

## SURRENDER PROCESS/POLICY 10/2013

- 1) The surrender coordinator will be the sole contact and negotiator of any and all surrenders. Unless and until a clearly stated request is received by another party from the surrender coordinator, no one will contact and/or negotiate with any surrendering entity nor to any family members, friends or volunteers of the surrendering entity.
- 2) If the surrendering entity contacts an individual instead of the surrender coordinator, a polite response to the surrendering entity will be made informing the surrendering entity that you are passing the information onto the surrender coordinator and include the coordinator contact information.
- 3) The surrender coordinator will make attempts, if possible, to obtain any records prior to the surrender. The surrender coordinator will also attempt, if possible, to obtain copies of the signed surrender contract and signed limitations contract.
- 4) In an absolute emergency, a person may end up with a dog in hand (such as a rescue person finding a stray); however, at the earliest possible point, the coordinator should be contacted and involved. This should be a rare and almost non-existent situation.
- 5) The surrender coordinator will be responsible for finding an appropriate foster home that best fits the needs of the dog being surrendered. It is at the sole discretion of the surrender coordinator to place the dog into a foster home.
- 6) Decisions made by the surrender coordinator may be discussed further with the coordinator but even if there is a disagreement, the surrender coordinator will remain the sole contact.