

APPLICANTS STEPS PRIOR TO BECOMING A FOSTER HOME

Before someone becomes a WRM foster home, she/he must:

- *Complete and submit a foster application.*
- *Provide Coordinator with at least 2 references.*
- *Successfully “pass” all areas of inspection for the home visit.*
- *Purchase necessary supplies, such as food dishes, high quality dog food, treats, crate or X-pen, bed, collar, leash, or harness; **let your mentor know what additional supplies are needed PRIOR to the acceptance of a foster dog.***

MENTOR GUIDELINES

- 1.) The primary **duties** and **responsibilities** of the **mentor** are to support, facilitate, assist, guide, answer questions, and monitor the new foster home; the mentor and new foster home should communicate at least **once a week** after the placement of a foster dog.
 - **If a new foster home does not respond to or return her/his mentor’s phone calls, emails, or texts, WRM has the right to remove the dog from the foster home.**

- 2.) A mentor should instruct and assist the new foster home in creating their **Foster Binder** with the required paperwork. The following points should be emphasized by the mentor to the new foster home:
 - The WRM Foster Binder should **always** stay with the dog.
 - Paperwork and receipts should **NOT** be held until after the adoption.
 - Medical records should be filed in the Binder **immediately upon receipt** in the event of an emergency.
 - Explain how to use the Binder **folder**, which is sent to the new foster home, and explain which sections go with the dog.
 - Scan and send **OR** mail the foster dog paperwork **immediately** to Foster Home Coordinator. **Original contracts with signatures should be snail mailed to Coordinator immediately.**
 - Scan and send **OR** mail receipts **as soon as possible** to Treasurer. Explain that Rescue pays for all medical bills, supplies, prescription dog food, and grooming; the foster home pays for dog food, toys, and usually the dog bed.
 - The foster home should contact the Treasurer **BEFORE** the first vet appointment, and provide her with their vet’s name and phone number, so she can set up an account for the foster dog.
 - Mention Deb Duncan’s role with our group; suggest the new foster home send Deb an introductory email. **Provide Deb with copies of the updated forms in Section 4 when contacting her with issues.**
 - Post pictures and progress reports **weekly or more often** to the Foster Group List.

- 3.) Explain that you, the mentor, will assist with the first **one or two** fosters. After that, the foster home will be working directly with the Foster Home Coordinator.
- 4.) The mentor will assist the foster home with the **adoption process** for the foster dog. This will include:
 - Determining when the foster dog is ready to be adopted.
 - Assist in preparation of the adoption package including medical records
 - Be sure to remove all information leading back to the previous owner.
 - Explain how the foster home starts to look for a family in the adoption applications summary.
 - Assist in looking at specific adoption applications and good “matches.”
 - Suggest choosing 4 or 5 families to call as potential adopters.
 - Narrow this down via information provided and/or interviews
 - If possible, attend the “meet and greet” with a potential adoptive family.
 - How to post a request to the Foster List for an adopter home visit.
 - Discuss filling out “Info to Adopter” and “Adoption Contract” forms.
 - Explain what paperwork and foster dog items to give the adopters.
 - Attend the transfer of the dog to the adopter - if requested or needed.
 - Explain the contact schedule with adopters.
 - Explain need to send foster guide to coordinator