



Volunteer and Foster Parent Manual

Updated February 2015

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UNLEASHED HISTORY

In July of 2011, Danielle Reno started Unleashed in her garage, and with the help of a few foster homes, Unleashed was born. Our first Board was formed in November 2011. We moved into our facility in January 2012. At that time, we could hold about 50-60 dogs comfortably in our facility. After we were awarded a grant, we built dog bedrooms in what we called the Obedience Room, hence the current name, the OB Side of the building. Today, we can hold about 100 dogs and a few cats in our facility.

VOLUNTEERING AT UNLEASHED

Unleashed relies on our volunteers to function on a daily basis. Whether it's washing dishes, doing laundry, walking dogs, cleaning dog rooms, cleaning the cat room, or just hanging out with the cats or dogs in their rooms, we need your help!

Dog walking tips: Ask kennel staff who needs to be walked and they will leash up a dog for you. Do not leash a dog on your own as staff must know if a dog is out on a walk. Keep the dog short-leashed. Be aware of your surroundings when walking a dog. When you return, make sure staff knows you are back before walking in the dog area. We are set up like a doggy daycare so sometimes there are loose dogs running to the play yards.

Paw Pals: Staff will assign a dog that lives at the shelter to you. You will spend time with your paw pal, taking pictures, going on walks, car rides, visits to Sonic for ice cream, etc. This will help socialize your Paw Pal, which will help them get adopted! You can make a Facebook page for them, share pictures, videos, and write a bio (instructions to help you write a good bio is in the file section of the volunteer group). You can also take your Paw Pal to obedience class, which is free for UPR's adoptables. You can RSVP at: RSVP.GroupClass.BarkBLVD@Gmail.Com. Our trainers are from Bark Boulevard KC. Look them up on Facebook! Class is held every Wednesday at 7:00 and Saturday at 5:30.

Events: We have on-site and off-site events. Events are updated as they are planned in the volunteer group. Melissa will add details for volunteers as she receives them.

Community Service Volunteers: Your hours are scheduled and you MUST show up on time for your hours. After you have completed volunteer training, connect with an employee to schedule your hours.

Volunteering hours are 8:00 a.m. – 8:00 p.m. 7 days a week. No need to schedule your time to volunteer, just show up and ask a staff member or volunteer what needs to be done! We ask that volunteer wear an Unleashed shirt while working, they are available for purchase for \$20.00.

FOSTER PARENT POLICIES AND PROCEDURES

Welcome to Unleashed Pet Rescue and Adoption's Foster Care program. The program was established to provide potentially adoptable animals with temporary homes until they're ready to be placed up for adoption. This program is one of the Unleashed Pet Rescue and Adoption's many attempts to increase the adoption rate and decrease the euthanasia of adoptable animals.

Caring for foster animals can be a very positive and rewarding experience. However, the role of a foster parent isn't always easy. Occasionally, unforeseen medical or behavior problems arise. A foster parent must be responsible, observant, compassionate and, above all, patient.

Foster Position Description

Major Objective: To provide a temporary "home" until there is either space available for the animal to be brought in or until the incubation period for their vaccinations has been completed.

Duties / Responsibilities:

- During its stay in a foster home, the animal is fed, socialized, groomed, trained and medicated as directed.
- Provide positive reinforcement techniques.
- Give animals positive human interaction – petting, brushing, LOVE.
- Observe their health and behavior, attend to their needs and report on animals' condition to Danielle Reno (913) 426-1351 if required (TEXT ONLY, PLEASE).

Volunteer Profile / Qualifications:

- Able to provide a safe, loving and stable environment for the foster animal.
- Experience with specific issues such as behavior problems, medical problems, orphaned puppies or kittens is a plus, but not necessary.
- Willing to nurse injuries/illnesses – have common sense and most of all patience.
- Able to transport the foster animal to and from the shelter.
- Possess physical ability to handle animals in your care.
- Self-motivated and have the ability to make appropriate judgment calls and **ask questions when needed.**
- Able to complete multiple tasks, have good communication skills and be able to follow shelter safety protocol as outlined in the volunteer information guide.

Training Requirements:

- Foster Parent training class

Time Commitment:

- 1 hour for training
- Self-Scheduling for fostering

Volunteer Benefits:

- Increase the "adoptability" of the dogs
- Keeping the dogs happy and healthy, both physically and mentally
- Licks and adoration from the dogs in our care

General Procedures

In order to provide maximum service to our foster parents and to ensure the health of the animals, we request your cooperation with the following procedures:

- Please make an appointment for picking up and returning your foster animal(s).
- Call Danielle Reno at the shelter (913) 831-PETS during normal shelter hours to schedule an appointment to bring your foster animal(s) in for vaccinations if needed.
- Cats and kittens are to be kept **indoors** at all times except when transporting them.
- Immediately inform the Foster Care Coordinator of changes in address or phone number(s).
- If leaving town for any reason, please contact the Foster Care Coordinator and make arrangements to return foster animal(s) to Unleashed Pet Rescue and Adoption. It is acceptable for your spouse or roommate to care for your animal(s), but **not** acceptable for a friend, relative or hired person to care for them in your absence.
- If you choose to take your foster animal(s) to your own veterinarian for any reason, Unleashed Pet Rescue and Adoption will **NOT** reimburse you.
- To report problems and / or to ask questions, please call Unleashed Pet Rescue and Adoption at (913) 831-PETS during the shelter's normal business hours.
- For an emergency or after hours, please TEXT:
Danielle Reno (913) 426-1351
Kristen Saluto (913) 742-1670
Melissa McMillin (816) 682-8788

Items You'll Need (not inclusive)

Unleashed Pet Rescue and Adoption will attempt to provide you with everything you'll need for your fostering. Occasionally, however, items may not be available. The following are items you may wish to keep on hand:

- **Rectal Thermometer** – Nursing moms and any animal suspected of being ill will need to have its temperature taken daily.
- **Vaseline** – To lubricate the thermometer.
- **Notebook** – To record daily feeding patterns, temperature, behavior, ideas, etc.
- **Old Blankets or Towels** – Make sure there are no holes, as little paws and legs could get caught.
- **Newspapers** – To protect your floor or for lining a kennel.
- **Heating Pad, Empty Milk Jugs or Soda Bottles** – To use as hot water bottles for young or ill fosterlings.
- **Ceramic or Weighted Bowls** – To help reduce spills and messes.
- **Enzymatic Stain & Odor Remover** – To clean up after accidents.
- **Brushes & Nail Clippers** – To groom your foster animal.
- **Toys** – To provide mental and physical stimulation for foster animals. Be sure to clean them between foster animals. Suggestion: Place toys on top rack of your dishwasher for a fast and thorough cleaning.
- **Kaopectate** – Always consult Unleashed Pet Rescue and Adoption's team staff before administering.
- **White Rice & Baby Rice Cereal** – Mix in with regular food if an animal's stool is soft. Prepare without added salt or butter.
- **Baby Food in Jars** – Turkey, chicken or beef flavors for finicky youngster. If warmed in the microwave, be sure to check for hot spots before feeding.
- **Flight Kennel/Baby Gate/Playpen** – For boundaries. A flight kennel is sufficient for transportation. When there is shortage of larger-sized flight kennels, the kennel may not be large enough for long-term housing of fosterlings.
- **Latex Gloves**

Treatment of Volunteer's Own Pet(s)

1. The following requirements must be met for Unleashed Pet Rescue and Adoption to help / treat your own animal:
 - The owned pet **MUST** be up-to-date on required vaccinations.
 - The owned pet **MUST** have contracted the disease from our foster animal.
 - The disease **MUST** be reported to Danielle Reno immediately.
 - The owner **MUST** contact Danielle Reno to schedule an appointment with our shelter veterinarian.
 - The owner **MUST** arrive at the appointment with the owned animal.
2. The veterinarian will examine and treat the animal, if needed.
3. All observations and treatments will be recorded on a medical record, which will be filed in Unleashed Pet Rescue and Adoption's medical record files.

Picking Up a New Foster Animal

1. The Foster Care Coordinator or Danielle Reno will post in the Unleashed Pet Rescue Volunteer Page when fosters are needed. The first foster to respond will get to foster the animal. Or, you can visit the **Friends of KCK Animals Facebook** page to pick your foster. Comment on their picture that you would like to foster for Unleashed and we will respond as soon as we can.
2. Foster caregivers without email access may call the Foster Care Coordinator to see if animals fitting their profile are available.
3. Foster assignments are generally made for two to four week intervals, with the option of extending your assignment if it is needed. A one week break between foster assignments is generally recommended for reasons of sanitation.
4. **Once you agree to foster an animal, you are responsible for arranging a pick-up time within 24 hours and driving to the facility where the animal is located. Bring a transport crate for cats and small animals and a leash for adult dogs.**
5. You will get a foster animal fact sheet, which will indicate a reason for fostering, any medications the foster animal is taking, test results for heartworm, feline leukemia or parasites (age appropriate), and the date of the foster's rechecks.
6. You will leave with a sufficient supply of any necessary medications, dispensers, instructions and the medication log sheet if applicable.
7. Foster dogs will be provided with collars and UPRA ID tags. Please make sure the collar stays on at all times. Please keep all foster cats **STRICTLY** indoors at all times!

PET PROOFING YOUR HOME

It is important to ensure that your home and foster room are safe; animals can do most unlikely things. UPRA will not be responsible for damage to a home or furnishings by a fostered animal.

1. All cleaning supplies and medications should be kept out of the reach of jumping and climbing cats and dogs, locking cabinets is preferred.
2. Place all small chewable items out of reach.
3. Put all socks, shoes, etc. away – they are tempting to chew.
4. Block off all small areas and hiding places (ex: behind the couch, behind washer/dryer if using laundry room).
5. Trash can(s) should be kept covered.
6. Wires and mini blind cords should be placed out of reach.
7. Drapery and shower curtains should be placed out of reach.
8. Count your foster animals when opening and closing doors.
9. Many house and garden plants are poisonous. Keep household plants out of reach and supervise your animals outside.
10. UPRA does not recommend leaving your foster dog unattended in the yard, even if fenced. Some dogs will dig or jump fences.
11. Toys **MUST** be safe! Avoid any toys that have small rubber parts attached to them (i.e., eyes, ribbons, yarn, feathers, etc). Also avoid soft rubber toys that can be chewed apart and squeaky toys.
12. Protect your home from being damaged by using sheets, tarps and newspaper to protect carpet and floors. ANY unprotected surface can potentially be damaged.

Bringing Your New Foster Animal Home

1. Ideally, set up the new area where your foster animal will be staying **BEFORE** you bring your foster home.
2. **New foster animals should be kept separate from your existing companion animals for a period of at least 7-10 days or until symptoms of illness disappear. This quarantine period is to protect own animals and should be strictly observed.**
3. Cats and kittens do very well in a kitty condo, crate, bathroom or spare bedroom. Cats and kittens need a cozy, secure place with a bed to snuggle up in. The bed can simply be a low box with a blanket in it. Show each cat and kitten where the litter box is located.
4. Dogs and puppies should have a crate. The crate should allow the dog to turn around, stand, sit and lie down comfortably, but should NOT be so large as to provide potty area in the back portion. The crate may be partially covered and should have a water bowl inside. A larger crate IS appropriate for a nursing litter, however, best would be in a small room.
5. Introduce your foster animal to one room of the house at first. Try to have homecoming be a quiet experience for the animal.
6. Allow your new foster quiet time to adjust to the new environment.
7. **ALL foster dogs MUST be bathed with diluted Dawn dish detergent on the first day in your home and upon returning them to the shelter. The Dawn washes off any existing diseases still living in their coat.**

Introductions with Your Companion Animals

CATS

1. Use your discretion in deciding whether to introduce your adult cats to your foster cats and kittens. Some resident cats have difficulty adjusting to foster and may exhibit inappropriate behaviors such as urine marking.
2. If you choose to introduce your adult cat to a foster cat or kitten, the introductions should be done gradually. Observing the 7-10 day waiting period will greatly facilitate this.

DOGS

1. Introduce your dogs on neutral territory, like on a short walk through your neighborhood or in a friend's yard. **~DO NOT EVER TAKE A FOSTER DOG TO A DOG PARK~** Have two people, one to handle each dog, while keeping the dogs on leashes.
2. To minimize tension, try to keep the dogs' leashes loose so that they're not choking or feeling pressure on their throats.
3. Don't force any interaction between the dogs. If the dogs ignore each other at first, or if one dog seems reluctant to interact with the other, that's okay. Give both dogs time to get comfortable. They'll interact when they're ready. Do not pet either dog.
4. Make the introduction positive and light-hearted. As the dogs sniff and get acquainted, encourage them in a happy tone of voice. At first, allow just a few seconds of sniffing. Then gently pull the dogs away from each other and let them walk around with their handlers. After a minute or two, you can lead the dogs back together and allow another several seconds of sniffing. These brief greetings help keep the dogs' interactions calm and prevent escalation to threats or aggression. You can also interrupt their interactions with simple obedience. After a brief sniff, lead the dogs apart, ask them to sit or lie down, and then reward them with treats.
5. Closely observe the dogs' body language. Their postures can help you understand what they're feeling and whether things are going well or not. Loose body movements and muscles, relaxed open mouths, and play bows (when a dog puts his elbows on the ground and his hind end in the air) are all good signs that the two dogs feel comfortable. Stiff, slow body movements, tensed mouths or teeth-baring, growls and prolonged staring are all signs that a dog feels threatened or aggressive. If you see this type of body language, quickly lead the dogs apart to give them more distance from each other. Again, practice simple obedience with them individually for treats, and then let them interact again—but this time more briefly.
6. Once the dogs' greeting behaviors have tapered off and they appear to be tolerating each other without fearful or threatening behavior, you're ready to take them home. Before you take them inside, walk them together around your house or apartment building.
7. Be patient. Bringing a new dog home requires that everyone make some adjustments, especially your current pets. And it will take time for your dogs to build a comfortable relationship.

Common Signs of Illness

It's important that foster parents be able to interpret changes in an animal's appearance, bodily functions and behavior in order to quickly note signs of illness.

The following is a list of symptoms that may indicate that a dog or cat is sick:

- **Loss of Appetite:** Fever, nasal blockage, intestinal parasites, gastric upset, poor diet, tooth problems, gum infection (if gums are bright red; pale gums could be a sign of anemia).
- **Uncontrolled Eating/Increased Physical Activity:** Intestinal parasites, insufficient diet, diabetes, poor absorption of food nutrients, hyperthyroidism.
- **Crying/Whining/Growling:** Possible injury or illness – has dog been in a fight with another dog or been hit by a car?
- **Scratching:** Skin disorder, external parasites (look for signs of infection such as pus, inflammation or redness of skin).
- **Head-Shaking:** Ear mites, other external parasites, tooth or mouth infection.
- **Difficult, Frequent or Uncontrollable Urination/Discolored or Odorous Urine:** Kidney or bladder disorder, injury, urinary-tract infection or other abnormality such as a blockage.

- **Discoloration or Changes in Stool:** Poor diet, intestinal parasites or damage to the digestive tract. Gastro-intestinal bleeding will show up in the stool, which will be colored either black or a shade of red. If the stool is greasy and pale, the animal may not be absorbing digested food properly.
- **Eyes Red, Blinking and Running/Discharge and Excessive Tearing/Avoids looking at light:** Eye irritation, injury or conjunctivitis.
- **Vomiting Food:** Stomach upset, intestinal infection, poisoning or blocked digestive tract.
- **Dry Coat:** If the coat is dry and lackluster, it's usually due to illness or maternal neglect.
- **Decreased Activity, Limpness, and Excessive Crying:** May indicate hypothermia or hypoglycemia. In the case of hypothermia, respiration and heart rate will also be decreased. Slowly warm animal to 97-98 degrees by wrapping it in a blanket and rubbing gently or by using a hot water bottle. If the animal does not warm in one to two hours, it will most likely die. In the case of hypoglycemia, warm the animal first, then feed the animal honey, Karo syrup or sugar water.
- **PUPPIES: Lethargic, Limpness, Lack of Appetite:** Contact Danielle Reno IMMEDIATELY! Puppies do not have a large "window of opportunity" to be attended to for a positive outcome!
- **Sneezing, Green or Yellow Nasal Discharge and Open Mouth Breathing in Cats:** These symptoms usually indicate the animal is suffering from an upper respiratory infection.
- **Coughing, Green or Yellow Nasal Discharge, Ocular Discharge:** These symptoms usually indicate the animal is suffering from an upper respiratory infection (aka kennel cough).

Serious Illness

Like people, animals sometimes have symptoms so severe in nature that it's obvious they require quick professional treatment. If you're not sure how to proceed and it is after hours, text (preferred) or call Danielle Reno (913) 426-1351, Kristen Saluto (913) 742-1670 or Melissa McMillin (816) 682-8788 immediately and describe the animal's condition over the phone. If it is during Unleashed business hours, please call the shelter and ask for Danielle (913) 831-PETS. Home care instructions can then be given, and an appointment made to have the animal seen by a veterinarian or instructions for emergent treatment (if necessary).

The following symptoms require immediate attention:

- **Labored breathing, excessive panting or incessant coughing** (could be blocked nasal or breathing passages, circulatory or heart disorder, heat prostration, internal parasites or infection).
- **Vomiting blood or bile** (could be poisoning, intestinal parasites, infection, stomach inflammation or internal injury).
- **Pronounced limping or paralysis** (possible foreign object embedded in foot, fracture, dislocation or sprain of leg or foot).
- **Unconsciousness, seizures or fainting.**
- **Marked behavioral changes.**
- **Dehydration** – can be determined by pinch test, lethargy and gum color.
- **Severe diarrhea, especially when accompanied by vomiting.**

COMMON DISEASES SEEN IN FOSTERED ANIMALS:

Unleashed Pet Rescue and Adoption places animals that have not been fully vaccinated into Foster Care, in order to keep them separated from the shelter in case they break with an illness. Many of the animals have an unknown or limited history prior to coming to UPRA, so we must make the assumption that they could become ill. Foster Care helps protect other animals that are currently in the UPRA shelter from also becoming sick.

COMMON DISEASES SEEN IN DOGS and PUPPIES:

Upper Respiratory Infections (URI): Usually presents as a "snotty" nasal discharge. The puppy may or may not act ill (lethargic, poor appetite). Clear discharges are normal, but cloudy discharges should be reported. Is very contagious between dogs, even vaccinated ones.

“Kennel Cough”: Usually presents as a harsh productive cough, often followed with a gag (sometimes bringing up froth). This gagging is often mistaken for vomiting. Sometimes coughing dogs can also develop a nasal discharge. The dogs may or may not act ill. Is highly contagious between dogs, and vaccinated ones can still become infected.

“Dog Flu” (Canine Influenza): Similar signs to Kennel Cough and URI, but the dogs are usually much sicker. The cough is very harsh and “seal like”. The dogs often run a fever and are very lethargic. Highly contagious, and there are no preventative vaccines at this time

Lower Respiratory Infections (LRI): Often presents with a non-productive cough. The dogs are sick, often with a fever, as well as an increased respiratory effort and rate. LRI can develop into pneumonia.

Intestinal Parasites: All the animals at UPRA have been given worming medicine prior to going into Foster Homes. As the medicines take effect, the dead and dying worms may be seen in the feces. The most common worm seen is spaghetti-like, and called a Roundworm. The second most common worm is Tapeworms, which comes from fleas. These are diagnosed by visualizing the small rice- like pieces in the stools or around the anus. Since worming medicine for tapeworms is not routinely given, please call HSC for medicine.

Ringworm: This is not a worm, but a fungal infection of the skin. It usually presents as an area of hair loss (often circular) with red on the outside and a white-grey scale on the inside. It can be itchy. Ringworm is not as common in dogs and puppies as it is in kittens, but any abnormal hairloss or skin lesion should be reported. Ringworm is highly contagious, and can infect all mammals, including humans.

COMMON DISEASES SEEN IN PUPPIES:

Canine Parvovirus (“Parvo”): This is a very serious and highly contagious intestinal virus. The first signs noticed are usually lethargy and decreased appetite. This is followed by vomiting and diarrhea (often bloody). Quick and aggressive treatment will greatly increase the puppy’s chance for survival. Please report ANY lack of appetite in puppies, as they normally eat voraciously, or if they become lethargic. Fully vaccinated dogs are protected from infection.

Coccidiosis: Coccidia is an intestinal protozoa. Infection can cause diarrhea (often with blood and mucus) and sometimes vomiting.

Canine Distemper: This virus causes a severe respiratory and neurological disease. The puppies have a thick yellow/green discharge from their nose and eyes. They may also have seizures. Fortunately, distemper is not very common anymore. Fully vaccinated dogs are protected from the disease.

COMMON DISEASES SEEN IN CATS and KITTENS:

Upper Respiratory Infections (URI): These are caused by numerous viruses. These are highly contagious and vaccines are only partially protective. Once infected, a cat can re-break with the symptoms. URI can present as a “snotty” nasal discharge, swollen and infected eyes (conjunctivitis), and sores on the tongues. Sneezing is common, as is decreased appetite. URI is much more severe in kittens.

Conjunctivitis: Part of URI, but can occur without other signs. The eyes become very red and inflamed, also sometimes very swollen. There is usually a thick discharge and squinting. Severe infections can cause blindness.

Lower Respiratory Infections (LRI): Often presents with a non-productive cough. The cats are sick, often with a fever, as well as an increased respiratory effort and rate. LRI can develop into pneumonia.

Intestinal Parasites: All the animals at UPRA have been given worming medicine prior to going into Foster Homes. As the medicines take effect, the dead and dying worms may be seen in the feces. The most common worm seen is spaghetti-like, and called a Roundworm. The second most common worm is Tapeworms, which comes from fleas. These are diagnosed by visualizing the small rice- like pieces in the stools or around the anus. Since worming medicine for tapeworms is not routinely given, please call HSC for medicine

Ringworm: This is not a worm, but a fungal infection of the skin. It usually presents as an area of hair loss (often circular) with red on the outside and a white-grey scale on the inside. It can be itchy. Ringworm can present in many ways in cats and kittens, so any abnormal hair loss or skin scabs should

be reported. It is commonly seen on the face, ears, legs and tail. Ringworm is highly contagious, and can infect all mammals, including humans.

COMMON DISEASES SEEN IN KITTENS:

Feline Distemper (Panleukopenia): This is a very severe intestinal disease in young kittens. The kittens first stop eating, and then can have severe vomiting and diarrhea. It is similar to Parvovirus in puppies. Since kittens can quickly succumb to dehydration it is important to report any suspicious signs to HSC.

Coccidiosis: Coccidia is an intestinal protozoa. Infection can cause diarrhea (often with blood and mucus) and sometimes vomiting. Coccidia is more common in kittens than in puppies, and can be more severe. Since kittens can quickly succumb to dehydration it is important to report any suspicious signs to HSC.

Giardiasis: Giardia is an intestinal protozoa. Infection can cause severe diarrhea (often with blood and mucus) and often vomiting. Giardia is more common in kittens than in puppies, and can be more severe. Since kittens can quickly succumb to dehydration it is important to report any suspicious signs to HSC. Giardia is contagious, and is spread in the fecal matter.

This list is not all inclusive, and there may be other conditions that you see in your foster animals. Please do not hesitate to contact HSC if you have ANY questions or concerns about your foster animal.

Administering Medication

Administering medication to your foster pet is often a necessary evil. Medications come in many different forms. Pills, capsules, pastes and liquids are administered by mouth. Ointments, creams and drops may be administered to eyes, ears or skin. Proper administration of these medications is essential for the animal to receive maximum benefit from the prescribed treatment.

Medications should always be given for the full amount of time prescribed, even if the pet starts to look and act better.

- **Administering Pills:** When giving pills, tilt the animal's head back, gently open its mouth and drop the pill to the back of its throat. Gently hold the animal's mouth closed, with its head pointed straight up, and blow on its nose to make it swallow. As an alternative, pills may be given in a small piece of cheese, hotdog, Pill Pocket, or canned food (this doesn't always work with cats).
- **Administering Pastes:** For dogs, the easiest way to administer a paste is to place the appropriate amount as a ribbon on your finger, open the dog's mouth and smear the paste on the roof of its mouth. If the paste is pre-measured into a syringe, you can place it on the dog's tongue where it will adhere and be swallowed. For cats, you may try the same method as for dogs, or an alternative method is to place the paste on the cat's front leg so they will lick it off. Since the dosage isn't always accurate this way, only use this method for medications that don't have to be measured exactly.
- **Administering Liquids:** For cats, tilt the head back, open the mouth and slowly dribble the liquid from a syringe or dropper onto the back of the cat's tongue. If the cat coughs or sputters, decrease the amount of the head tilt. If the medication is bitter tasting, the cat may foam at the mouth. Consult the Customer Service team for instructions on how to adjust the dosage if this occurs. For dogs, liquids may be administered in one of two ways. You can tilt the dog's head back, open its mouth and dribble the liquid onto the back of its tongue with a dropper or syringe. If the dog coughs or sputters, decrease the degree of the head tilt. Or, you can tilt the dog's head back slightly; hook the side of its cheek out to form a pouch and slowly dribble the liquid into the pouch with a syringe or dropper, allowing the dog time to swallow.
- **Administering Eye Drops & Ointment:** To administer drops, tilt the animal's head back slightly, bring the bottle of drops over the eye and drop in the prescribed amount. To administer ointment, tilt the animal's head back slightly, squeeze a small amount of ointment inside the lower eyelid and close the eye to distribute the ointment evenly over the surface of the eye. When administering drops or ointment to a cat, it may be necessary to have someone assist you by holding the cat, or you may want to wrap the cat securely in a towel or pillowcase.

- **Administering Ear Drops & Ointment:** Grasp the tip of the ear with one hand and hold the ear flap perpendicular. With the other hand, drop in the prescribed number of drops or amount of ointment. Continue to hold the ear firmly to prevent the head from shaking and massage the base of the ear to work the medication down inside the ear canal. Again, when administering drops or ointment to a cat, you may need assistance or may want to wrap the cat securely in a towel or pillowcase.
- **Heartworm and Flea Preventative** – only given / dispensed at Unleashed Pet Rescue and Adoption.

What additional policies and procedures must be followed?

- All decisions regarding medical treatment will be made by Unleashed and/or our vet. Should your foster animal become ill, injured, or lost, contact Unleashed immediately. After-hours emergency numbers will be provided to you. If medical treatment is sought on an Unleashed animal without authority by an Unleashed staff member, you will be responsible for the bill.
- Names of Unleashed animals cannot be changed when they are in foster.
- All decisions regarding adoption of foster animals will be made by the staff of Unleashed.
- All adoptions must be finalized during business hours at Unleashed or at an Unleashed adoption event.
- If you can no longer care for your foster animal, he/she must be returned to Unleashed. Foster families cannot re-home their fostered animals.
- Unleashed does not allow “trial run” adoptions.
- **Please clear fostering arrangements with your landlord if you do not own your home.**
- All local and state ordinances pertaining to companion animals must be observed.
- Send a bio and updated pictures of your foster animal to unleashedfostercare@gmail.com to be updated on FaceBook, Twitter, Petfinder, Petango, and several other websites.
- Please know and understand your foster’s surgery/vet schedule. Let us know ahead of time if that date does not work, for you, but please try to make it on the scheduled day and time.

If I fall in love, can I adopt my foster animal?

Yes. Foster parents adopt many of our animals. You can, however, save many more lives if you are able to return your foster animal and take another who is in need of a temporary home.

Can I try to find a home for my foster animal on my own?

We love it when you find a home for your foster animal! All you need to do is bring the animal in and have the new adopters come to Unleashed to complete the adoption process.