



# Foster Packet

Guidelines and Policies for Foster Parents



...IS COMMITTED TO SERVING THE BEST INTEREST OF THE ANIMALS WE STRIVE TO PROTECT.

Congratulations on becoming a foster parent with the Beltrami Humane Society. We are so glad that you have chosen to foster a shelter pet. At the same time, being a foster pet is a big responsibility. We've created this brief list of some things you'll need to know to make your experience the best it can be.

1. Keep your foster contract in a secure place where you won't lose it. This is an official document and it lists your responsibilities and dates for future shots and the spay/neuter appointment.
2. Pay attention to the dates of future shots, de-worming, and the spay/neuter appointment. You **MUST** bring your foster pet to the shelter on the dates listed on your foster contract. Unless you have signed a spay/neuter agreement, you **MUST** return the pet on the return date listed on the foster contract.
3. If you are unable to bring your foster pet to the shelter for a scheduled shot, de-worming, or the spay/neuter, call the shelter as soon as possible.
4. Foster pets are to be kept primarily indoors. A foster pet should only go outside on a leash or harness or in a fenced-in area. Lost pets should be reported as soon as possible to the Beltrami Humane Society. Foster parents will be responsible for paying the full adoption fee if an animal is lost.
5. Foster-to-adopt parents are expected to provide their own supplies (food, litter, collar, etc.) for the foster pet. Foster parents providing care for pregnant, sick, injured pets, or pets with behavior issues may choose to provide their own supplies, but the Beltrami Humane Society will provide any needed supplies upon request.
6. If you are concerned about a health or behavior issue with your foster pet, call the shelter. We can often talk you through any issues, or we may have medications on hand that you can use. Do not take your foster pet to the vet unless it is an emergency. If we aren't currently available try these options:
  - Check out our resources page at <http://www.beltramihumane.com/contact/resources>
  - Call your local vet. They can offer some great suggestions that about how to deal with a wide variety of issues.
7. In the case of an emergency, shelter staff can be notified at **218-308-5661**.

8. If you do choose to take your foster pet to the vet, you will be charged directly for the service. You may later submit the bill to the Beltrami Humane Society for reimbursement if approved.
9. Your foster pet will be available for you to adopt the day after its spay/neuter. If you are not able to adopt your pet on that day, call the shelter and let us know as soon as possible.

**Beltrami Humane Society**  
**FOSTER POLICY**

The Board of Directors formulates and approves the Foster policies of the Beltrami Humane Society, and delegates administration of those policies to the Director.

The Beltrami Humane Society will foster out animals that meet the following terms; medical conditions or concerns that can be better met in a foster home, behavioral concerns (examples; kennel rage, un-socialized), too young to be spayed/neutered. Animals will not be fostered out in exchange for a trial adoption.

The Beltrami Humane Society retains all rights of legal ownership of the animal until it returns to the shelter or is adopted. The shelter will be responsible for all medical needs of the animal while in foster care.

Clear and accurate reports showing the number of animals in foster care will be presented to the Board of Directors at each regular meeting.

**PROCEDURES**

**A. APPROVED FOSTER HOMES**

1. All foster parents must sign a foster contract each time they take a new foster animal home.
2. All foster parents must be approved by staff at the discretion of the executive director.
3. Foster parents must agree to comply with all federal, state and local laws, regulations and ordinances applicable to this animal.
4. All foster parents must provide a copy of their Driver's license, all contact information and a secondary contact person, and two references.

**B. MEDICAL**

1. The Beltrami Humane Society will pay all medical expenses previously authorized by the director or authorized staff while the animal is in foster care.
2. All unauthorized medical expenses will require a receipt submitted to the director for approval and possible reimbursement. Any bills over \$150 will need board approval for reimbursement
3. Fosters parents that wish to pay for the foster's vet expenses without being reimbursed must provide a copy of the treatment the dog/cat received to the shelter. If this is done with the intent to adopt and then the animal is not adopted the expenses will not be reimbursed.

**C. ADOPTING FOSTER**

The foster parent has the right to adopt the animal in their care. If the foster parent wishes to adopt their foster they must contact the shelter prior to an adopter requesting to adopt the animal. Once the foster makes a request to adopt the dog/cat in their care they must complete the adoption at such time that the dog/cat is available.

**D. SHELTER HOUSING**

The Beltrami Humane Society agrees to reserve open kennel space for all animals in foster care in case a foster parent needs to return the animal to the shelter for any reason.

Foster parents agree to keep all fosters indoor most of the time. If the fostered cat or dog is outside it must be kept on a leash at all times or dogs must be in a fenced in area.

## Foster Contract

### Foster Information

\_\_\_\_\_  
 Driver's License Number

\_\_\_\_\_  
 Full Name

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City                      State      Zip

\_\_\_\_\_  
 Home Phone                      Cell Phone

\_\_\_\_\_  
 Email

### Animal Information

\_\_\_\_\_  
 Animal #                      Date Fostered

\_\_\_\_\_  
 Animal Name

Cat     Dog                       Male     Female

\_\_\_\_\_  
 DOB                      Breed

\_\_\_\_\_  
 Description

\_\_\_\_\_  
 Return date

1. I understand that the Beltrami Humane Society retains all rights of all legal ownership for this animal until an adoption contract is completed.
2. I agree to provide this animal proper and sufficient food, water, shelter and medical care as well as kind treatment at all times.
3. I agree to comply with all federal, state and local laws, regulations and ordinances applicable to this animal.
4. I understand that there may be risks involved with fostering this animal. I hereby assume any and all risks.
5. I fully and completely release the Beltrami Humane Society, its directors, officers, volunteers and staff from any claim, cause of action or liability of any sort or nature whether known or unknown, directly or indirectly arising out of or in connection with fostering this animal.
6. I understand that I must report any illness or injury or loss to the shelter as soon as possible. Except in the case of an emergency, the shelter will schedule all veterinary appointments.
7. I will be responsible for getting this animal to all scheduled appointments unless previous arrangements have been made with the shelter.

Dates of Shots \_\_\_\_\_

Dates of De-Worm \_\_\_\_\_

Return Date \_\_\_\_\_ Scheduled Spay/Neuter Date \_\_\_\_\_ Pick-up Date \_\_\_\_\_

I elect to spay/neuter the pet at my own vet (see spay/neuter agreement)

8. I understand that if I bring this animal to the vet without prior approval that I may not be reimbursed for the medical expenses. I can submit a bill to the director for possible approval.
9. I understand that I am required to keep all foster animals indoors. If they need to go out it will be on a leash or in a fenced in area for dogs or on a leash and harness for cats unless in a crate.

10. I understand that if I am fostering a sick, injured, pregnant or nursing animal I will keep a separate living space for that animal and any newborn puppies or kittens. I will not allow other animals into that space or to intermingle with the animal(s) I am fostering.
11. I understand if I fail to return this animal within the designated time I will be held liable for any and all costs incurred by the Beltrami Humane Society to retrieve the animal or pay the adoption fee if we are unable to retrieve the animal.
12. I understand that if I decide to adopt this animal, I need to contact the Beltrami Humane Society and let them know my intentions. Upon another parties request to adopt this animal, I will be contacted by the shelter and asked my intentions.
13. I understand that I need to bring my foster in to meet potential adopters unless I have made previous arrangements with the shelter to adopt my foster.
14. I understand that if I choose to adopt my foster, that I must still abide by this contract and that all rights to the animal remain with the Beltrami Human Society until the adoption is complete.

By signing, I am agreeing to abide by the above listed terms and conditions.

\_\_\_\_\_  
Signature of Foster parent

\_\_\_\_\_  
Staff Signature



...IS COMMITTED TO SERVING THE BEST INTEREST OF THE ANIMALS WE STRIVE TO PROTECT.

## **OUT OF THE AREA FOSTER TO ADOPT PROCEDURES**

### Definition

Out of the Area – Any foster home that is located approximately 50 miles or more from the city of Bemidji.

### Vaccinations

Foster parents may choose to have needed vaccinations done at their local veterinary clinic at their own expense. Vaccination records must be sent to the Beltrami Humane Society as soon as possible after each round of shots.

### Spay/Neuter Procedure

As a foster parent, you may choose to have the pet you are fostering at the veterinary clinic of your choice. Guidelines for spaying/neutering the pet can be found on the Spay/Neuter Agreement.

If foster parents do not sign a spay/neuter agreement, they **MUST** return the pet to have it spayed/neutered in Bemidji on the scheduled date. Spay/neuter appointments consist of a date to return the animal to the Beltrami Humane Society, the date of the surgery, and the date the animal can be picked up and adopted at the Beltrami Humane Society. If a spay/neuter appointment is changed, the foster parents will be informed of the change and still be responsible for returning the animal for the new appointment.

### Payment

Foster parents must pay the adoption fee once the pet is spayed/neutered. Payment should be made in-person at the Beltrami Humane Society. Checks are not an accepted form of payment for adoptions.

-All other foster/adoption procedures not mentioned above remain in force-

**Out of Area Foster Parents understand and accept all of the above procedures and all other adoption/foster policies of the Beltrami Humane Society.**



...IS COMMITTED TO SERVING THE BEST INTEREST OF THE ANIMALS WE STRIVE TO PROTECT.

### Foster-to-Adopt Spay/Neuter Agreement

The Beltrami Humane Society maintains a 100% spay/neuter policy. Every animal must be spayed/neutered prior to adoption.

As a foster parent, you may choose to have the pet you are fostering spayed/neutered at the vet of your choice.

In choosing to spay/neuter the pet at my own veterinarian, I agree to the following:

1. I will make an appointment to spay/neuter surgery within two weeks of today's date and inform the Beltrami Humane Society of the appointment date promptly.
2. I will not have the pet spayed/neutered prior to 16 weeks of age.
3. I understand that the Beltrami Humane Society may contact my vet to confirm the appointment and inform the vet that the pet belongs to the Beltrami Humane Society until after the adoption is finalized.
4. I will incur all the costs associated with getting the pet spayed/neutered. I understand that I will not receive a discount on my adoption.
5. I will have my veterinarian send proof of the spay/neuter surgery to the Beltrami Humane Society upon completion of the procedure.
6. I will finalize the adoption at the Beltrami Humane Society prior to picking it up from the vet after the surgery. I understand that my vet will not release the pet to me until I present a completed adoption contract from the Beltrami Humane Society.

\_\_\_\_\_  
Signature of Foster Parent

\_\_\_\_\_  
Date

For Shelter Use:

Spay/Neuter Date: \_\_\_\_\_ Veterinary Office \_\_\_\_\_