

Dog Rescue Newcastle Foster Carers Induction

Confirm Foster Carer's Contact Details:

- Full name
- Street address *including Post Code* and mailing address (if different from street address),
- Mobile phone number and home phone number
- Email address
- Facebook name or link
- Names and breeds of all current foster dogs.
- Email the above information to dogrescuenewcastle@gmail.com

New Foster Carers Need to:

- Have had a yard check.
- Receive a **Foster Carers Pack**, either by email or post.
- Have a foster carer's induction over the phone by Sue, Robyn, or your Area Coordinator.

New Foster Carers To Do As Soon As Possible:

- Read the Foster Carers Pack as soon as possible!
 - note there is a list of DRN contacts, trainers, groomers, vets and other contacts.
- Print and sign our **Foster Carers Agreement** then mail it to:
Donna Trudgett, 4 Hickory Road, Gateshead, NSW 2290
 - or else print, sign, scan then email it to trudgetty@hotmail.com
- Join Facebook (if you haven't already) and "Like" our DRN Facebook page
<https://www.facebook.com/DogRescueNewcastle> so you can read important messages.
- When you get your first foster dog please join our private Facebook page where you can get support from other foster carers. Please send an email to dogrescuenewcastle@gmail.com and request to be added to this group. After being added you can find the group at <https://www.facebook.com/groups/drnfostercarers>

When You Get Each New Foster Dog:

- With each foster dog you should receive:
 - **Adoption Pack** to give to new owners when their dog gets adopted.
 - collar
 - ID tag
 - monthly flea treatment (unless the dog has recently received them)
 - worm treatment tablet (unless the dog has recently received them)
- Bathe** your foster dog or book him/her in with one of our approved groomers (or your own groomer but you'll need to pay).
- Check all over** the dog's body for anything needing attention such as nail clipping, rear dew claws, ears, eyes, teeth, skin, kennel cough, underweight, etc. Make sure any problems are discussed with someone in DRN and brought to the attention of the vet when the dog goes for desexing and vaccination or sooner.
- Give the dog a monthly **flea** treatment (unless this has already been done prior to dog's arrival of course).
- Give the dog a **worm** treatment (unless this has already been done).
- Put a **collar** and **DRN ID tag** on your foster dog and leave them on at all times.
- Make sure your dog has either been to the **vet** or is booked into one of our vets for desexing and/or vaccination. Contact Sue to arrange appointment.
- After your dog has been to the vet, get the dog listed for adoption within 2 weeks (read more details in Foster Carers Pack):
 - Read the "Adoption Procedure" section in your "Foster Carers Pack".

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- Take photos of the dog or arrange one of our volunteer photographers to do it.
- Write a detailed profile of the dog.
- Email 4 to 10 photos and the profile text to drn.listing@gmail.com

Inquiries and Adoption Procedure:

- Your Area Coordinator must **approve all your foster dogs' adoptions**.
- You will be responsible for receiving inquiries for your foster dog by phone and email. But, if you're uncomfortable with taking inquiries or interviewing people, a more experienced foster carer or your Area Coordinator can be the initial contact and handle the adoption for you.
- Read our "Adoption Procedure" in your "Foster Carers Pack" before your dog is listed for adoption.
- Make a written record of all inquiries and keep that record even after the dog is adopted.
- When people inquire, ask them the questions in our "Adoption Questionnaire" or email it to them.
- IMPORTANT: It is not necessarily the **first** inquiry which gets the dog, it is the **most suitable** inquiry. You should say "NO" to unsuitable inquiries. Trust your instincts. If you feel uncomfortable saying no, then your Area Coordinator can do it for you.
- Check the name and details of people inquiring against our "Summary List of Warnings"
- Before you allow your foster dog to be adopted (taken away), 5 things must happen:
 1. An Adoption Questionnaire is filled out by the adopter either by email or ask them the questions over the phone.
 2. The Adoption Questionnaire is approved by your Area Coordinator.
 3. A yard check has been done (other foster carers and volunteers can do this for you).
 4. The Adoption Fee must be paid in full.
 5. 2 copies of our Dog Rescue Newcastle Adoption Agreement must be filled in and signed.
 6. The "NSW Companion Animals Register-Change of Owner/Details" form must be filled in and signed.

More Notes:

- Please try to keep your foster dog until it is adopted. Moving a dog is difficult for us to do and upsetting for the dog. If you are unable to continue to foster your dog please give us as much notice as possible. Be aware that it could take us **at least two weeks** to arrange for another foster carer. Medium and large sized dogs are harder to move than small ones.
- **If you want to adopt your foster dog** you will need to be approved and pay the full adoption fee.
- We are here to support you! Please don't hesitate to ask questions or ask for advice. Refer to the DRN Contact List in your Foster Carers Pack, or post a questions in the "DRN Foster Carers" Facebook group.