

MENTOR GUIDELINES

1. 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.
2. Make sure they understand the importance of sending the paperwork to the Dog Paperwork Coordinator as soon as possible as described in the book; and receipts to the Treasurer right away. Everything is NOT held until the end.
3. Explain about the folder they will receive; how to use it and which sections go with the dog.
4. Explain you, the mentor, will assist them through their first one or two fosters. Then they will be working with the foster home coordinator.
5. Determine if the foster home needs any supplies such as crate, xpen, food dishes, collars, leashes, etc.
6. Make sure they are registered on the Yahoo Foster List and know how to post to the list.
7. Explain Rescue pays all vet bills, for supplies, and grooming. Basically, the foster home just pays for food. (Note: Prescription food will be paid for by Rescue.
8. 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.
9. 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.
10. Tell them about Deb Duncan, behaviorist, and her role with our group. . Make sure they have her phone number. Consider sending an introductory email to Deb and the new foster home to start the relationship.