MENTOR GUIDELINES

* Assist the foster home in putting together their foster binder. Explain that this binder should always stay with the dog. It has their medical records which are needed in case of emergency.
* Explain about the book they will receive from Carole; how to use it and which sections go with the dog.
* Go over the forms and make sure they understand how to use them.
* Explain you, the mentor, will assist them through their first one or two fosters. Then they will be working with the foster home coordinator.
* If there is time before the foster dog arrives, have the foster home make a vet appointment before the surrender. Make the dental appointment at the same time. (It can always be cancelled but 99% of dogs should have a dental.)
* Determine if the foster home needs any supplies such as crate, xpen, food dishes, collars, leashes, etc.
* Make sure they are registered on the Yahoo Foster List and know how to post to the list.
* Explain the importance of updating the foster dog’s status on the foster list at least weekly.
* Explain keeping a diary of the foster dog’s time in foster care. Provide an example of a good diary. Suggest that they copy posts to the diary to the list as their list updates.
* Suggest taking pictures whenever possible and posting to the foster list and keeping them to share with the adopter.
* Explain that the dog should be groomed as early as possible and kept groomed while in care. Their grooming or lack of grooming reflects on the quality of our Rescue when seen by others. A groomed dog is more likely to attract adopters.
* Explain the need for a large sized, clear head shot of the dog for the website and Christmas newsletter and the calendar. This should come as soon as possible after intake and a new one should come as soon as possible after grooming. Send to the list. If too large, send directly to Beth Widdows who will forward to Barb Engerer for the calendar.
* Explain Rescue pays all vet bills, for supplies, and grooming. Basically, the foster home just pays for food.
* Explain how to pay for vet bills. The foster home should contact the Treasurer before the first vet appointment. Give the Treasurer the vet’s name and telephone number. The Treasurer will call the vet and set up an account with the vet.
* Any other expenses that can’t be paid by credit card, such as supplies and grooming should be paid by the foster home and the receipt should be scanned and emailed to the Treasurer for reimbursement.
* Explain the foster home needs to send the Treasurer the vet invoice as soon as possible after each vet appointment. They should scan and email the invoice to the Treasurer. Second way is to ask the vet if they will email to the Treasurer. Last choice is to US mail the invoice. Make sure they also send a copy to the foster home coordinator. And they should keep a copy to give the adopted home.
* Tell them about Deb Duncan and her role with our group.
* Go to the surrender with them. If you cannot go, someone who has done a surrender should be there.
* Be available by phone, email, or in person to assist with the foster dogs first days in the new foster home.
* Let them know they should send all paperwork to the foster home coordinator as it is completed. For example, send surrender paperwork right away. Send vet receipts and any other receipts ongoing.
* Make sure the foster home knows to take the medical check list with them to the first vet appointment. All items should be done or scheduled.
* Let the foster home know if a vet specialist is needed, they need to request approval from the board. Discussing it with you and you going to the board is sufficient. In the future, they will discuss with the foster home coordinator.
* If the foster dog needs to see a specialist, you or someone should attend this appointment. It is good to have more than one person listening and taking notes.
* Assist the foster home as needed throughout the dog’s time in their home.
* Help the foster home determine when the dog is ready to be adopted.
* Explain how they look for potential adopters. Assist them in finding a home if they require help. If there are no appropriate apps, consider posting to Facebook and to Petfinder.
* For the first one or two adoptions, attend the meet and greet with the potential adopter.
* Explain filling out the Info to Adopter form and the Adoption Contract.
* Explain what to give the adopter.
* Attend the final transfer of the dog to the adopter if at all possible.
* Explain keeping in contact with adopters.

Contacts referenced above:

Treasurer, Jackie Curtis jackie451@yahoo.com

FH Coor: Maggie Piertzak maggiepiertrzak@yahoo.com

Beth: bew1234@sbcglobal.net