

DATE TO FOSTER:

\_\_\_\_\_



Pima Animal Care Center

## **FOSTER CARE AGREEMENT**

I, \_\_\_\_\_ agree to act as temporary Foster Home for Pima Animal Care Center (herein known as PACC.) I agree to abide by the following conditions whenever fostering **any** animals for PACC.

### **All animals entering foster care must have gone through PACC protocols prior to leaving PACC.**

1. Any animal(s) fostered by me will be kept in a PACC-approved facility. I understand that any animal(s) I foster is/are the property of PACC, and I agree to turn it/them over to PACC immediately upon request. I agree to bring any animal(s) fostered by me to the shelter for exams, vaccinations, weight checks, or other reason deemed necessary by PACC at a mutually agreed upon date and/or time.
2. I understand that I am responsible for adhering to all PACC standards of care and applicable local and state laws dealing with animal welfare.
3. I agree to a premises check upon the request of PACC which can include a visual inspection of the living quarters of all PACC foster animals in that environment and testing for transmissible disease.
4. Any animal(s) fostered by me will be fed, watered and exercised appropriately. I agree to provide an adequate and nutritious diet, including any necessary supplements, as recommended by PACC. I also agree to abide by any instructions given by PACC regarding the feeding of specific brands or types of supplemental food and/or nutritional supplements to my foster animals. Although PACC will make every attempt to furnish food and/or litter for those foster care volunteers who are unable to afford these supplies on their own, I understand that the availability of these supplies is based on donations from the public and limited to stock on hand and that I will be responsible for providing necessary supplies in the event that they are not available through PACC. PACC cannot and does not *guarantee* to be able to provide free food, litter or supplies for my foster animals.
5. I will not allow any foster dogs or puppies to have any unsupervised off-leash time. I will provide a kennel, crate and/or securely fenced yard for their safety. I will not allow foster cats or kittens to go outside at anytime except to transport them to and from the shelter or to a veterinarian, if needed. I agree to transport any foster cats, kittens, puppies and small dogs in a sturdy carrier. I agree to transport any foster animal(s) in an enclosed vehicle only, and I will not allow them to ride in the bed of a pickup or a convertible.
6. I agree that animals will not be kept outside unless otherwise discussed and approved by PACC.
7. I understand that PACC will take every precaution to ensure that any animal(s) I foster are reasonably healthy and that any known health problems will be disclosed to me prior to my taking the animal into my home, but PACC cannot be held responsible for any unforeseen health problem that may develop after the animal(s) is/are in my care. I understand that PACC may require me to return my foster animal(s) to the shelter to assess or treat any health problem, at its discretion

8. I understand that I am not authorized to seek outside veterinary care for PACC foster animals without approval from PACC staff or the PACC foster coordination team and may be dismissed from the foster program for doing so. If I choose to treat the animal(s) at a veterinarian of my choice, I understand that I will assume full responsibility for payment of the vet bill, and that PACC will be unable to reimburse me for any such payment.
9. I agree to provide adequate, positive socialization for any animal(s) fostered by me to help ensure their temperament will be as sound as possible. I also agree, when requested, to give a progress report to PACC. I agree to bring my foster animal(s) in to the shelter for any required vaccinations, de-worming, or other medication prescribed and provided by PACC at no cost to me. When the foster period is over, I will call PACC to return the animal(s), and will do so at the agreed upon time.
10. I agree to keep my foster animal(s) separate from my own pets, and that the possibility of foster animals fighting, injuring, or spreading illness to my own pets does exist. I agree that I will keep my own pet up to date on vaccines and de-wormers according to my own veterinarian, while I am fostering any animal(s) for PACC. I understand that if I choose to allow my foster animal(s) and my own pet(s) to have access to each other, I do so at my own risk, and will not hold PACC liable for any illness or injury that may occur to my own pet(s).
11. I agree to keep PACC animals safe from harm/illness as a result of contact with resident pets.
12. I understand the potential for contagious illness is high in animals. **Therefore, I agree not to mix any of my foster animals or animals from more than one litter unless approved by PACC.** I also agree not to foster animals from any other organization while I am fostering for PACC, unless granted specific approval by PACC.
13. **I understand that Foster Coordinators/ PACC staff have the right to limit the number of animals in my care at any given time.**
14. I assume responsibility for any events that occur in connection with my fostering of an animal for PACC. I understand the possibility of my children or others being bitten, scratched, or contracting disease does exist. I agree to be responsible for my children and anyone else handling any animal(s) fostered by me in a safe and hygienic manner, and will not hold PACC responsible for any injuries that may result from my failure to do so. **I AGREE TO NOTIFY A PACC REPRESENTATIVE IMMEDIATELY OF ANY BITES THAT BREAK THE SKIN** that occur to any person or animal while any foster animal is in my care.
15. Any animal fostered by me is to be adopted to a permanent home only under the supervision of PACC, to an adopter approved by PACC, even if the adopter is me or a member of my household. All foster animals **MUST** be returned to PACC for sterilization and completion of adoption paperwork prior to permanent adoption. I understand that if I find a suitable home for any animal that I am fostering, all of the above conditions must apply, and that the adopter must pay the adoption fee.
16. I understand that the Pima Animal Care Center cannot and does not make any representations or warranties, either expressed or implied concerning the temperament, habits, health, pedigree, disposition, age, sex or background of this animal and that I have no right to a reimbursement of medical, adoption or other professional fees. Furthermore, I understand that the animal's future reactions to me, my family or any other person are completely unpredictable because animals, like people, have their own personalities.
17. In consideration of receiving any PACC foster animal, I, as a foster caregiver, hereby release Pima County, its officers, agents and employees from all claims of injury or damage that a fostered dog/cat/other may cause me or my property. I agree to hold harmless, defend and indemnify Pima County, its officers, contract veterinarians, agents and employees from any and all claims of liability to

other persons for injuries or damage arising out of or in connection with services of this program or caused to them or their property by the animal(s) I am fostering through Pima Animal Care Center.

18. If for any reason, I do not comply with all provisions of this agreement, I agree to return the fostered animal to Pima Animal Care Center upon demand of the enforcement agent. If I refuse to return the fostered animal to Pima Animal Care Center upon demand of the enforcement agent, I understand that PACC reserves the right to impound them as legal owner of the animal.

19. I acknowledge that a staff member has reviewed documented information about this animal with me and that I have received said documentation in writing. I am fostering with awareness of any documented medical or behavioral history.

**I have read and agree to the above terms:**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Date \_\_\_\_\_

# **Pima Animal Care Center Workplace Culture Expectations**

## **Create and Maintain a Safe Workplace:**

- Take responsibility for keeping yourself, coworkers, volunteers, visitors and animals safe.
- Be part of creating and maintaining a culture of safety, even when you're in a hurry.
- Know your own limitations and seek help when needed.
- Bring safety concerns to the attention of your supervisor.

## **Strive for Excellence**

- Make customer service a priority and strive to constantly improve the customer experience, both internally and externally.
- Be willing to continue to learn and improve oneself professionally through training, reading and other learning opportunities.
- Educate yourself on national and regional best practices in animal welfare.
- Be thorough, careful and precise in all work.
- Think and act constructively and look for solutions to make things better for animals and people.

## **Support a Collaborative Animal Shelter:**

- Practice "we" thinking. We achieve goals together or not at all.
- Understand that whether as an individual or work groups, we all share the same goals and play different, valuable roles in achieving them.
- Support, mentor and uplift coworkers.
- When faced with conflict with individuals or between teams, focus on the situation or problem rather than the individual(s).
- Maintain constructive relationships with coworkers and between teams.
- Lead by example.
- Set each other up for success by sharing information, helping each other and keeping workspaces organized and stocked with supplies.

## **Demonstrate a Commitment to Healthy Communication:**

- Communicate with staff, volunteers, other professionals and the public in a professional, positive and helpful manner.
- Respond to emails, phone calls and in-person requests in a timely manner.
- Deliver and receive complaints, suggestions and other communications in a respectful and open-minded manner.
- Share information that affects others with them in a timely manner.
- Take a stand to stop gossip, grudges, cliques, conflicts and negativity and be part of solutions.
- Take time to listen and understand before responding.

## **Be Respectful:**

- Respect different opinions and workstyles.
- Respect decisions made and directives given.
- Show compassion for and have patience with your co-workers.

- Respect all employees and volunteers equally, regardless of job title, seniority, position or opinion.
- Expect differences, know differences are not wrong and how to handle conflict with individuals or teams constructively.
- Look for the contribution each person makes in helping animals and people in need.

**Promote Trust:**

- Take responsibility for yourself and be accountable for your own actions.
- Commit to working for a safe, humane future for animals and people.
- Build trust in all your interactions, regardless of who they are with.
- If you have questions or concerns, communicate upward, rather than complaining to or gossiping with others.
- Provide accurate, thorough, objective documentation.
- Follow instructions carefully, meet deadlines when assigned.
- Ask for help and training when you don't understand something.

**Acknowledge the Emotional Aspect of Our Work:**

- Remember to have a sense of humor, but never at the expense of others or professionalism.
- Identify healthy ways to reduce and relieve stress.
- Take care of yourself, paying attention to your work/life balance.
- Find appropriate ways to express strong emotions as they arise.
- Respect others' response to emotions - they may be different than yours.
- Treat your colleagues as members of your Animal Services and police department family.
- Have fun!

**Show Appreciation:**

- Remember why you have chosen to work in animal welfare.
- Practice appreciation at all levels and every day.
- Acknowledge people when they do good things. Shout-outs should be a daily occurrence!
- Thank others when they make your day better and brighter.

**Be Safe and Compassionate When Handling Animals:**

- Treat all animals in your care with patience, kindness and compassion.
- Become adept at reading animal behavior to make sound, safe handling decisions.
- Pursue and take advantage of training opportunities offered at the shelter to help you become a better animal handler.
- Recognize each animal is an individual and should be treated as such. Avoid stereotypes and generalizations about breed, type, etc.
- Model safe, humane handling to other staff, volunteers and the public. You are the expert.

**"I acknowledge I have received, read and understand the PACC Workplace Culture Agreement and I agree to follow it."**

**Print Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_