

# **Albert's Dog Lounge**

## **Foster Guide and Manual**



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## Introduction

THANK YOU for opening your home and taking the time to foster one of our wonderful seniors or special needs dogs! We could not save these innocent lives without people like you to give them that time they need to find a loving forever home. Fostering is truly a wonderful and rewarding experience, especially when you get that update showing how happy your foster pup is with his new family. This packet is a basic helping guide for dog fostering. We want you and your foster to have the best fostering experience! We are here to help you help your foster dog build the skills that will prepare him for life in a home and help him find his forever family more quickly. This handbook will go over your responsibilities for getting your foster dog exposure, training him or her good dog manners, and include some problem-solving tips for common behavioral issues for rescue dogs.

First, please understand that most rescue dogs come with baggage of one sort or another. Some have not been socialized to people or dogs or been taught even the most basic rules or commands. They may be frightened of certain types of people (most commonly men and children). They may not be housebroken, they may not have been taught appropriate chewing, and may be destructive. They may have separation anxiety or get easily overwhelmed and defensive in busy situations. They also may have just been treated for worms and have a bit of tummy upset, or have an upper respiratory infection, both of which are extremely common in dogs from shelters. Don't worry! We are here to help!

## MEET OUR TEAM:

A teamwork rich environment promotes an atmosphere that fosters friendship and loyalty. These close-knit relationships motivate us all to work harder, cooperate, and be supportive of one another. This is one the things that makes Albert's Dog Lounge so successful.

This can be printed out and put on your fridge. PLEASE reserve calls for emergencies ONLY. If you have a general question, please use email, text, or Facebook messenger. As a reminder, many of us do rescue outside of our full-time jobs, so phone calls are difficult to take for general questions.

Note: The printable version of this document is located here:

[https://www.albertsdoglounge.org/files/ugd/8c2017\\_afed690b1852436597327fd9b76a9d9c.pdf](https://www.albertsdoglounge.org/files/ugd/8c2017_afed690b1852436597327fd9b76a9d9c.pdf)

### Meet Our TEAM

.....

- Mandy Lewis**  
Founder/President
  - General Issues/Medical Emergencies 920-691-6970
- Lindsey Lees-Decker**  
Vice President
  - Any medical or foster related questions\*Please include photos of Lindsey and Venessa in a message when you have questions.
- Venessa Tarbell**  
Foster Coordinator
  - Any medical or foster related questions\*Please include photos of Lindsey and Venessa in a message when you have questions.
- Melissa Thurlow**  
Intake Coordinator
  - Any intake questions & assigns/posts for fosters
- Barb Van Asten**  
Adoption Coordinator
  - Any questions on applications/adoption process
- Amber (Noneyah) Pribbenow**  
Transport/Records Coordinator
  - To list your dog, create/update bios\*Please send all adoption photos to Amber.
- Sarah Traeger**  
Social Media Coordinator
  - Send any cute promotional photos or videos of your dog
- Ally Immel**  
Records Coordinator
  - Oversees all electronic dog records\*albertsdoglounerrecords@gmail.com
- Karrie Rogers**  
Supply Coordinator
  - Any online supply orders (Amazon/Chewy)

## WHAT WE PROVIDE:

Caring for a dog is NOT inexpensive. It takes time, equipment, high quality food, and veterinary care and treatment. We provide:

- Veterinary care at one of our partner vets
- Heartworm and flea protection, dewormers, other medications your foster may need
- Collar, leash, and dog ID tag (to be worn at all times)
- SUPPORT!

## WE ALSO BE ABLE TO PROVIDE:

- Toys
- Treats
- Bedding
- Food
- Crate
- Medications, Supplements, etc.

## WHAT YOU PROVIDE

Fosters are one of the most important people in a rescue dog's life. They provide him with things that money can't buy:

- A safe, clean (indoor) home to in which to live while waiting for their forever home
- A good foundation for building social and behavioral skills
- Exposure to help the dog find a home
- Love and commitment
- Daily care, exercise, and grooming (professional groom covered by rescue, approval needed)
- Transport to scheduled and emergent vet appointments
- Any additional toys, clothing, bedding or treats to spoil your foster dog!

## General Foster Responsibilities

Being a rescue foster can be challenging. It involves time, commitment, patience, and, on occasion, some emotional heartache, but it is an extremely rewarding experience that gives these dogs their best hopes for erasing their terrible pasts and having a wonderful rest of their lives. Here are the basic responsibilities you will have as a foster.

### Understanding Your Limitations

This is a very important and often overlooked responsibility of a foster. Fosters have big hearts! Sometimes, though, this can lead to taking on too much. This can lead to feelings of being overwhelmed, or possibly attempting to take a dog that is not a good fit for their family and lifestyle. The foster, their family, the dogs, and the organization all suffer when this happens. We want fostering to be a rewarding experience for everyone, especially the foster and their foster dog. Please know your limitations and don't take on too much. This may mean you only take certain types or energy levels of dogs, dogs that have no issues with other pets, and not more dogs than you can handle.

### A Safe, Temporary Home

Oftentimes these dogs have already had a lot of upheaval and tragedy in their lives. You will provide them a stable, safe place to stay while they are in "rescue dog limbo," waiting for their forever homes. It also means being extra aware of medications and open doors. It means extra cleaning so that they stay healthy and making sure they get medications and flea/tick/heartworm

preventative on time. Included in this is also the ability to bring the dog to needed veterinary appointments and caring for them if they get sick or after a spay/neuter surgery (remember, all veterinary costs are provided by us.☺) **Dogs are to be housed inside and not left outdoors unattended for any length of time and must be on a leash any time they are not in a fenced in area.**

### Quality Daily Care and Grooming

Daily care of a dog takes time; they need to be fed, watered, exercised, trained, played with, loved, groomed, and sometimes medicated. We ask that you brush your foster regularly to prevent matting, remove dead hair and dander, and check them for lumps and bumps, ticks, or small injuries. They will need to be bathed occasionally, especially before meeting a potential family, but no more than every 3-4 weeks unless absolutely needed or if they are getting medicated baths for skin conditions. You will also need to keep their toenails trimmed short enough so that when they stand still, their toenails are not touching the floor and they don't have sharp talons that may scratch potential adopters. If you don't know how to do these things, other volunteers would be happy to help you, or you can have them done by a groomer. If the dog needs a shave or trim, we can get him in to a groomer or have another volunteer assist.

### Recordkeeping

We have a lot of dogs in our rescue that are healing from a myriad of illness, treatments, or procedures while waiting for their forever families. It is very important that all medical records, medications given (date, time, duration, etc.), bath dates, training logs (if needed), bios, and pictures/videos are kept organized and up to date. You must read through your foster's medical information and all other records when they first arrive so that you know what the dog does and does not need. Be informed! You are responsible for contacting your medical coordinator for appointments when necessary and giving correct doses of medications. Note: Lost records will necessitate potential repeat of vaccinations and medications, something that can be detrimental to a senior dog's health. It is VITAL that information is kept organized and that you are thoroughly informed about your foster dog.

### Building a Good Foundation

Sometimes rescue dogs, even the seniors, do not have even the most basic of household and social skills. They were never taught as puppies. It is your job to give your foster pup their best chance at getting a home by providing a good foundation and teaching your foster dog good behavior. Many people will not adopt a dog that is poorly behaved, and the most common reason that meet and greets fail is because the rescue dog has poor social skills with either the humans or pets in the family. Good behavior will trump the dog knowing tricks in an adopter's eyes every time. Building these skills is achieved through basic obedience training, having a stable routine with behavioral rules, and positively socializing the dog with all manner of things in the world, as well as properly exercising the dog both physically and mentally. This takes time, love, and patience, but don't worry, we're in this with you! We have a trainer on staff willing to answer any questions you have and there are training guides on the files tab of the foster Facebook group.

### Exposure

One of the main factors in getting a rescue dog adopted is how much exposure they have. The more people that see the dog, the higher the chance that someone is going to fall in love and want to adopt him. This is achieved through providing photos and videos of the dog that we can share on social media. **It has been proven that good quality photos and videos of dogs with a happy expression dramatically increase adoption rates!** If you aren't sure how to get a great photo of your foster pup, reach out! We have a few professionals that help us out and some non-pros that can still help you get great photos! However, finding the RIGHT home is just as important as getting exposure and we need updated information on the dog's personality, energy level, training, behavioral needs and progress so we can make the right match. **Please write a new bio**

**(submit your bio here: [Foster Dog Bios | Albert's Dog Lounge \(albertsdoglounge.org\)](https://albertsdoglounge.org). (Password: fosterdogs (all lower case)) within the first week of fostering and update it regularly with new information.** All updated pictures bios once a dog is listed should be sent to: albertsdogloungebios@gmail.com. The more info we have about the dog, the better the chances that the dog will not be returned after adoption or placed with a family that can't handle his needs.

## Commitment

As was already stated, rescue dogs often come with some baggage. We understand your frustration! This is why a good foundation is very important. Poor behavior can delay adoption, so please commit to helping your dog be the BEST he can be. Commit to seeing him through the early days. Remember: We often don't know the circumstances from which they came. Remember, too, that there are some dogs that are less adoptable due to their breed, size, special needs, or behavioral issues. These dogs may take longer to be adopted. Some awesome, adorable, fully adoptable dogs, for reasons we don't understand, just don't generate any interest and don't get adopted quickly. Fosterers, once they agree to take a dog, should be prepared to care for that dog for the entire duration they are in the rescue. We do understand that sometimes things happen that we don't anticipate, and we will help as much as we can, however, foster hopping is really hard on the dogs and they can develop issues such as separation anxiety, revert to poor potty habits, and have trouble developing trust, so we want to make sure that there are no time limits for these pups.

## A Strong Heart and the Ability to Say Goodbye

This is one of the hardest parts of fostering. You bring this dog into your home, treat him like family, love him like he's yours, and then he gets adopted and it is time to say goodbye. Saying goodbye is often very hard, but please know that you did a wonderful thing that saved this dog's life, and by saying goodbye, your home will be open to saving another. Many fosterers will stay in touch with the adopters of their foster dog and it is truly rewarding to see how happy they are with their new family.

## Frequently Asked Questions

**Q:** Who do I contact if I have questions or concerns and where do I send updates?

**A:** Please reference the "Meet the Team" document located on page 4.

**Q:** What financial responsibilities do I have when I foster?

**A:** Please see the sections above under "Introduction."

- While not a requirement, many foster homes will provide all the supplies or cover some vet bills as a donation to the rescue and their way of helping with the cost of their pup. We always appreciate that!!
  - We will provide letter of donation with a request and copies of receipts.
- We also strongly encourage our foster homes to share on social media the vet costs the rescue has incurred and create Facebook fundraisers to help recoup some of those costs so we can continue to help other dogs.
  - Since we believe strongly in transparency, we encourage you to post a copy of the vet bills with your request for funds. If you need a copy, please let us know.
  - Please make sure to black out any personal info including phone numbers and addresses prior to posting publicly.

**Q:** How long will my foster dog be with me?

**A:** We really can't answer this question. Most dogs are adopted within a month, but we can never predict when a dog will be adopted. Medical processes the dog may need to receive also play a role in how long a dog may stay with you.

**Q:** What is the adoption process like?

**A:** First, a family will fill out an application online. A volunteer will then review the application, call landlords, veterinary clinics, references, and do a background check. If everything on the application passes, it then goes through a virtual or in person home visit to make sure that the house is a safe place for a dog and that the dog they applied for is a good fit. The applicants are then connected with you, the foster, to talk about your dog and see if you think that it will be a good match. We will send them the contract, which they need to read and sign to state their intent to adopt. The next step is a meet and greet. If everything there goes great, the adopter will be able to adopt right away and take the dog home provided the dog is medically cleared to be adopted (signed CVI/Health Certificate).

**Q:** How long does the adoption process take? How long will I have to prepare to say goodbye?

**A:** The time it takes to process and approve an application varies widely based on missing information on the application, if vet clinics and landlord associations are open, and the availability and scheduling conflicts for getting the home visit done. Sometimes applications are processed in as little as two days; sometimes it may take a couple of weeks.

**Q:** What happens if I fall in love with my foster dog?

**A:** We WANT you to fall in love! Our preference, however, is that you allow the foster/adoption process to work. Should you choose to adopt your foster, will you still be able to help another foster dog? We hope so., We will also require that you make that decision before there is an approved family excited to meet and adopt your foster dog so fewer hearts are broken. It isn't fair to approve someone to meet a dog only to have it not be available anymore. We will keep you up to date with any applications that may come in for your foster so you can be aware of what interest he has.

**Q:** Am I responsible for keeping track of my dog's medical needs like flea/tick/heartworm preventative and routine deworming?

**A:** Please refer to the "Recordkeeping" section.

**Q:** What do I do if I have a problem with my foster dog?

**A:** That depends strongly on the problem. We have a trainer that can help you work through behavioral issues and there are training guides to common issues in the files tab of the foster Facebook group. Please let us know right away if there are any issues that you are having so that we can help. Just be aware that everyone in this rescue is a volunteer and many have full time jobs and families that may interfere with their ability to respond immediately.

**Q:** What do I do if I can't/won't foster this dog anymore?

**A:** It is very tough on dogs to be bounced around between fosters so please be SURE that you cannot foster any longer. The expectation is for there to be good communication! If a problem begins to show itself, notify us immediately! It's much easier to address and correct a small issue than to try to fix a huge problem. If a resolution is not found, be aware that it may take a week or two to find another suitable foster for your foster dog. We ask that you be patient. If it is an emergency, we will try to work something out as quickly as possible.

**Q:** What do I do if I cannot take the dog to a vet appointment or an adoption event?

**A:** Many times, another volunteer can help if you cannot make an appointment or an adoption event. Please post for a volunteer in the foster or volunteer Facebook pages or reach out to any one of our leadership team members for assistance.

**Q:** What do I do with my foster dog if I go on vacation?

**A:** Often another foster will be willing to help. Ask! Just plan ahead. We all know when holidays are coming, so there shouldn't be any last-minute needs. Ask your family members. If boarding is your only option, ADL has facilities that offer a discount that we are happy for you to utilize. Please be aware of any potential adopters looking to meet your foster so that he doesn't miss an opportunity by going with you. It is also a good idea to be prepared that your foster dog may be adopted while you are gone if you have someone watch your dog for you.

**Q:** Can I take my foster dog to the dog park and pet stores?

**A:** Yes! Provided your foster is healthy (so that he won't spread disease or parasites), and social with other dogs and people, you are welcome to enjoy the dog park and pet stores with him! These are great places to get exposure for your pup and to have potential adopters meet and fall in love with him! We only ask that you be aware of his limitations with other dogs and be responsible with him by always watching him as he plays and by cleaning up after him.

**Q:** What if my foster dog has to be euthanized?

**A:** Sadly, in a senior dog rescue, euthanasia is sometimes inevitable. Please see Albert's Dog Lounge Euthanasia Policy for additional information.

## Preparing your Dog for Adoption

You are the frontline for ensuring your foster pup is as happy and healthy as possible adoption. Sometimes dogs will come fully vetted and ready for adoption – sometimes more work is needed to get them prepared.

What can I expect as a new foster?

- All dogs are required to have the following done before they are able to be adopted. This is a rule of thumb, but based on other factors, further medical testing may be needed outside of this.
  - Rabies
  - Distemper Combo (DHPP, DA2PP, DAPP etc. Note: if an L in the combo name, the vaccine INCLUDES Lepto, such as DHLPP)
  - Lepto Vaccine
  - Bordetella Vaccine
  - Spay/Neuter
  - Microchip
  - Senior Blood Panel (ages 7 and over or as needed for medical issues)
  - Dental (only if stage 3 or 4, see: [dental-grade-chart.pdf](#))
- Within the first few days of receiving your dog, you will receive a form, from Incognito, telling you exactly what medical needs your foster dog has.
  - You can print this form, add it to your dog's adoption folder, and take it with you to the vet.
  - Once you make an vet appointment, we ask you to notify us of the appoint using the following link: [Select a Date & Time - Calendly](#)
    - Select the date of the vet appt.
    - Select the time of your scheduled vet appt.
    - Enter your name, your email, the name of the vet you are using, and the name of the dog – Then hit schedule event.

Note: This is just to notify us of your appt so we can request and get copy of any vet notes, records, test results, etc. This does not schedule an appt. for you.

- With each dog you foster, you will be provided an adoption folder, what records we have, preventatives, and an Albert's Dog Lounge tag. This may be given to you in person or mailed to you.
  - Please put the tag on your dog immediately. This tag must stay on the dog for the duration of their time in our foster program and will go home with them, once adopted.
  - If you get records with your dog, please use a free scanner app on your cell phone or send photos of the records to [albertsdogloungerecords@gmail.com](mailto:albertsdogloungerecords@gmail.com).
- Within the **first two weeks of fostering**, you will be need to submit a bio with 6-8 good photos of the dog, and update it regularly with new information. Please submit your bio here: [Foster Dog Bios | Albert's Dog Lounge \(albertsdoglounge.org\)](https://albertsdoglounge.org). (Password: fosterdogs (all lower case)
  - To update the bio once the dog is listed, email the updated bio information to [Albertsdogloungebios@gmail.com](mailto:Albertsdogloungebios@gmail.com)
    - The more info we have about the dog, the better the chances that the dog will not be returned or placed with a family that can't handle his needs.
    -
- If you need more preventatives, please reach out to Mandy Lewis. Many times, these items can be mailed and do not require you to pick them up.

**Please remember it's your responsibility to stay on top of your foster's treatment needs and appointment dates.**

## Your Foster Dog has an Approved Application – Now What?

Once your foster dog has an approved application, Barb will reach out to you to notify you that you will be connected to the potential adopter via email. We encourage you to ask all the questions you want about the potential adopters in advance.

- You will be asked to cordially communicate with the potential adopter and tell them all about the dog in your care. You should provide photos, videos, backstories, and be completely transparent about any issues, though you should also make sure to not focus on just the bad! Include all the wonderful things you have discovered about your foster dog.
  - **Note: You should always start the communication to get the ball rolling. Too often we do the connection emails, and no one responds waiting on the other to email first. Just introduce yourself and ask them if they have any question or what they might be interested to learn specifically.**
  - Please REPLY ALL to email communications so that we remain in the loop as to the status of the dog. If you opt for a phone call, please just let Barb know the context of the call and what the plans are or if there are any questions/concerns.
- You will further be asked to facilitate a meet and greet at your home with the adopters, should they want one. Please be sure to notify Barb of when the meet and greet is scheduled so the contract can be sent out in advance. Once the signed contract is received, you will be notified everything is a go.

## THINGS TO PREPARE IN ADVANCE OF THE MEET AND GREET:

- Does the dog have a current health certificate? Health Certificates are only valid for 30 days. A valid health certificate is **required** prior to adoption. (**See Example documents**). Barb will also review this and confirm with you if you are not sure.
- Is the dog's Med Sheet updated with all medications, preventatives, and/or supplements you provided while the dog was in our program? Note: Only one line per medication/supplement is given (See example documents)
  - Once a meet and greet date is determined, please complete the med sheet up to the date of the meet and greet and send to Mandy and/or Barb. **Do NOT wait until the last minute to send this information as someone may not always be available to save and document this information in our database prior to adoption**
- Once the leadership team has received the medication administration log, we will email you your dog's 'Cover Sheet'. This document needs to be printed, added to the dog's folder, and you should be ready to discuss it with the potential adopters.
  - The cover sheet will provide an overview the dogs medical history including but not limited to:
    - Vaccines administered and when due again
    - When medications/preventatives were administered and when due again
    - Any medical or surgical procedures
    - Any labs that were performed
    - The dogs Rabies tag information
    - The dogs microchip number
    - General demographic information about the dog and the dog's photo
  - If you are unable to print the document ahead of the meet and greet, please let Mandy or Barb know and an email with the document will be sent to the potential adopter ahead of time with an explanation.
- What special information about this pet do you want to discuss with the potential adopter? Quirks, likes, dislikes, favorite toys, etc.
- What can you do in preparation for or during the meeting to best exhibit your foster dog's true self? Will a walk prior to the meeting or quiet down time beforehand help?
- Since the dog could potentially go home at the conclusion of the meeting, do you have the pet's items together for a smooth transition? Do you have the pet's supplies and medications together?
- Do you have the adoption folder with all the necessary paperwork and all the required documents sent to [albertsdoglounge@gmail.com](mailto:albertsdoglounge@gmail.com)?
  - New Health Certificate (as necessary)
  - Cover Sheet
  - Have you confirmed the adoption contract was received?
  - All the dogs' medical records (make sure you include any records from any vet visits you took the dog to)
  - Microchip information (located on the health cover sheet)

- Documentation of any special care a dog may need for a particular condition(s) or health issue(s).

## FACILITATING THE MEET AND GREET:

- Prior to the meet and greet, you should have already communicated with the adopter via email or phone. Once the meet and greet is scheduled, please let Barb know. From there, the following will occur:
  - The adopters will receive an email with instructions on how to review the adoption contract and pay for the dog prior to the meet and greet.
    - Fosters are not responsible for collecting adoption payments except in rare circumstances, which will be discussed with you if that option is utilized.
    - Once the contract is completed and payment received, you will be notified.
    - If the adopters do not complete the payment and contract prior to the meet and greet, you will be notified. If that occurs, you will be responsible for ensuring the adopters complete the contract and make payment prior to taking the dog home. In those cases, please follow the [Guide to Help Adopters Review Contract and Complete Payment At Adoption](#).
- If they would like to bring their dog for an introduction, or if you prefer that their dog be present at the meet and greet, that is great. We do not, however, have a blanket requirement that a dog intro must take place. Studies show that these kinds of meetings are not always indicators of how two dogs will get along in ‘real life’. Invite the applicant to bring their dog, but it is not an overall organizational requirement.
- It is preferred that **all** family members are present for the meeting.
- Please set the stage for if you are comfortable letting the animal go home after the meeting, if it is a good meeting. If you have any hesitation or feel most comfortable not letting the animal go home that same day, set the expectation that it is a meet-and-greet only meeting and that you’ll all touch base the following day for a decision on if the pet is going home for not.
  - If the meeting goes well, generally we would like the animal to go home with them.
    - **We cannot hold dogs pending adoption for more than 24-48 hours.** If you chose to, we have no problem with fosters deciding with adopters to hold the dog longer, but the adopters would need to pay the adoption fee and commit to adoption. At that point, it would then be considered “dog sitting” by the foster family, and the dog would be considered adopted and marked as such on adoption sites and in our records, effective the date payment was made.
    - If any concerns come up during the meeting, feel free to call Mandy at 920-691-6970, or if you feel awkward, look at your phone and say that Mandy texted or called you and you need to return her call. Then you can tell the applicant that Mandy realized the pet had a medical need that

needed to be cared for before the animal can go home. You can send the applicant away with the expectation that Mandy will reach out to them with an update in the next 24hrs.

- At the meeting, go over any quirks the pet may have. Let them know how a typical day looks like with the pet at your house. **Be open and honest—we'd rather have someone walk before taking the animal home than have an additional transition for the animal back into our care.**
  - If the animal is on any meds (ongoing or for a period), let them know how those work/best way to pill that animal.
    - The last pill given should be noted on the dog's Health Cover sheet. Please make sure the adopters are aware of when the next dosage is due. (SEE EXAMPLE DOCUMENTS)
    - If the dog is no longer taking the medications, then it does **not** need to be noted on the dog's Health Cover Sheet.
  - If the animal came with any known history, discuss that.
  - Go over the entire Adoption Counselor Checklist located in your folder. **Be as thorough as possible. THIS IS A REQUIREMENT.**
    - **Remind adopters several times about the importance of allowing a dog adequate decompression time. They should also understand that we are here for them as a resource. If they have any questions or behavioral/medical needs, they should reach out to you or to [albertsdoglounge@gmail.com](mailto:albertsdoglounge@gmail.com). They can also join our adopters Facebook page and have access to great training content from our on-staff trainer, Vanessa. Let them know we'd love them to check in with us with an update, or that we may check in with them.**
2. Follow-up
- Typically, the foster parent will check in with the adopter for an update within about a week of adoption. If you as the foster parent prefer someone else to check in, let us know!
  - We have a contract with Petcademy, who will text the adopter within a few days of the adoption and offer any training and behavioral support. Texts will continue weekly for the first 30 days.
    - Adopters have the option to pay for more services with Petcademy if they opt to use them for more than the 30 days provided by Albert's Dog Lounge.
  - If an animal is returned to us, we try to place the animal back in the foster home to have less of a transition for the pet

Required Form Examples:

MED SHEET EXAMPLE:



**Medication Administration Log**

If you plan to use this document *digitally*-make a copy first  
 Record all medications, dewormers, supplements, etc. on this sheet.  
 Keep it with any paperwork you have for your foster dog.  
 This log must go with the animal when adopted.  
**EACH DOG NEEDS THEIR OWN LOG IF YOU HAVE MULTIPLE FOSTERS AT ONE TIME.**

Dog Name: Penelope (Penny) Breed: Boston Terrier

\*\*Reasons for medication examples would include Preventatives, Pain Medication, Supplement, Antibiotic, etc. \*\*

Date	Time	Name of Medication	Dosage Given	Reason for Medication	Print Your Name
11/8/21	3:30p	Seny Fibrogard	Spont 4.7% 0.47ml	Heartick preventative	
11/8/21	3:30p	Cooperaxis	25mg moxidectin	HW preventative	
11/11 - 11/21/21	7a	Channox	67.5mg (1/2 tab)	Antibiotic	10days
11/11/21 - 11/18/21	5p	gabapentin	50mg (1/2 tab)	Pain Relief	7days
11/11/21 - 11/18/21	7a	Carpofen	25mg (1/2 tab)	Pain Relief	7days

**SUPER IMPORTANT!!! IF YOU ARE KEEPING THIS RECORD DIGITALLY YOU MUST SHARE IT TO ALBERTS BEFORE ADOPTION!!!**  
[albertsdoglounge@gmail.com](mailto:albertsdoglounge@gmail.com) or you can upload a picture via the foster site under the "Ready for Adoption" form

# HEALTH COVER SHEET EXAMPLE:

12/09/2021 09:06

**Albert's Dog Lounge**  
N7285 Woodfield Lane  
WHITEWATER, WI 53190

## Complete Medical History



**Animal**  
Little Man (ADL-A-983)  
Chihuahua Dog  
Black  
Neutered Male  
10 years, 1 months, 27 days old (DOB:  
10/13/2011)  
8 lbs on 10/13/2021

**Owner**  
Courtney Callagan  
(608) 395-9083  
courtneyannsmith@hotmail.com  
213 Silver Road  
Madison, WI 53714

### ID Numbers

Microchip #	Issued By	Issued Date
99000006746204	NanoCHIP	--

Rabies Tag #
111338

### Medical memos

**10/13/2021 by Melissa Thurlow**  
Heartworm Preventatives given: 10-12-21 New Destiny Dog Rescue  
DUE: 11-12-21

\* Keep on monthly heartworm preventatives year round

Flea/Tick Preventatives given: 10-12-21  
DUE: 11-12-21

Retest for heartworm: 10/12/22

### Vaccines next due

10/12/2022 DHPP  
10/12/2022 Leptospirosis  
10/12/2022 Rabies  
09/28/2022 Bordetella (Kennel Cough)

### Vaccination history

Date	Vaccine	Vaccinated by	Veterinarian
10/12/2021	DHPP, Leptospirosis DHPP (generic) Lot# 101221 (product exp.10/12/2022) SQ	DVM	
10/12/2021	Rabies (generic) Lot# 22113 (product exp.02/04/2023) SQ	DVM	Shelter/Clinic Vet

Page 1 of 2

12/09/2021 09:06

09/28/2021 **Bordetella (Kennel Cough)**  
Bordetella (generic)  
Lot# 092821 (product exp.09/28/2022)  
IN  
Melissa Thurlow

### Diagnostic tests

Date	Test	Results
10/12/2021	CBC Other diagnostic laboratory test	Please see attached
10/12/2021	4Dx SNAP 4Dx Plus (IDEXX)	Heartworm: Negative Lyme: Negative Ehrlichia: Negative Anaplasma: Negative
10/12/2021	Fecal float Fecal analysis (generic)  see attached	Negative

# WISCONSIN HEALTH CERTIFICATION EXAMPLE:

\*\*\*It MUST be this triplicate form to be valid\*\*\*  
 (FORMS DOWNLOADED FROM THE INTERNET ARE NOT VALID)

- Some Wisconsin forms will ask for both a sender and a receiver. BOTH should contain Albert's Dog Lounge information. NEVER use individual adopters' information on the health certs.

WI-10-3 (rev 04/2011)

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**WISCONSIN INTRASTATE DOG SELLER**  
**CERTIFICATE OF VETERINARY INSPECTION**  
 (Not for Movement Out of Wisconsin)

Wisconsin Department of Agriculture, Trade and Consumer Protection  
 Division of Animal Health  
 P.O. Box 8911, Madison, WI 53708-4911  
 Phone: 608-224-4872 Fax: 608-224-4871

**PLEASE PRINT LEGIBLY**

ORIGIN OF SHIPMENT:  Breeder  Dealer  Shelter/Rescue/Animal Control  Auction  Other:

Name of Consignor (Seller): **ALBERTS DOG LOUNGE** Phone Number: **(920) 491-4970** Dog Seller's License Number: **4774045-DS**  
 Consignor's Street Address: **17285 Woodfield Ln.** Consignor's Mailing Address (if different than street address):  
 Consignor's City/State/Zip: **Waukegan, WI 53190** Consignor's Mailing City/State/Zip:

**AUCTION INFORMATION**

Auction Name	Auction Date	Auction Address / City / Zip	Auction Contact	Phone No.	Auction Veterinarian	Vet. License No.
<b>1</b> <b>Millie</b> <b>SPRINGER SPANIEL</b> <b>ORANGE</b>	<b>6/20/19</b>	<b>1445</b>	<b>Merck</b>	<b>18373</b>	<b>Dr. Vogel</b>	
<b>2</b>						
<b>3</b>						
<b>4</b>						
<b>5</b>						
<b>6</b>						
<b>7</b>						
<b>8</b>						
<b>9</b>						
<b>10</b>						

**VETERINARIAN:** I certify as a veterinarian, accredited and certified by the State of Wisconsin, that I have inspected the dogs identified on this certificate and that the dogs are not showing any sign of infectious, contagious and/or communicable disease (except where noted). Vaccinations and test results or tests are as indicated on this certificate. No warranty is made or implied.

**OWNER / AGENT / SALESMAN:** I certify the animal(s) in this shipment are of the breed of this certificate.

Consignor's Signature: **Amelia Reed** Veterinarian's Signature: **Amelia Reed**  
 Consignor's Printed Name: **Amelia Reed** Veterinarian's Printed Name: **Amelia Reed**  
 Address: **1252 E. CE Ave** Address: **4078 BT**  
 City: **Waukegan, WI** City: **Waukegan, WI**  
 State: **WI** State: **WI**  
 Zip: **53190** Zip: **53190**

Phone Number: **608-473-5800** Date Inspected: **11-19-19**  
 Date Certificate Issued: **11-19-19**

Printed information you provide may be used for purposes other than that for which it was originally collected - sec. 13.04(1)(b), Wis. Stat. Equal Opportunity Employer

FORM DISTRIBUTION: WHITE (Buyer), CANARY (Seller), PINK (retained by issuing veterinarian)

## Albert's Dog Lounge Euthanasia Policy

### Euthanasia Policy

Albert's Dog Lounge provides a lifetime commitment to all animals that come into our care. While we do not euthanize any animal for time or space, unfortunately, there are some instances where euthanasia is the best or only humane option for an animal in our care. Each animal is evaluated as an individual and assessed under the circumstances as a whole. Euthanasia is only considered after an appropriate investigation of other viable and reasonable options. The following outlines the circumstances in which we consider euthanasia for an animal in our care, how that decision is made and how it will be carried out.

## Circumstances that may require euthanasia

Albert's Dog Lounge only considers euthanasia as an option for animals that are suffering mentally, emotionally, or physically and have a poor prognosis; are experience unremitting pain or mental suffering that cannot be reasonably alleviated; or pose danger to other animals, themselves or people. Euthanasia is not an option we take lightly and it will be done only when it we have determined that is the only humane option for the animal.

### *Medical Issues*

After consulting with a veterinarian and following his/her recommendations, we will consider euthanasia for an animal who has a poor prognosis, will have a long and painful rehabilitation process with little chance of a meaningful recovery, has an incurable debilitating illness, or is not responding to the available treatment.

### *Behavioral Issues*

If an animal has a history of unprovoked biting and/or is exhibiting aggressive behaviors that pose unacceptable risk to other animals or people, we will consult with a certified trainer. If the expert determines that the animal is unable to be rehabilitated and/or will continue to pose a threat to others, we will euthanize the animal. In our opinion, if an animal is so aggressive that a behavior expert determine that it poses a danger to other animals and/or people, life in a sanctuary is simply not a humane option. We will not transfer an animal to another rescue group or shelter to avoid the difficult decision of having to euthanize for a behavioral issue or causing another rescue group to be liable for a high-risk dog.

## How we make the decision to euthanize

For standard medical cases, we will defer to the judgment of our veterinarians in making euthanasia recommendations. For those rare, controversial medical cases where the animal's quality of life may be unclear, the board of directors will convene to evaluate the data, consult other resources if necessary, and make a determination by a simple majority vote. The foster provider for the animal in question will also be allowed to participate in the discussion and request a vote.

## How the animal is euthanized

The foster provider or another representative from Albert's Dog Lounge will be responsible for taking the animal to one of the organization's partner veterinarians for euthanasia. Whenever possible and as appropriate, the foster provider or other representative from Albert's Dog Lounge will remain with the animal during the entire process.

## Who pays for euthanasia services?

Albert's Dog Lounge will cover the expenses of the euthanasia and a group cremation. For some fosters, they have developed an amazing bond with their foster pup and want to bring

their remains home with them. We are all for that! However, any costs over and above the group cremation is the responsibility of the foster. This includes, but is not limited to: Individual cremations, paw prints, custom wood boxes, etc. If you choose to pay extra for something special, those costs would need to be paid at the time services are rendered.

## Trimming your Dog's Nails

Clipping dog nails is an important part of your foster dog's health care. Unfortunately though, it is also one of the most neglected. Why? Because most dogs resist the process and most owners hate doing it. The 2 main reasons owners hate doing it is because they are frightened of cutting the nail quick which causes the dog pain and bleeding and/or because of the struggle and fuss the dog puts up trying to avoid having it done.

In the wild, canines naturally wear down their nails by digging, climbing, gripping, and by traveling on foot for miles at a time encountering many different types of surfaces and terrain. But our indoor pets need a little help to keep their nails short and well-maintained.

- Long dog nails are problematic:
  - Can make walking uncomfortable or even painful
  - Can cause lameness
  - Can cause injury to the eye or wounds when scratching
  - Break and crack more often

### How to Trim Dogs Nails

1. Start by gathering up all the supplies you'll need: Nail clippers and/or grinding tool, styptic powder, nail file, scissors, and dog first aid kit.
2. Before clipping, do a thorough inspection of your dog's nails and paw pads. This helps to calm your dog and allows you the opportunity to thoroughly examine them for any damage.
  - Note: There's no rule that says you have to do everything at once. If your foster dog starts to squirm, speak soft praises and then offer him up a treat after the inspection and stop the session at this time. Repeat this process daily until your foster dog is comfortable with you examining his paws.
3. With the scissors, trim the fur from in between the pads under each paw. You can use your grooming clippers or a pair of scissors to do this.
4. Choose the type of clipping tool you prefer regular guillotine style trimmer or a cordless rotary filer or dog nail grinder.
5. Have your dog sit or lie down and position yourself just behind him. Or choose a position that is most comfortable for you. Lift one paw and using both a firm and gentle hold of it, clip or grind the tip end of each nail. Just take off a little bit at a time. This will help you avoid cutting the quick. (See dog nail diagram)
6. It's important that you remain calm during the process. Your foster dog will be able to sense if you begin to tense up or feel uncertain.
7. Don't try to cut off too much. You risk cutting the quick causing your dog to bleed. And he will NEVER FORGET IT! Making future sessions that more difficult. It is best to cut off very little each time. This makes the whole trimming process a breeze for both of you.
8. As soon as you see a little dark spot in the center of the nail...

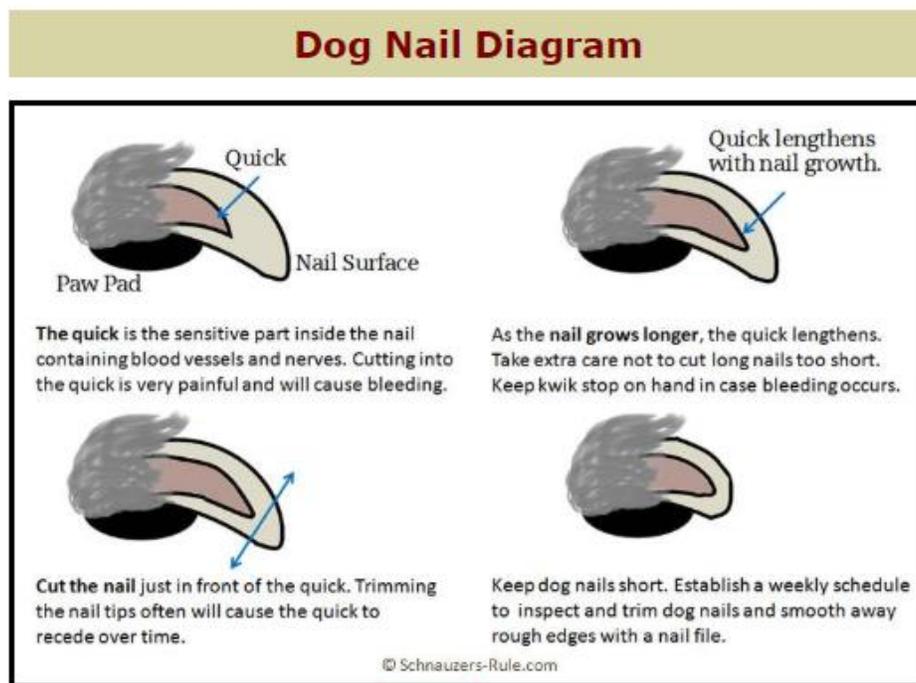
### **STOP! You Reached the Quick!**

*Dog nails* have a hard outer covering and soft inner part called the quick. The quick is the living part of the nail that contains blood vessels and nerve endings. So always stop cutting as soon as

you see a little dark circle appear in the center of the nail. If you do cut the quick and bleeding occurs, use the styptic powder to stop the bleeding. You can also use corn starch.

- Continue trimming each nail from the front paws and then begin on the back paws.
- When you are finished clipping, use a nail file, sand paper or dremel to file off and smooth down any rough edges.
- Lastly, take some paw pad moisturizer or a tiny bit of Vaseline and rub it on each pad. Your foster dog should enjoy the massage and will be the last thing he remembers about having his nails trimmed.
- When you are completely through, praise your foster dog and give him a treat for being such a good pup.

Trimming your foster dog's nail weekly is the easiest way to maintain the perfect length and keep the quick from growing out too long. With a bit of practice, you will learn to trim your foster dog's nails with complete confidence.



### How to Safely Restrain your Dog during Nail Trimmings

If you feel the need to restrain your foster dog in order to clip its nails, here is how many vet clinics and dog groomers do it:

- Have your dog lie on a table and position yourself on the opposite side. Drape your arms and upper body over your dog (ie lean into the dog as in photo).
- Use the arm not holding the clipping tool to keep your dog still and lying on his side by resting your elbow on the table and applying a light pressure up under the head and neck region. You are still able to use this hand to lift and hold your dog's paw.
- Use your other arm, also draped around the dog's lower part of the body to keep it still, to clip the nails. When needed, you may apply light pressure with your body weight to secure a dog that tries to resist.



## Tips for Saying “Goodbye” to Your Foster Dog

One of the hardest parts about fostering a dog is loving it, and then having to say “Goodbye” when it gets adopted. Tears are normal. But there are things you can do to make it easier on yourself, especially if you are a first-time foster.

- Start by fostering dogs that don’t appeal to you physically. If you like big dogs, start with fostering a little one. If you like fluffy dogs, pick a pittie or boxer that has a very short coat. If you like females, foster a male. This will make it easier to say goodbye, knowing that, while you love them, they are not a dog that would appeal to you long term.
- Pick a dog that will likely be adopted quickly for your first one. We usually have dogs that just need a backup foster or have applications that just need to be processed. This will allow you to feel that amazing rewarding experience of seeing your foster pup off into his new home which so many fosters get so addicted to, without having him so long you get too attached.
- Many fosters also like to put together a care package their rescue dog can take with them when they go to their new family so that there is something to remind them of you and give them a loving start in their new lives. This is definitely NOT mandatory, but it does provide a lot of fosters with closure and makes the experience of saying goodbye a better and easier one.
- Exchange email addresses with the adopters so that you can keep in touch and get updates to see what a wonderful thing you did for that dog and his adoptive family. Many fosters continue to get Christmas cards from their previous foster pups for years after they’ve been adopted.

## Terms and Agreements

Thank you again for choosing to bring a foster dog into your home and your hearts! You have saved two lives by fostering: the pup in your home, and the space you cleared up in the shelter for another dog. We hope that you will enjoy this amazing, rewarding experience as much as we do!

As a reminder, by completing the foster application and agreeing to accept a foster dog into your home, you are agreed to:

1. Provide a safe, clean, and caring environment for the animal.
2. Provide daily positive human contact and socialization.
3. Provide quality food, clean water, and exercise.
4. Provide safe play objects or other effective forms of inanimate enrichment both in the home and in the primary enclosure.
5. Provide daily, full-body physical contact with other compatible dogs, except where such contact should be avoided for good cause. This includes, but is not limited to, interactions with personal dogs, dog parks, or dogs of neighbors/family/friends.
6. Assist with transport to/from Community Outreach and Adoption Events, as your schedule permits.
7. Monitor any medical and/or behavioral problems and provide any medications as directed.
8. Report any concerns/issues/updates on dog's personality and temperament to the dedicated point of contact.
9. Complete any personality and health documents provided by the coordinators when requested.
10. Not use any pain or fear-based training tools/methods on the animal including but not limited to: prong/pinch collars, choke chains, shock or electronic collars, forcing the dog onto its back, hitting, jabbing, scruffing, etc. We have a trainer that can help you manage any issues you have with your foster dog.

All fosters and co-fosters must be at least 21 years of age. Albert's Dog Lounge takes all reasonable care to screen animals for foster care placement, but makes no guarantee relating to the health of an animal, behavior, or actions. As a foster, you understand that you will receive foster care animals at your own risk and can reject or return any animals for which Albert's Dog Lounge has asked you to provide care. You indemnify and hold Albert's Dog Lounge free and harmless from all liability arising out of any and all claims, demands, losses, damages, action, judgment of every kind, and description which may occur to or be suffered by you, members of your household, or any third parties by reason of activities arising out of this agreement.

\_\_\_\_\_ Administrator Use Only \_\_\_\_\_

<b>Changes Made</b>	<b>By Whom</b>	<b>Date</b>
New Document	Mandy Lewis & Jody Fisher	12/31/2019
Added HW treatment Protocol	Jody Fisher	1/5/2020
Complete Revision	Mandy Lewis	12/9/2021