



Foster Dog Case Management Checklist

FP = Foster Parent

FIRST DAY

_____ Make contact with the FP. Introduce yourself, confirm they have what they need (harness, tag, crate, toys), answer questions, etc. If the staff has asked them to take their foster dog to professional training, facilitate the enrollment.

_____ Check "2012 foster parent spreadsheet" to determine if FP has application and agreement on file from 2008 or more recently. If not, send application, agreement, FP manual, and both dog handling manuals. Ask them to email signed application & agreement to XX, or to put them in the bright yellow folder in the Foster Dog drawer in the volunteer desk.

_____ Complete FP contact info in "Dogs in Foster Care 2012" spreadsheet. Make comments/notes as needed.

_____ Email XX (email@email.com) and ask her to add the FP boilerplate to the dog's Petfinder bio (if dog is already listed).

FIRST WEEK

_____ Ensure a biography is written, photos are taken, and both are forwarded to XX, unless the dog is not yet available for adoption due to illness, pending veterinary care, etc... Encourage FP to network their foster dog to friends, family and colleagues. XX will make a PDF flyer when bio/pics are done and email it to you. This should be forwarded to FPs for posting/sharing.

WEEKLY

_____ Contact the FP*. Update the spreadsheet with pertinent information.

MONTHLY

_____ Ask for updated photos and bio.

POST FOSTER

_____ Kindly remind the FP to return all supplies to the shelter, including harnesses, Gentle Leaders, leashes, crates, toys, beds, bowls, etc... Thank them for their hard work.



** If a FP is consistently unresponsive to your emails and/or phone calls, please let XX or XX know.*