

Welcome!

Welcome to the Galveston County Animal Resource Center (ARC) Foster Program! We are very grateful to have you as a part of our team. We hope that your affiliation with the ARC will be rewarding. You can have a huge impact on the lives of homeless animals. The support of fosters is critical to the success of Animal Services. We look forward to working with you and finding every dog and cat a forever home!

Thank You!

We would like to thank you for choosing to participate in our program. Fosters are a valuable asset to our organization and to the many animals that need loving homes. ARC provides many services to the residents and animals in Galveston County. Since your work as a Foster is so extremely important, your decision to affiliate with the ARC must be made with the understanding of the commitment and responsibility it demands. This manual has been prepared for you as a reference guide. Thank you for giving your time and energy to the animals at the ARC. We hope that your work with the ARC will be as rewarding to you as it is to the animals.

Galveston County Animal Resource Center

Hours of Operation

Tuesday - Friday: 12 noon to 5:00 PM

Saturday: 10:00 AM – 5:00 PM

Sunday and Monday: Closed

Contact Information

Galveston County Animal Services Division

3412 Loop 197 North (25th Ave. North)

Texas City, Texas 77590

409-948-2485

www.arcpets.org

Foster Procedures

The ARC Foster Program seeks to provide supplemental care to animals with special needs, to decrease the rate of euthanasia, to increase the rate of animal adoptions, and to expand public relations within the community.

Foster care may be provided to animals that:

- Require socialization and/or training
- Have temporary health problems (e.g. malnourished, healing wound, etc.)
- Are too young or ill to be adopted, or are pregnant or nursing
- Have a temporary condition affecting their physical appearance (e.g. an animal that needs to be shaved, has ringworm, mange, etc.)
- Suffer from kennel / cage stress
- May be euthanized for lack of shelter space

Foster Requirements

To become an Approved Foster, a foster parent must:

- Submit an ARC Foster Application.
- Be 18 years or older.
- Show proper identification.
- Be able to provide a safe, loving and stable environment for the foster animal.
- Be willing to nurse an injury and/or illness — with the understanding that some issues may result in the death of an animal.
- Be able to transport the foster animal to and from the ARC during normal business hours.
- Complete an interview with the Animal Services Manager or designee.
- If applicable, provide proof that their landlord allows companion animals.
- Be approved by the Animal Services Manager or designee.
- Sign the ARC Foster Agreement.

An applicant may be refused Approved Foster status if, among other things, he/she:

- Demonstrates or acts in an aggressive or cruel manner towards an animal in the presence of an Animal Services employee or volunteer.
- Was convicted, suspected or under investigation for animal cruelty.
- Has left dead animals on property.
- Has left an animal in a vehicle in extreme weather conditions that caused death to the animal.
- Has a home environment that is not conducive to fostering a companion animal.
- Has one or more members of the household who do not want animals.
- Clearly states that he/she or a member of the household is allergic to animals.
- Has repeatedly violated license, at-large or nuisance provisions of municipal, county or state code.
- Cannot provide the animal with proper care or cannot keep the animal confined or contained.
- Appears to be under the influence of drugs or alcohol.

- Indicates that a pet recently died of an infectious disease that could risk the health of a foster animal.
- Previously fostered from Animal Services and did not honor the Foster Agreement.
- Previously refused to return an animal as requested by Animal Services.

When you become an Approved Foster, we ask that you abide by the following guidelines:

- Respond within 24 hours to communications from Animal Services staff or potential adopters.
- Immediately report to Animal Services staff any aggressive behavior by the foster animal.
- Inform Animal Services Manager or designee regarding concerns about animal health, safety, and facility conditions as well as issues that need improvement.
- Provide changes in your Foster Application personal information (i.e. name, address, phone, e-mail, household occupancy) to the Animal Services Manager or designee in a timely manner so that all records can be kept up to date.

Foster Procedures

- Processing of Animals
 - Potential foster animals are processed according to normal Animal Services intake procedures.
 - Each animal will be assessed, tested and given vaccines, in accordance with regular intake protocol.
- Selection of Animals
 - The Animal Services Manager or designee may contact Fosters by phone or email when potential foster animals are identified.
 - Approved Fosters may tour the ARC to select an animal to foster.
- Pick Up of Foster Animal
 - The Foster should visit the Animal Shelter and sign in at the front desk. The Animal Services Manager or designee will be notified. Appointments are encouraged but not required.
 - Shelter staff will assist the foster with the retrieval of foster animals.
 - Foster should visit the Customer Service counter, where the foster arrangement will be recorded.
- All foster arrangements will be reviewed. If an animal remains in foster care for an extended amount of time, one of the following may occur:
 - Foster personally adopts the animal from Animal Services and pays applicable adoption fees;
 - Foster identifies and presents a possible adopter to ARC for adoption; or
 - Foster returns the animal to ARC.
- Adoptions
 - Animals in foster care are available to the public for adoption.

- Fosters are encouraged to take their animals to off-site adoption events. Please notify the Animal Services Manager or designee if you plan to bring a Foster animal to an off-site adoption event; 48 hours notice would be appreciated.
 - If ARC locates an adopter, the Foster will be notified and required to return the animal to ARC.
 - Fosters are permitted to adopt animals in their care, if they qualify under the normal ARC adoption guidelines and pay applicable adoption fees.
 - If the Foster identifies a potential adopter for the animal, the Foster should instruct the potential adopter to come to the ARC to complete the ARC application and pay applicable adoption fees.
- Transfers to Rescue Groups
 - All transfers of foster animals between Fosters and Rescue Groups must be administered by the Animal Services Manager or designee.
 - If a Foster desires to transfer a foster animal to a Rescue Group, the Foster must return to Animal Services to submit the paperwork necessary to relinquish responsibility for the animal. The Rescue Group must then complete the standard rescue transfer process.
- Reclaimed Animals
 - If an animal is reclaimed by its owner, the Foster must return the animal to the Galveston County Animal Shelter. Expenses incurred by the Foster may or may not be reimbursed by the owner.
- Death of a Foster Animal
 - Foster should notify the Animal Services Manager or designee if an animal dies while in the Foster's care.
- Return of Foster Animals
 - If, for any reason, a Foster can no longer provide care for the foster animal, the Foster may return the animal to Galveston County Animal Shelter during normal business hours.

Care of Foster Animals

- Unless surrendered by the owner, animals must be held at the ARC for three full business days after arrival (the "stray hold" period).
- Nonetheless, animals may be placed in foster care prior to the end of the "stray hold" period for medical reasons ("Medical Release"). Conditions that may justify a Medical Release include:
 - Upper respiratory infection
 - Ringworm
 - High heartworm positive status
 - Puppies or kittens five months old or younger
 - Neonatal
 - Pregnancy
 - Mange (sarcoptic)

- If a Foster picks up an animal prior to the end of the “stray hold” period under a Medical Release, the Foster may not spay or neuter the animal or perform other non-essential surgeries before the end of the three full days
- Foster animals may be taken to the Foster’s private veterinarian at the expense of the Foster.
 - Fosters must provide the Animal Services Manager of designee copies of records regarding any veterinary care a foster animal receives.

Privacy

- Any information pertaining to Animal Services records and cases which you may become privileged to (including names, addresses, phone numbers, etc.) as a result of your affiliation with ARC is confidential and may not be discussed with others, except as may be required by law.
- Under some circumstances, ARC staff may be prohibited from discussing with you certain specific details regarding cases that are under investigation or pending criminal court action.
- Your residential address and residential phone number will not be disclosed or provided to anyone unless specifically authorized by you or as may be required by law.

Animal Safety

- We ask that you follow strictly all ARC procedures related to animal and people safety.
- You are required to wash your hands and/or change your gloves before and after each animal encounter, after cleaning animal cages or animal-care areas, and after contact with feces, blood, body fluids, secretions, excretions, exudates, or articles contaminated by these substances.
- Fosters are encouraged to use a hand sanitizer after each animal contact.

Accidents or Injury Reporting

- All accidents or injuries sustained by you at the ARC MUST be reported immediately to the Animal Services Manager or designee. A bite or scratch is considered an injury and must be treated immediately.
- You are required to fill out an accident or injury report for every incident. THERE ARE NO EXCEPTIONS.
- When treating an animal bite, you should:
 - Notify the Animal Services Manager or designee.
 - Flush the bite and surrounding area with soap and water or peroxide followed by water.
 - Fill out a Bite Report. The Animal Services Manager or designee will need this information.
 - We encourage you to seek medical attention from your primary physician.

Resignations and Terminations

- If you choose to leave the ARC Foster Program, please notify the Animal Services Manager or designee to be removed from the Approved Foster list.
- ARC can elect to terminate or suspend your participation in the ARC Foster Program. Reasons for termination can include, but are not limited to, the following:
 - Failure to follow the Animal Services Foster Agreement and guidelines indicated in this procedure
 - Inhumane treatment or mistreatment of animals
 - Misconduct with or abuse of staff, volunteers or citizens
 - Falsification of Animal Services records, including the Foster Application
 - Insubordination
 - Theft
 - Possession of drugs or alcohol
 - Use of or being under the influence of alcohol or drugs while at the Galveston County Animal Shelter
 - Failure to return animals as requested by Animal Services
 - Deliberate destruction of Animal Services or an individual's property
 - Possession of unauthorized weapons or dangerous materials on the Galveston County Animal Shelter property
 - Any other justifiable reason deemed appropriate by the Animal Services Manager or designee

Grievance Procedure

- If you are terminated from the ARC Foster Program, you have the right to appeal to Galveston County Health District management.
- A written request for an appeal should be sent to the Director of Environmental Health Programs, PO Box 939, La Marque, Texas 77568.

Foster Application

Thank you for opening your heart and home to the animals at the ARC. Please take a few minutes to complete this form and return it to the Animal Services Manager or designee. Fax: 409-945-2540, scan and email to ARC@gchd.org or mail to 3412 Loop 197 North (25th Ave. North), Texas City, Texas 77590

CONTACT INFORMATION

Name: _____

Date of Birth (Month/Day/Year): _____

Address: _____

Home Telephone: _____ Mobile Phone: _____

E-mail Address: _____

Preferred method of contact: E-mail Home Telephone Mobile Telephone

HOME INFORMATION

Do you have a Kennel License? _____ YES _____ NO
(If no, fostering may put you over the legal pet limit of 3 dogs or a combination of 4 dogs and/or cats.)

Do you own or rent your home? _____ Own _____ Rent

If Rent, provide Landlord's Name and Contact Number: _____

Are there any breed / size / number restrictions or other applicable tenant restrictions where you live? If yes, please list. _____

List all other adults in your home: Do they agree with fostering?
_____ YES NO
_____ YES NO
_____ YES NO

Number of children in the home _____ Age(s) of child(ren) _____

List any regular visitors who might have contact with BARC fosters:

How many hours will a foster be left alone? _____

How will you confine the foster when you are not home?

_____ Kennel (Please describe dimensions and build of kennel) _____

_____ Crate (Please describe dimensions of crate) _____

_____ Free Roaming (inside) _____ Other (Please describe) _____

YOUR PETS

Type Breed Age Current on Vaccinations? Altered?

Will your pets be accepting of fosters? ____ YES ____ NO

If no, how will you keep them separate? _____

Do any of your pets have a communicable disease? If yes, list pets and diseases.

Have you ever had a complaint filed with Animal Control? ____ YES ____ NO

Please indicate the types of fostering you can provide:

CATS

- Bottle-fed kittens
- Cats with respiratory infections
- Cats that are injured
- Pregnant cats
- Cats with kittens
- Cats who are cat aggressive
- Cats who are fearful
- Cats with heart worms
- OTHER: _____

DOGS

- Bottle-fed puppies
- Dogs with kennel cough
- Dogs that are injured
- Pregnant dogs
- Dogs with puppies
- Dogs who are cat or dog aggressive
- Dogs who are fearful
- Dogs with heart worms
- OTHER: _____

Length of time willing to foster: _____

Notes or restrictions: _____

REFERENCES

Name of your personal veterinarian: _____

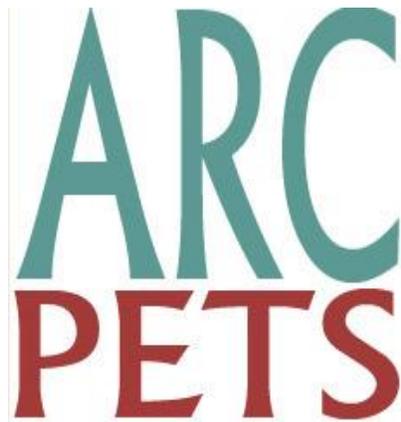
Address: _____

Telephone Number: _____

Galveston County Animal Services Division Foster Agreement

1. _____ Foster and his/her family agree to follow all relevant procedures and guidelines regarding any Galveston County Animal Services animals placed in his/her care, and will make no decisions or take any actions regarding the animal's veterinary care (including euthanasia) or placement (temporary or permanent) without approval of Animal Services Manager or designee. Foster further agrees to respect any decisions made by regarding the animal and to help execute these decisions when possible. The animal remains the property of Animal Services and can be removed from the Foster's home at any time and without prior notice.
2. _____ Foster agrees to provide the animal entrusted to his/her care with adequate, nutritious food, water, shelter, affection, socialization, and exercise as he/she would his/her own pets. The Foster agrees to provide any basic training or treatment necessary to the well being of the animal and to help increase adoptability. Foster further agrees to treat the animal in a kind and respectful manner, encouraging good behavior and confidence in order to create a more well-adjusted, adoptable animal. Foster will not strike or otherwise physically harm any foster animal, or allow anyone else, relative or otherwise, to do so. At no time during which Foster is entrusted with any Galveston County Animal Services animal(s) will the number of animals -personal and fosters combined – in the Foster's home (including garage) exceed that which can be cared for in a sanitary and healthy manner. The Foster will not be compensated for expenses incurred in the normal daily care of the animal, including but not limited to food, water, shelter and room and board.
3. _____ Fosters must keep all foster animals safe and secured in a manner to avoid escape of the foster animal.
4. _____ Foster further agrees to permit an Animal Services representative to enter the Foster's home for the purpose of inspection of the animal and/or the premises with 24-hours notice, and to allow for immediate removal of the animal if the situation warrants, at the sole discretion of the Animal Services Manager or designee. Foster is also aware an Animal Control representative may visit his/her premises for animals rescued from the Galveston County Animal Shelter.
5. _____ Foster agrees to notify Animal Services Manager or designee immediately of any kind of problem concerning the animal that should arise during foster care.
6. _____ Foster understands that this agreement does not in any way confer upon Foster the right to independently rescue animals under the auspices of the Galveston County Animal Services and that Galveston County Animal Services reserves and has the right and the sole discretion to admit any independently rescued animals into its system.
7. _____ Expenses for veterinary services shall be the financial responsibility of the Foster.
8. _____ Fostering can sometimes last several weeks, possibly even months. During that time, Foster agrees to be available to show the animal at the Galveston County Animal Shelter. If Galveston County Animal Services finds an adopter for the animal, the Foster agrees to return the animal to the Galveston County Animal Shelter.

Galveston County Animal Resource Center Foster Procedures and Application Form



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