foster dog separately from other pets in your home.

Preparing for Your Foster Dog

When you take your foster dog home, he may be frightened or unsure about what's happening, so it's important not to overwhelm him. Prepare a special area for the foster dog to help ease his adjustment into a new home environment. Sometimes it is better to confine the foster dog to a small room or area at first, to let

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him adjust before giving him free rein in your home. This area should be large enough for an appropriately sized crate for the dog and should allow the dog access to his food and water dishes and toys.

We request that all foster dogs be housed indoors only. A garage, backyard or outdoor run is not a suitable accommodation for a foster dog.

During the first couple of weeks, minimize the people and pet introductions to your foster dog, so that she is only meeting immediate family and your personal pets. If you have other pets at home, it is especially important to give your foster dog a space of her own where she can stay while getting used to all the new sounds and smells. Don't leave your foster dog unattended in your home with your personal pets until you are comfortable that all of the animals can interact safely.

What Medical Care Does My Foster Have?

Standard care includes, but is not limited to: DHLPP, Bordetella, Rabies vaccine, spay/neutering, heartworm prevention, flea and tick prevention, deworming, and microchip installation. Foster dogs over 6 months of age will be tested for heartworm disease, ehrlichiosis, Lyme disease, and anaplasmosis. Any symptomatic dog will also be tested.

Upon intake, Foster Dogs are administered with a dose of

- Capstar, a one time quick kill flea treatment for adult fleas (good for 24 hours)
- 30 day oral heartworm prevention (Ivermectin)
- 30 day topical flea and tick prevention (Fipronil)
- Pack of a three day oral broad spectrum dewormer (Fenbendazole).

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Each month the Foster will be provided with a 30 day dose of prevention to retreat the dog. These treatment ensure the health and safety of not only the Foster Dog, but of the animals in the resident home.

Heartworm Prevention

Ivermectin is a medication that is used by Dogworks for the prevention of heartworm infestation. Heartworm is a blood parasite that is transmitted by mosquito bite and can be fatal if left untreated.

The medication comes in a plastic oral syringe and is administered in the mouth. It is a very small amount of liquid, so it is suggested that you give it directly in the mouth rather than putting it in food. This medication is not flavored, so the dog may not enjoy the flavor, but should tolerate administration.

A common misconception about heartworm prevention is that it “protects” the dog for 30 days when it, in fact, kills off any heartworm exposure the canine has had over the last 30 days. For example, if you had a dog that was given a heartworm prevention on December 1st, that dose would actually cover the month of November! In our area, with the ever changing weather, we administer heartworm prevention year round. Dogworks will provide you with the necessary dose of medication, and we ask that you do not give the Foster dog any medication not approved by the Medical Coordinator.

If you have any questions or concerns about heartworm or heartworm prevention, please do not hesitate to reach out to the Medical Coordinator.

Flea & Tick Prevention

Capstar is a one time, quick kill treatment given for fleas. A dog is given Capstar upon intake so all the adult fleas are killed immediately while the Fipronil has time to work.

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Fipronil is a medication that is used by Dogworks for the prevention of fleas and ticks. Fipronil is also used to treat chewing lice, chiggers, sarcoptic mange, cheyletiellosis mites and otoacariasis mites. Fipronil is well tolerated, and is safe for puppies 8 weeks and older. Fipronil is an oil like topical that is applied to the nape of the neck. The dog should be dry and should not be bathed or swim within 48 hours of application. Fipronil may take up to 24 hours to reach maximum efficacy. Please do not administer any other flea and tick products to the Foster Dog, including shampoos, collars, oral medication and topical products without approval from the Medical Coordinator. Not all flea and tick products are safe for use in all animals.

While fleas are not a serious health concern for most animals, a flea infestation in a home can be a major difficulty to get rid of. Products widely available only kill 3 of the 4 life stages of the flea, so treatments over several months are needed in addition to treating your home. If you find that you are dealing with a flea infestation please let us know right away so we can help advise you on the best ways to rid your home of them.

Ticks are a concern, as they can carry several serious or fatal viruses and bacteria that can be transmitted to canine and human alike. For these reasons, Dogworks provides Foster Dogs with flea & tick prevention year round.

If you have any questions or concerns about flea and tick prevention, please do not hesitate to reach out to the Medical Coordinator.

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Deworming

Fenbendazole is a three day broad spectrum oral dewormer Dogworks uses for the treatment and prevention of intestinal parasites. Fenbendazole is well tolerated and used for the treatment and prevention of roundworm, hookworm, whipworm, tapeworm, lung worm, *Paragonimus kellicotti* and giardia.

Fenbendazole is a white chalky liquid that will be supplied in an oral medication syringe. The predosed amount should be given directly in the mouth. There will be a supply to give one dose daily for 3 days. It is suggested that you give this medication with a meal, when possible. This medication is not flavored, so the dog may not enjoy the flavor, but should tolerate administration.

Intestinal parasites are not uncommon in rescue dogs as well as owned dogs. Many of these parasites are passed easily, and for this reason Dogworks provides Foster Dogs with deworming treatments monthly.

Dog-Proofing Your Home

Foster dogs come from a shelter environment, and even if they have previously lived in a home, we don't always know how they will react in a new home. So, before bringing home a new foster dog, you'll want to survey the area where you are going to keep your foster dog. Remove anything that would be unsafe or undesirable for the dog to chew on, and latch securely any cupboards and doors that the foster dog could get into. People food and chemicals can be very harmful if consumed by dogs, so please store them in a place that the foster dog cannot access.

- Never underestimate your foster dog's abilities. Here are some additional tips for dog-proofing:

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- Make sure that all trash cans are covered or latched and keep them inside a closet.
- Keep both people and pet food out of reach and off all counter tops.
- Move houseplants or secure them. Some dogs like to play with them and may knock them over.
- Make sure aquariums or cages that house small animals, like hamsters or fish, are securely out of reach of your foster dog.
- Remove medications, lotions or cosmetics from any accessible surfaces.
- Move and secure all electrical and phone wires out of reach. Dogs may chew on or get tangled in them.
- Pick up any clothing items that have buttons or strings, which can be harmful to your foster dog if eaten.
- Relocate knick knacks or valuables that your foster dog could knock down.

Supplies Needed

We greatly appreciate any help that you can provide in supplying items for your foster dog. Here's what you'll need to help your foster dog make a smooth transition to living in your home:

- At least one bowl for dry food and one for water: Stainless steel or ceramic work best.
- A supply of dry dog food: All dogs are fed dry food unless a special diet is needed. We ask that foster dogs be fed a food of high quality. Dogworks will supply the first bag of food.
- A collar and a leash.
- A soft place to sleep: Old towels or blankets work well.
- A baby gate: This comes in handy to keep certain areas of your home off-limits.

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- A crate: The crate should be large enough for the dog to stand up and turn around in, but not much bigger than that. Dogworks will provide a crate if one is needed.
- Dog treats: Treats are a good way to help train and build a positive relationship with your foster dog.
- Dog toys: Make sure the toys are durable and appropriate for the size of your foster dog.
- Grooming supplies: A well-groomed dog has a better chance of getting adopted.

Choosing a Foster Dog

The foster coordinator will work with you to select a foster dog who meets your specific requirements. We will always do our best to match you with a dog that fits with your lifestyle and schedule. Please note: Once the animal is placed in a foster home from a shelter, the dog cannot be returned to the shelter if the person fostering the dog decides it's not working out. If you feel you can no longer foster a dog, a new foster home must be found. This is a difficult and sometimes impossible task. PLEASE MAKE SURE BEFORE YOU FOSTER A DOG YOU ARE READY FOR THE COMMITMENT AND EVERYTHING THAT COMES WITH IT.

Bringing Home Your Foster Dog

Taking care of a foster dog requires a commitment from you to make sure the dog is happy and healthy. Thank you so much for opening your heart and your home to these dogs that desperately need your help. Without you, we could not save as many as we do.

Potty Breaks

It is important to start the process of potty training right away. Later in this manual you will find helpful tips on house training your Foster Dog. It is not uncommon for a Foster Dog to take several days to acclimate to a

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new environment. This may present in different ways. One dog may hold urine and stool, up to 24 hours at a time. Another dog may urinate and defecate multiple times in a day. During this transition it is also common for dogs to develop some loose stools, however, if the Foster Dog has diarrhea, please notify the Medical Coordinator. If abnormal urination or defecation continues past two to three days, please notify the Medical Coordinator as well. If you are even in doubt if the bowel movements or urination habits are normal or abnormal we as that you please ask. Any potential medical or behavioral issues are best addressed as soon as possible.

Dog to Dog Introductions

If you have personal pets who are dogs, you'll want to introduce them to your foster dog one at a time and supervise their interactions at first. It's a good idea to introduce them outside in a large yard or on a walk, keeping all the dogs on leash and allowing them enough space to get adjusted to one another.

In addition, make sure that high-value items (food, chew toys, plush toys, Kongs, rawhides or anything else that your dogs hold in high regard) are put away whenever the dogs are interacting. You don't want to allow the possibility of a fight. Those high value items are best placed in the dogs' personal areas.

Finally, never feed your dogs in the same room as the foster dog; always separate them at feeding time.

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Dog to Cat Introductions

We can't ensure that a foster dog has been "cat-tested," so if you have personal pets who are cats, you'll need to make the introduction to the foster dog carefully and safely. Start by keeping them separated at first. You can either keep your cats in a separate room (equipped with food, water, litter boxes and beds) or confine your foster dog to a room. Over a one- to two-week period, let the dog and cats smell each other through the door, but don't allow them contact with one another. Exchanging blankets or towels between the dog's area and the cats' area will help them get used to each other's smells.

After a week or two, do the face-to-face introduction. Keeping your foster dog on leash, allow your cat out in the same area. (If you have more than one cat, introduce one cat at a time.) Do not allow the foster dog to charge or run directly up to the cat. Try to distract the dog as best you can so that the cat has the chance to approach without fear. Watch the body language of each animal closely and don't continue the interaction if either pet becomes over-stimulated or aggressive. The idea is to keep the interactions positive, safe and controlled.

Finally, never leave your foster dog unsupervised with any cats in your home.

Introducing Your Foster to Children

Since we don't always know a foster dog's history or tolerance level for different types of people and activities, please teach your children how to act responsibly and respectfully around your foster dog. We will do our best to place you with an appropriate animal for your home situation, but you should still supervise all interactions between children and your foster dog.

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Key things to remind your children:

- Always leave the foster dog alone when he/she is eating, chewing or sleeping.
- Some dogs may nip or bite if bothered while eating or startled while sleeping.
- Do not take away a toy or prized possession from the foster dog.
- Do not tease the foster dog.
- Don't chase the foster dog around the house or run quickly around the foster dog.
- Pick up all your toys. Some dogs may not be able to tell the difference between what is theirs and what belongs to the kids.

Feeding

All foster dogs should be fed a diet of dry dog food, unless otherwise specified by the foster coordinator. Feed your foster dog once or twice daily; the amount will be based on the age and weight of your foster dog. Make sure the dog always has access to fresh, clean water.

You can give your foster dog treats of any kind (unless he/she has known allergies, of course); giving treats helps you and your foster dog to bond with each other. Most dogs like to chew on things, so try rawhide chews, Greenies, antlers, Nylabones or Dentabones. Keep in mind, though, that not all dogs like to share, so only give these treats when your foster dog is confined to his/her own area.

Daily Routine

When you first take your foster dog home, take care not to overwhelm her with too many new experiences all at once. Sometimes, too much stimulation can cause a dog to behave unexpectedly toward a person or

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animal, which is why it's a good idea to keep introductions to a minimum during the first couple of weeks after you bring your foster dog home. It's also important to establish a daily routine of regularly scheduled feedings, potty breaks and walk times. Dogs take comfort in having a routine they can count on.

Also, on a daily basis, be aware of your foster dog's appetite and energy level. If she's not eating well or seems listless, something may be wrong medically. You might want to record your observations to make it easier to notice any health issues.

Health & Wellness

Dog 101

Here are some basic facts about dogs!

- A normal body temperature is 101 to 102.5 fahrenheit.
- The pulse can be between 60 to 140 beats per minute depending upon the size and activity of the dog
- The respiratory rate is typically between 10 to 35 breaths per minute, depending upon the size and activity of the dog
- Dogs have been estimated to have been domesticated over 14,000 years ago
- The divergence from wolf to dog took place between 20,000 and 40,000 years ago
- Dogs are from the Scientific classification:
 - Kingdom - Animalia
 - Phylum - Chordata
 - Class - Mammalia
 - Order - Carnivora

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- Family - Canidae
 - Genus - Canis
 - Species - C. lupis
 - Subspecies - C. l. familiaris
- A group of pups from the same gestation period is called a litter
 - The father of a litter is a sire. It is possible for one litter to have multiple sires
 - The mother of a litter is a dam
 - A group of three or more adults is a pack
 - Life span can vary greatly between small and giant breeds, averaging anywhere from 8 to 15 years
 - Gestation is about 58 to 68 days
 - As of 2019 there are a reported 340 dog breeds, with 192 being “AKC acknowledged”
 - There are an estimated 900 million dogs in the world
 - Approximately 3.3 million dogs enter animal shelters in the United States per year

Grooming

A clean and well-groomed dog has a better chance of getting adopted, so bathe your foster dog as needed and brush him regularly if he has longer hair or requires more frequent grooming. Contact the foster coordinator if you feel that your foster dog needs to see a professional groomer. If you are comfortable with it, you can trim his nails. But please be careful because you can cause pain and bleeding if you trim the nails too short.

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Medications

If you are fostering a dog who is on medications, please make sure that he/she gets all prescribed doses. Do not end medication early for any reason. If your foster animal has not responded to prescribed medications after five days (or in the time instructed by a veterinarian), please contact the foster coordinator.

Administering Pills to Dogs

If the medication can be given with food; the easiest way to give pills is to hide it in a piece of food. A small amount of butter, peanut butter, cream cheese, canned food or liverwurst is often used. If the dog will not take the pill in food or cannot have food with the medication:

- Have the pill out and in a convenient place.
- Call the dog in a happy, calm voice.
- Take the dog to a spot where he or she is backed up against something and cannot get away from you. Sometimes putting the dog on a surface off the floor is best, but this requires assistance.
- Squeeze behind the upper canine teeth and tilt the animal's head back so he or she is looking at the ceiling. His or her jaw will automatically drop a bit.
- Place one of the fingers from the hand holding the pill between the lower canine teeth (long front teeth) and push down.
- Quickly place the pill as far back as possible inside the dog's mouth being sure to get it over the hump in the tongue. Do not place your hand in the dog's mouth too far because it might gag.
- Close the dog's mouth and hold it closed while you gently blow or rub his or her nose. This will stimulate swallowing.

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Liquid Medication to Dogs

- Insert the dropper between the upper and lower teeth in the back and tilt the chin upward. Slowly administer the medication while being careful not to go faster than the dog can swallow. Always remember to praise the dog and even offer a treat after the medication.

Applying Eye Drops and Ointments

- Before administering eye medication, be sure the eye is clear of discharge. You can use warm water on a cotton ball to gently clean around the eyes.
- Use your thumb and forefinger to open the eyelid. With your other hand, place 1-2 drops (as directed) or a small amount of ointment on the eye or the pink tissue around the eye.
- The foster animal will blink and the medication will cover the entire eye.
- When applying medication to the eye, try to avoid the animal's direct line of vision when approaching and avoid touching the eye with the container of medication.

Applying Ear Drops and Ointments

- Before administering eye medication, be sure the ear is clear of discharge. You can use warm water on a cotton ball to gently clean around the ear.
- Gently pull the flap of the ear up and slightly back using your other hand.
- Apply the prescribed number of drops into the ear canal, while continuing to hold the ear flap up.
- Rub the base of the ear against the head in a circular motion.
- Be cautious and gentle as your dog may object to this procedure.
- Dogs frequently shake their heads after medications are applied, so keep a towel close at hand.

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Logging Medications

When giving a Foster Dog medications it is often helpful to have a printed copy of a medication tracking sheet. These are a simple way to ensure that the Foster Dog is getting the correct dosage of medication at the correct time, and that only one member of the household is administering the medications. Below is a sample of a basic medication tracking sheet.

Daily Medication Tracking Sheet **Veterinary Clinic Contact:** _____

Pet Name: _____ Medication: _____ Strength: _____

Dosing Directions: _____ Times per day: _____

Duration: _____ Special Instructions: _____

Date	Time	Administered by	Notes

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Veterinary Visits

Dogworks provides all medical care for our foster animals at our approved veterinary clinics.

Because we are ultimately responsible for your foster dog's well-being, our staff must authorize any and all treatment for foster dogs at our approved veterinary partners.

If your foster dog needs to go to the veterinarian, please notify the Medical Director by email, Facebook or phone. The medical coordinator will schedule the appointment.

For non-emergency situations, please understand that our veterinary partners book quickly and may not be available for same-day appointments.

Remember, foster parents will be responsible for payment of any medical care if they take their foster animal to a veterinarian without authorization from the foster coordinator or adoptions manager.

General Care Clinics

Community Pet Care Clinic

Jones Vet Clinic

St Francis Vet Hospital

4808 S. Detroit Ave

17379 N. Dixie Hwy

5544 Alexis Rd

Toledo, Ohio 43614

Bowling Green, Ohio 43402

Sylvania, Ohio 43560

419-214-1560

419-352-4538

419-824-8177

info@communitypetcareclinic.com

jonesvetclinic@gmail.com

stfrancisvethospital@gmail.com

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Spay/Neuter Clinic

Humane Ohio
3131 Tremainsville Rd
Toledo, Ohio 43613
419-266-5607

Emergency Clinic

Veterinary Emergency Center
115 Chesterfield Ln
Maumee, Ohio 54537
419-708-5799
Toledopetemergency@gmail.com

President

Tonya Tack
419-494-9362
president@dogworksohio.com
<https://www.facebook.com/tonyaschwan>
tonyaschwan@gmail.com

Vet Visits Parameters

- All visits are to be made under Dogworks account ONLY.
- All vet visits must be approved
- All diagnostics must be approved
- All surgeries must be approved

Before the visit

- Please take time to make a few notes about your concerns
- If you are taking the dog in for stomach issues, please take a stool sample in (less than 24 hours old)
- If you are taking the dog in for urinary issues, try to catch a urine sample (less than 1 hour old).
 - If you are unable to get one, please do your best to not allow the dog to urinate before the appointment.
 - When you arrive at the clinic please tell the staff right away so they can collect a sample.
- Contact the medical director as soon as the appointment is made so records can be emailed if needed

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At the Visit

- Please make sure to arrive on time
- You are representing Dogworks, so we ask that you act in a professional manner and be polite to staff.
- Sometimes little things can tell the vet or staff a lot. If you notice behavior changes or changes in the way or amount the dog eats or drinks, the way the dog moves or acts, sleeping, playing or goes to the bathroom, please share that information. Even if you think it is unrelated, please tell them.
- Make sure to ask questions, if you have any! NO question is a dumb question!
- Don't be afraid to ask for more information or to have something explained further
- Ask that a copy of the invoice and the medical record be emailed to president@dogworksohio.com

Emergency Care

We must be very cautious when deciding whether or not a foster animal needs to go to the vet, as office visits add up very quickly. Each case will be evaluated individually by what is best for the animal as well as economically feasible for the rescue.

What constitutes a medical emergency in a dog? A good rule of thumb is any situation in which you would call 911 for a person. Here are some specific symptoms that could indicate an emergency:

Notify the board or Medical Director immediately if you observe:

*Non-productive retching	*Swelling	*Fever	*Bloat
*Ingesting nonfood items	*Pale gums	*Collapse	*Trauma
*Not eating/drinking +24 hours	*Jaundice	*Car Accidents	*Bleeding
*Ingesting meds/toxin/poison	*Lethargy	*Electric shock	*Abnormal odor
*Vomiting more than 2 times	*Pain	*Head injury	*Trouble eating

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- *Intestinal parasites
- *No BM +36 hours
- *Blood in stool
- *Abnormal Stool
- *Stones or debris in urine
- *Blood or discharge in urine
- *Straining to urinate, making multiple trips to urinate, squatting to urinate without producing any urine
- *Restlessness
- *Vocalization
- *Ear flap swelling
- *Parasites
- *Trouble breathing
- *Constanting Coughing
- *Heatstroke
- *Frostbite
- *Burns
- *Bite wounds
- *Animal fight
- *Abscess
- *Tremor or seizure
- *Eye injury
- *Dilated pupils
- *Diarrhea
- *Laceration
- *Smoke inhalation

Signs of illness

Dogs generally do a good job of masking when they don't feel well, so determining if your foster dog is under the weather will require diligent observation of the dog's daily activity and appetite levels.

It's a good idea to keep track of these levels in a journal. You'll also want to record any of the following symptoms, which could be signs of illness.

Puppies under 12 weeks of age:

Diarrhea that lasts for more than a day

Vomiting and diarrhea for more than 6 hours

Vomiting more than once in an hour

Not eating for more than 12-24 hours

Lethargy without fever (>103) for more than 12 hours

Lethargy with fever (>103)

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Dogs older than 12 weeks of age:

Diarrhea that lasts for more than 1-2 days

Diarrhea for more than a day

Vomiting more than 2 times

Not eating for more than 24 hours

Lethargy without fever (>103) for more than a day

Lethargy with fever (>103)

Your foster dog may not display any signs of illness until quite ill. Therefore, it's up to you to observe your dog closely each day. Call your Foster Coordinator if you see:

- Unusual discharges from the eyes, nose or other body openings
- Coughing
- Abnormal lumps
- Limping
- Difficulty getting up or down
- Loss of appetite
- Not drinking
- Dehydration
- Sores, skin lesions or abnormalities
- Frequent ear itching, swelling, head shaking, odor and/or discharge from the ear
- Abnormal waste elimination (pain or straining during urination or defecation)
- Other abnormal behavior

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Diarrhea

Diarrhea can be caused by several factors, including stress, change of diet, poor diet, eating garbage, parasites and viruses. If your foster dog has diarrhea and has no other symptoms, rule out change of diet by feeding your dog 2 cups of cooked rice mixed with one cup of cottage cheese for a day or two, and then reintroduce dry kibble.

Provide plenty of fresh water since diarrhea can cause dehydration. To check for dehydration, pull the skin up over the shoulder blades. If it snaps back quickly, the dog is not dehydrated. If the skin goes down slowly, then the dog is dehydrated and needs fluids. Call your Coordinator immediately if you suspect your foster is dehydrated. In an emergency, take your foster directly to your vet

Distemper

Distemper is an extremely contagious and often fatal viral disease. It is an airborne infection that can be transmitted with or without direct contact with an infected dog through mucus, urine and feces.

Some of the symptoms include squinting, congestion of the eyes, pus from the eyes, weight loss, coughing, vomiting, nasal discharge and diarrhea. Contact your Coordinator immediately if you suspect Distemper.

Dog Fight

- DO NOT GET BETWEEN FIGHTING DOGS
- Check for injuries on both dogs

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- Don't put your limbs in the middle
- Making a loud noise or throwing water may help distract the dogs and end the fight
- If it's a strange dog with owner get name and contact information of owner
- If it's stray dog, contact local pound and provide location of encounter. Provide as much detail as possible. Also contact foster coordinator as precautionary treatment may be required.
- Don't leave dogs that have fought previously alone/unattended (crate the aggressor)
- Try to discern what cues may have caused the disturbance (attention sharing, toy fixation, territorial)
- Notify foster coordinator immediately if injuries warrant vet treatment
- Notify foster coordinator during business hours if injuries are minor or no injuries incurred

Fleas

Most foster dogs have been treated when arriving at the shelter, but additional flea treatments are available if needed. Puppies over 8 weeks of age and adult dogs can be treated with topical flea treatment.

Flea treatments contain insecticides that can cause nerve and liver damage, impair the immune system and even cause cancer. Regular flea combing is the best way to control and monitor the fleas. Vacuum all areas of your house that your foster uses at least every two to three days. Good food, minimal stress, proper hygiene and TLC help keep the dog from getting fleas or an illness.

To check for fleas, inspect your dog daily, including rear, groin, belly, tail, neck and under the chin and head. Look also for black specks of flea dirt, which is actually digested blood. Before you begin combing, get a bowl of tap water and put a few drops of dish soap in it. You can put any fleas you find in the water and they will

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drown. (If you don't use soap, the fleas may swim to a fluff of fur and jump out of the water.) If fleas are present, treat as soon as possible. Change bedding and vacuum the floors daily. The washing machine will remove fleas, eggs and dirt.

If your foster dog had fleas, watch his stools for what look like short pieces of white rice that are tapeworms, which come from ingesting fleas. Tapeworms can cause diarrhea. If you see tapeworms, call your Coordinator, who can provide you with medication.

Injured Dogs

Injured foster dogs will have specific needs. They'll most likely be recovering from surgery and will come with veterinary orders. Generally fracture, cast or other surgery patients may need to be confined to a crate or a small room to limit mobility.

This type of foster situation may require you to schedule follow-up appointments with the dog's veterinarian. As with all foster dogs, watch for signs of illness, since injured foster dogs are under additional stress and are more prone to illness. Lots of human contact is important for healing injured dogs. Active play should be limited, but cuddling, petting, talking, brushing and massaging are all good social activities for a recovering animal.

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Kennel Cough

The shelter is much like a child day care – as soon as one dog has a cold, most all the dogs in the shelter get a cold. Just like people who have colds, kennel cough develops when the dog is stressed or when the immune system is compromised. Kennel cough usually goes away as soon as the dog has a warm, quiet and soothing place to sleep, where they can drink lots of water, eat healthy food and receive lots of TLC!

Kennel cough is typically a dry, hacking cough. There may be some discharge from the nose and a clear liquid that is coughed up. It's generally a mild, self-limiting illness of the trachea and bronchi encountered in all age groups of dogs, but especially in those under unusual stress.

Because kennel cough is contagious, infected dogs should not be around other dogs until they're over their cough. If you have a dog at home and plan to foster a dog with kennel cough, we have found that if your own dog is healthy and has been vaccinated annually, then he will most likely not get sick.

Talk to your vet about giving your own dog the Bordetella nasal vaccination. Immunity to kennel cough is usually established 3-4 days after vaccination.

Make sure your foster dog has plenty of fresh water and healthy food. If your dog is not eating, try cooking up something special and smelly such as eggs, chicken or steak. Take short, leashed walks. If your dog's energy is good and the cough seems mild, try some Vitamin C (5-10 mg/lb, 2-3 times a day with food) and Vitamin E (3-5 mg/lb, once a day). If you don't see improvement of the cough or cold after 3 days, or if the condition worsens, call your Coordinator.

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Strenuous activity can bring on coughing episodes, so limit activity and encourage rest. Even baths can be stressful to the system and should be avoided. However bringing your foster dog into the bathroom while you're taking a shower can be beneficial as the steam can help loosen mucus. Incubation of kennel cough is 5-10 days; its course is 10-20 days with symptoms generally more marked the first week. Fever, lack of appetite and a yellow-green-brown nasal discharge can indicate secondary infections. Call your Foster Coordinator if any of these symptoms occur.

Parvo

Parvo attacks the intestinal tract, white blood cells and heart muscle. Signs of infection are depression, loss of appetite, vomiting, severe diarrhea, fever and sometimes kennel cough symptoms. The illness is contracted through contact with the infected feces of another dog. Call your

Call you coordinator immediately if you believe your foster dog may have this illness.

Parasites

Parasites can cause diarrhea, stomach bloating or vomiting. Parasites include tapeworms, roundworms, hookworms and mange. Tapeworms will look like pieces of rice coming out of your foster dog's anus or in his

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stool. Roundworms and hookworms may be vomited, and roundworms look like spaghetti (hookworms are smaller and rarely distinguishable without the aid of a microscope).

Mange is an infestation of tiny mites that bite and cause intense scratching, reddened skin and loss of fur.

Only rare cases of mange (sarcoptic) are contagious to humans. If you suspect your foster dog has parasites, call your Coordinator immediately.

Vaccination & Deworming

Your foster dog's vaccination and worming history will be given to you. Your dog has most likely been vaccinated for Distemper, Canine Hepatitis, Leptospirosis, Parainfluenza, Parvo and Bordetella. Rabies vaccinations are given at the appropriate age. Contact your Coordinator for more information.

Most likely, your foster dog had one dose of dewormer upon arrival to the rescue. If you see worms in the dog's stool, return to the rescue for more dewormer. You will be instructed on the correct dosage and frequency.

Once puppies have had their first vaccination and are in their foster home (not at the shelter), they can be walked in areas where there is not much dog traffic. Avoid dog parks with puppies under 4 months old.

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Spay/Neuter

Spay and neuter surgeries are generally done at a clinic before the time of adoption, unless otherwise stated in the adoption contract. .

Behavior

Behavior Support

One of your goals as a foster parent is to help prepare your foster dog for living successfully in a home. So, we ask that you help your foster dog to develop good habits and skills through the use of positive reinforcement training, which builds a bond of trust between you and your foster pet. The basic idea is to reward desirable behaviors and ignore unwanted behaviors. It is also important for every human in the foster home to stick to the rules established for your foster dogs, which will help them to learn faster.

When interacting with your foster dog, refrain from wrestling or engaging in play that encourages the dog to be mouthy and “play bite” on your body. Also, try to refrain from inviting dogs up on the couch or bed. Not all adopters find this acceptable.

Some foster dogs will have behavioral issues, which we are not aware of at the time of their rescue. Some of these behavior challenges are separation anxiety, destruction of property, fear issues or aggression toward other animals. If you feel unable to manage any behavior that your foster dog is exhibiting, please contact the foster coordinator to discuss the issue. We will guide you and help in every way that we can.

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If the behavior is extreme enough to warrant the use of a trainer, we will provide one for you. Please understand that we have limited resources, so for basic training and minor behavior problems, we will insist that you personally work with the dog.

Training Aids

There are a variety of training aids on the market, and when looking for ways to give a boost in training we strongly suggest using a clicker for cues. If you are having difficulties training with negative behaviors we do NOT recommend the use of restrictive harnesses or collars other than martingale collar. Prong collars, pinch collars and choke collars are never to be used. We do not allow foster dogs to be fitted with or use a remote collar or bark collar, unless it was approved by the coordinator, If you are having difficulty with a behavior issue, please reach out right away so you can get assistance correcting a negative behavior before it becomes a habit.

Housetraining

It's unlikely that your foster dog will be perfectly house-trained when you take him or her home. Most of the dogs in the foster program have lived in a shelter for a while, often with minimal walks or chances to relieve themselves outside. At the very least, be prepared for an adjustment period until your foster dog gets used to your schedule.

Because a dog has a better chance of being adopted if she is house-trained, please help your foster dog to perfect this skill. Take your foster dog outside to go potty multiple times per day (3-6 times daily, depending on age). Initially, you may need to take her out more frequently to remind her where the door to the outside is and to reassure her that you will take her out for potty breaks. Most dogs will give cues — such as standing

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near the door or sniffing the ground and walking in small circles — to indicate that they need to go out. Keep the dog in a crate when you are not available to supervise her indoors.

If your foster dog has an accident inside the house, don't discipline or punish her. It will only teach her to fear and mistrust you. Clean up all accidents with an enzymatic cleaner. Nature's Miracle and Simple Solution are two products containing natural enzymes that tackle tough stains and odors and remove them permanently.

Be patient with your foster dog. Even house trained adult dogs will make mistakes, especially if they've been at the shelter for a long time and have been eliminating in their kennel. If there are smells in your house from another dog or cat, some foster dogs may "mark" their territory. This action should be redirected immediately with a calm "Oops" – then escort him outside where he can finish. You will then want to use some odor neutralizer (like Nature's Miracle) on the areas where the dog "marked" to insure he will not smell and mark that area again.

You can begin to housetrain a puppy at 8 weeks of age. Even if you bring home an adult dog who is housebroken, you will want to follow these guidelines until your foster dog adjusts to his new situation and to your schedule.

Determine where you want your foster dog to eliminate – it could be the backyard, side yard or an indoor spot such as a Pup Head, litter system or one you have designed. Then take him there every time with a spoken command (such as "do your business"). Take him out when he wakes up, after he eats or drinks, after a play session, or at least every 2 hours. Puppies should go out every 45 minutes until you learn their pattern.

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Stand with him for 5 minutes. If he eliminates, reward him (with treats, praise, a favorite game and your own special happy dance). If he doesn't go in 5 minutes, take him back inside and try every 15 minutes until he goes. Every time he goes, make sure you reward him!

Supervise the puppy closely while you're inside. If he starts to sniff the floor, or even squats to go, interrupt with a calm "Oops," scoop him up quickly and take him to the approved spot and praise when he finishes. If he eliminates in the house while you're not paying attention, don't correct him – it's not his fault. Clean it up and go back to your schedule. Use an odor neutralizer to get rid of the smell. Never put the dog's face in his mess or yell at him; he won't understand you, and you will only be teaching him fear.

Crate Training

Crate training, done in a positive way, can be an effective component of house-training. A crate can be a safe place for your foster dog to have "down time" and can also limit his access to the entire house until he knows the rules. They calm them and can help prevent destructive chewing, barking and house training mistakes. A crate should never be used as a form of punishment and a dog should never be left in a crate for an extended period of time.

How long an adult dog can be crated will depend on many factors. For example, if your foster dog was left outside, he has never been required to hold it for any period of time. It will take time for this dog to learn to hold it, and you will need to start slowly. Older dogs and dogs with some medical conditions may only be able to successfully hold it for short periods of time. Rigorous exercise should be given before and after any long periods in the crate, and good chew toys should be in the crate at all times. You may want to crate your new

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foster dog for the first few nights in your bedroom – most of them feel more secure in their crate and it protects your house from accidents.

You can prevent problems with crate training by setting your foster dog up for success. He should only associate good things with the crate, so start by putting treats and/or toys in the crate and encouraging him to go in. Some dogs warm up to the crate slowly. If he is afraid to go in, place a treat in the crate as far as he is willing to go. After he takes the treat, place another treat a little farther back in the crate. Keep going until he is eating treats at the very back, then feed him his next meal in the crate with the door open, so that he can walk in and out at will.

Crate training a fearful dog can take days, so be patient and encouraging. If a crate is properly introduced and used, your foster dog will happily enter and settle down.

Mental Stimulation and Exercise

Depending on your foster dog's age and energy level, he or she should get at least two 30-minute play sessions or walks with you per day. Try a variety of toys (balls, squeaky toys, rope toys, etc.) to see which ones your foster dog prefers. Remember to discourage the dog from playing with your hands, since mouthing won't be a desirable behavior to adopters.

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Enrichment for Puppies and Dogs

Enrichment refers to mental and physical stimulation. Allowing animals to think, learn and explore goes a long way to keeping them behaviorally healthy and well socialized.

Food Puzzles and Busy Toys

The options in this area have extended far beyond the peanut butter-filled Kong. From homemade options, such as hiding treats or kibble inside an empty pizza box, to purchasing food puzzles and games, keep dogs more stimulated by moving beyond the standard bowl of food. There are also a lot of options for slow feeders, which benefit dogs who eat too fast or gobble their food.

Confined Dogs

These could be shelter dogs, dogs living in a boarding kennel environment or dogs who spend time crated. Each dog should be provided with enrichment each day. This should not be considered “extra” – it is part of the humane treatment of confined companion animals. All dogs should have a comfortable place to rest inside their cage.

Olfactory Stimulation

Dogs have an amazing sense of smell and this sense should be stimulated daily. Introduce novel scents into the environment (spray scent in the air, peel an orange, etc.) or a pinch of dried spices (cinnamon, cumin, nutmeg, ginger) or a drop of liquid extract (vanilla, almond, banana, etc.) can be placed on their bed, the floor or the walls. Allow dogs to sniff when on walks. Hide treats for the dogs to find (“find it” (nosework) and “tracking” games.)

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Auditory Stimulation

Research shows that some forms of music can be soothing to animals. Classical music, new age music and music designed for stress reduction (Through A Dog's Ear) should be played at a low volume in the kennels during daytime hours. Recordings of books on tape can also be played. The music should be turned off at night as all animals required quiet time to sleep.

Visual Stimulation

This sense is stimulated a lot in the shelter environment – in fact sometimes too much. Dogs who become over stimulated or agitated by the sight of other dogs should be moved to a less stimulating cage or a sheet should be hung on their cage door.

Other visually stimulating things can be placed outside the dog runs such as perpetual motion toys or mobiles to provide them with something interesting to look at.

Tactile Stimulation

Many animals respond positively to tactile stimulation from humans. This stimulation involves petting, brushing, and massage. Along with the tactile stimulation comes social interaction and this practice helps to ensure that these social animals receive the attention they need.

Make sure to identify the kind of touch the animal appreciates. For example: some dogs like their belly scratched while others find it intimidating.

Taste Stimulation

Dogs should be given special food treats daily to stimulate their taste buds.

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Stimulating Species Typical Behavior

Chewing and digging are normal dog behaviors that can be stimulated by providing safe chew items and a digging pit in the play yard.

Food Gathering Enrichment

Presenting food/treats inside a Kong, feeder ball, PVC pipe feeder or empty container of any kind so that the dog must work to get them out. Frozen food works well too.

Physical Stimulation

All dogs require exercise to remain healthy. Dogs should be walked on a leash, as well as provided aerobic exercise in the form of:

- Running/jogging with a human
- Playing a game of fetch
- Playing a game of tug (with rules)
- Agility

Social Stimulation

Dogs are social animals and as such should be provided with opportunities for social interaction with humans and other dogs (if appropriate). Those individuals who appear to be dog-friendly should be allowed time with another dog for socialization and play. First test the dogs together on leash and if all goes well— remove the leashes and supervise the session. If the dogs appear to enjoy each other's company and play well they should be placed together for a short time each day.

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PUPPIES: Make sure all experiences are safe and positive for the puppy. Each encounter should include treats and lots of praise. Slow down and add distance if your puppy is scared!

Attention & Playtime

Gentle and calming human contact is important for dogs. Human handling is especially important for the healthy development of puppies. Be sure to give your foster dog several minutes of playtime periodically through the day.

Do not allow children to behave with the foster dog in a manner you would not want the child to behave with a younger sibling. Teach children to leave a dog alone when he is eating, chewing and sleeping. Never allow a child to remove a toy or any other prized possession from a dog.

Do not play tug of war or wrestle with your foster dog. If you have a shy or fearful dog, do not throw a toy toward the dog, because he may think you are throwing things at him and become more fearful.

After you have finished playing with a toy, put it away so that you are controlling the toy and the playtime.

When giving the dog a toy or treat, have him sit before giving it to him. That way he has to work to get the toy or treat – making it a reward.

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Behavior Issues

Many of the behaviors that we find problematic – such as barking, whining, digging, chewing, scavenging and hunting other animals – are really just normal dog behaviors and can be explained as “dogs being dogs.” The easiest way to coexist with our canine companions is to provide more appropriate outlets for these behaviors.

If your foster dog is exhibiting any behavioral issues, ask yourself the questions below:

- Is my foster dog getting enough exercise?
- Is he being left alone for long periods of time?
- Does he have interesting toys to keep his mind engaged and stimulated?
- Is he getting enough attention and playtime?
- Am I reinforcing bad behavior? Some examples include verbally scolding a dog when he is seeking attention or engaging the dog when he uses bad manners to get you to play.
- Does my foster dog have a safe place that is dog-proofed with appropriate chew toys, or am I leaving my own belongings within reach?
- Am I providing specific outlets based on his natural instincts and drives?

We don't expect foster parents to be miracle workers. If your foster dog requires more attention, exercise or training than you can provide, talk to your Coordinator – another foster home might be best for both you and the dog. Regardless of the issue, we don't condone punishment, which will not address the cause of the behavior and in fact it may worsen behavior that's motivated by fear or anxiety.

Dogworks Foster Manual

Punishment may also cause anxiety in dogs who aren't currently fearful. People often believe their dog makes the connection to discipline because he runs and hides or "looks guilty." But dogs display submissive postures like cowering, running away or hiding when they feel threatened by an angry tone of voice, body posture, or facial expression. Your dog doesn't know what he's done wrong; he only knows that you're upset. Punishment after the fact will not only fail to eliminate the undesirable behavior, but may provoke other undesirable behaviors, too.

Showcasing Your Foster

Web Presence

If your dog's picture is already on the shelter's website, you should write a biography about his personality. A good bio makes a big difference in the number of calls the dog gets, so be descriptive! Try to include things like:

- What does the dog like to do? (play fetch, go for walks, etc.)
- Is he a cuddler?
- Does he have experience with other animals and children?

Of course, any cute things that he does or anything you want to point out about his fur or appearance is good as well. It can be as long as you want, but the typical description is a paragraph or two. If the dog has some bad habits, this can be discussed during the first phone conversation. The bio should generate interest, not turn people away. We don't want to mislead people; however we really try to focus on the positive. Please email the bio to the Coordinator.

Dogworks Foster Manual

Photos

If your dog's picture is not yet on the website, there are several options for getting pictures taken and posted.

If you have access to a digital camera and would like to take the pictures yourself, you are welcome to do so.

Please email them in .jpg format to the web site posting team with the dog's bio.

Another option is to have a traveling photographer come to your home to photograph your foster dog. This is a nice option for shy dogs and those who don't travel well, or for foster parents with schedule and transportation difficulties. Please contact your Coordinator to arrange this option.

Getting to Adoption

Out and About

Pack up your pup in her adoption vest and really pound the pavement – visit outdoor festivals and cafes, parks, etc. And be sure to bring your dog's business card to share with any potential adopters.

Home Sweet Home

Use your best judgment, coupled with guidelines given to you by your Coordinator, in choosing a home for your foster dog. You know his needs best and can explain them to potential adopters. Once you have found a good fit, follow the rescue's procedures for accepting payment for the adoption. And, of course, let your Coordinator know immediately when a match has been made, so that everyone can celebrate another life saved!

Dogworks Foster Manual

When possible, we try to complete our adoptions at a PetSmart location. When completing an adoption, you will need:

- A small amount of the dog food the dog is currently on
- Adoption Bag, provided to you when you get your Foster Dog
- Adoption Book, provided to you when you get your Foster Dog
- PetSmart Booklet, you will get this from PetSmart Staff at the store

An adoption certificate, will be emailed to you or can be dropped off to you if you are unable to print it

- A congratulations letter, will be emailed to you or can be dropped off to you if you are unable to print it
- An updated medical journal, will be emailed to you or can be dropped off to you if you are unable to print it
- 2 copies of the 2020 adoption form (with information entered entered when possible) that can be emailed or dropped off to you if you are unable to print it

When completing the adoption you will need to:

- Review the items with the adopters and answer any questions they may have.
- If they have questions that you are unable to answer, please reach out to a board member.
- Have the adopter initial in the blanks next to each section
- The adopters need to print, provide a signature and date
- The adopters need to also manually enter their address, phone number(s) and email address.
- You will need to sign and date the bottom of the document.
- Please remember to give any advice or tips the adopters may need about the schedule the Foster Dog is on, or anything further information to help make the transition as smooth as possible.

Dogworks Foster Manual

→ A copy of the adoption agreement can be found on the next page

Dogworks Foster Manual



DOGWORKS
CANINE RESCUE & PLACEMENT



2020 ADOPTION CONTRACT - Adopter Copy

This Agreement is made and entered into on _____, 2020 by and between Dogworks, Inc. (hereinafter "Rescue") and _____ ("Adopter").

WHEREAS: Adopter wishes to adopt one or more animals from Dogworks, Inc. This executed Adoption Agreement ("Agreement") is binding for the following animal(s):

<u>Name</u>	<u>Age</u>	<u>M/F</u>	<u>Microchip Number</u>
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<u>Name</u>	<u>Age</u>	<u>M/F</u>	<u>Microchip Number</u>
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Please initial the following:

_____ **Adequate Care:** Adopter will provide proper and sufficient food, water, shelter and kind treatment for the dog at all times. Dog will have indoor living quarters in a temperature-controlled portion of the home and will receive adequate, supervised daily exercise. Adopter will arrange for adequate care for the dog when leaving for an extended period and will not leave dog crated for more than 8 hours at a time, except at bedtime. Dog will not be used, given away, or sold for the purpose of experimentation or fighting.

_____ **Veterinary Care:** Adopter will provide all necessary medical care and have the dog immunized (including rabies and distemper shots) and examined ANNUALLY, at Adopter's expense. Dog will be kept current on heartworm preventative and flea/tick control as needed.

_____ **Abide by Local Laws:** Dog will be licensed in the city/town where the adopter resides. Adopter agrees to abide by all local leash laws and other dog-related laws. Adopter will not permit the dog to run at large or to become a public nuisance. Dog will wear identification tags at all times.

_____ **Adjustment Period:** Adopter will give adequate time for the dog to adjust to his or her new surroundings. Contact Rescue immediately for assistance and/or counseling if any problem(s) should arise.

_____ **Transfer of Ownership:** Adopter will not sell, abandon, or give the dog away to anyone. If adopter can no longer keep the dog, Rescue holds the right of first refusal.

_____ **Lost or Deceased:** Adopter will notify Rescue immediately if the dog is lost, stolen, or dies. In the case of a lost or stolen dog, Adopter will make every effort to find the dog and will immediately retrieve the dog from any animal shelter when notified the dog is being held at such a location.

_____ **Hold Harmless:** Adopter accepts the dog as is and assume all risk of ownership of the dog, including risk of injury or damage caused by the dog, including bites. Adopter understands that Rescue cannot predict what medical or temperament problems a dog may have in his or her lifetime and accepts sole responsibility for any illness or injury occurring after adoption. Adopter will assert no claim, charge, or demand of any kind against Rescue or its agents for any expenses that have been incurred by the Adopter, including veterinary fees, in connection with the dog once the adoption is finalized.

_____ **Training:** The only function for the dog is for in-home companion animal. Not to be trained for attack or used as a guard dog for any agency or organization. Dog must not be maintained as an outdoor yard dog or used for the sole purpose of hunting.

Dogworks Foster Manual



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Adoption FAQ's

★ When is my foster dog ready for adoption?

- All animals that are spayed or neutered and deemed healthy enough to go to a home by our care team are ready for adoption. When you pick up your foster dog, the foster coordinator will go over the medical records for the dog and determine what medical appointments the foster dog needs before he/she is ready to find a new home.

★ Will I need to take my foster dog to adoption events?

- We request that you attend our adoption events with your foster dog so that they can get the best chance at finding a home.

★ How can I help my foster dog find a great home?

- As you get to know your foster dog, we ask that you stay in constant contact with the foster coordinator so that he/she can update the foster animal's biography online to reflect accurate information about the dog's preferences and quirks. Some people write their own biography for their foster dogs, which we encourage, though they may be edited. We welcome any quality photos that you take of your foster dog in your home.

★ What if I know someone who's interested in adopting my foster dog?

- If someone you know is interested in adopting the dog, please contact the foster coordinator and give her the details. Also, tell the prospective adopter to start the adoption process (filling out an adoption application) as soon as possible. Once the dog is up for adoption, we cannot hold him/her for anyone, but we do want to accommodate referrals from fosters if we can.

★ Will it be hard to say goodbye to my foster dog?

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- Saying goodbye can be the most difficult part of fostering, but keep in mind that many more dogs in Ohio shelters need wonderful foster homes like yours. Remember, you are playing a crucial role in helping to save animals from euthanasia.

Sanitizing Your Home Between Foster Animals

In order to prevent disease and parasite infestations in your home, thoroughly clean areas where the foster animal has stayed.

- Wash bedding in hot water, detergent and bleach.
- Discard non-washable surface toys.
- Disinfect all washable surfaces with a mild bleach and water solution (bleach/water ratio of 1:32 or 4oz of bleach per gallon of water is recommended). Bleach solutions should be prepared as needed, because they lose their strength after 24 hours. Bleach is inactive in the presence of organic matter so clean up dirt, hair, feces, etc. before using bleach to disinfect. Bleach solution must stay in contact with the surface being sanitized for at least 10 minutes to be effective.
- Vacuum all carpeted areas.
- Soak toys in bleach water for 20 minutes and scrub and bleach crates, carriers, scoops, food bowls and litter boxes.
- Clean any urine or feces soiled areas with an enzyme cleaner immediately to avoid residual odor (Nature's Miracle Stain and Odor Remover works well).
- Regularly clean up all waste in the yard to decrease the risk of spreading disease.