EMERGENCY FOSTERING – **'HOW TO'** FOR STAFF

You may be contacted by citizens interested in acting as an emergency foster. When this happens, the following needs to take place –

1. Have them provide photo ID and create/update their PID. **Be sure to include their phone number and email address(es)!**
2. Have them sign a copy of the Foster Agreement and write their PID at the top of it.
3. They may choose a *type of animal in need* that is available (not on stray hold, no serious medical issues, etc.). If they are interested in an intact animal, please verify that they do not currently have other intact animals in their home!
4. Provide them with the animal's behavior notes
   - In Chameleon go to Reports
   - Select Run a Report
   - Select Behavior Information
   - Enter the Animal's ID# and click okay
   - Print the information and give it to the interested party
   - If an animal is noted to require a behavior consult, please follow up with the behavior team before moving forward.
5. Once all information has been reviewed, if the person has not yet interacted with the animal, have them do so.
6. Confirm that they would like to take the animal and explain that we are asking that they hold on to the animal for *period of time needed* (if they decide that they would like to foster longer, they can follow up with the foster coordinator). Let them know that we will follow up with them via email, so they need to keep an eye on their inbox and spam.
7. Make sure that they receive a copy of the Emergency Foster Information Sheet.
8. Update animal's kennel in Chameleon to reflect that it is "in foster" with the correct PID in the "outcome information" person section.