

Good Karma Pet Rescue

Standard Operating Procedures

TABLE OF CONTENTS

RESCUE ANIMALS	2
Where do our animals come from?	2
What type of animals do we and do we not take?	2
Qualifying species	2
Categories of concern	2
Dogs	2
Cats	4
Approval to take animals into the rescue	7
Owner surrender procedure	7
Stray animals and procedure	8
ETIQUETTE & COURTESY	8
SEPARATION WITH FOSTER/VOLUNTEER	11
Employee and Volunteer Policy on Social Media	11
DO	11
DO NOT	11
FOSTER PROGRAM	12
Foster application	12
Foster requirements	12
Foster responsibilities	12
Foster onboarding	14
Transfer of GKPAC dogs to foster homes	14
Forever foster program aka fospice	15
Bringing a new foster pet home	15
Dogs	15
Cats	15
Getting a new foster	15
Naming your new foster	15
Completing the intake	16
Updating the intake	17
Fill out the orange folder	17
Determine what steps are needed next	18
What to do if you may want to adopt your foster pet	18
How to increase the chances of your pet being swiftly adopted	19
Animal care while in foster home	20
What to do if foster pet escapes?	20
Life with a foster pet	20
Foster home capacity	20

Socializing of cats	21
Use of cages, crates, and pens in foster homes	21
Dogs	21
Cats	21
Behavior issues	22
Bites or injuries	22
Safety	22
Indoor hazards	22
Poison	22
Physical hazards	23
Dog specific	23
Preventing escape	23
Cat specific	23
Preventing escape	23
Toxins	23
Food and supplies	24
Reimbursements for Food & Supplies	24
Grooming	24
Dog specific care	24
Crate training	24
House training	25
Taking foster dog in public	25
Collars	25
Age specific care	25
Adult dogs over 12 months	25
Adult dogs with babies	25
Puppy under 8 weeks	25
Puppy 9 weeks - 6 months	25
Bottle puppy	26
Cat specific care	26
Bottle kittens	26
Bottle babies two weeks and under can be added to a nursing mama cat if available, which increases the likelihood the kitten will survive. The care of bottle kittens is delicate and is outlined on BOTTLE BABY CARE GUIDE.	26
Kittens up to 12 months	26
Adult cats over 12 months	27
Nursing Queens	27
Senior cats	28
ADOPTION PROGRAM	28

Adoption application	28
Adoption fees	28
CANINE	28
FELINE	29
SMALL ANIMALS	29
Adopter requirements	29
Reasons NOT to decline an adopter	30
When is animal ready to be adopted?	30
Adoption of pets with outstanding medical issues	30
Foster-to-Adopt Program	31
Foster-to-adopt process	31
Trial adoption	32
Adoption Process	33
Application Approval Process	33
Home Visits	34
Meet & Greet	34
Dogs	34
Tips	34
Best practices for a foster dog meeting new people	35
Best practices for a foster dog meeting other dogs	35
After the Meet & Greet	36
Completing the Adoption	37
Saying goodbye to your foster safely	38
Adoption Returns	38
Cat Transport Program	39
Transport partners	40
Participation in transport	40
Process for selection of transport cats	40
Requirements for cats going on transport	40
Once a cat is selected to go on transport (aka once you have been added to the group chat for that month's transport):	40
Health Certificate	41
Transport Fundraising	41
Transport Day	41
After Transport	42
Cattery Program	42
Current cattery locations	42
Requirements	42
Cattery Guidelines	43

Working Cat Program	43
Working Cat Requirements	43
Working Cat Adopter Requirements	44
Working Cat Adoption Process	44
Events	44
Types of events we attend	45
Advertising	45
Event boxes & other supplies	45
Payment at events	45
Cash handling	45
PayPal swipe	45
Animals attending, health & behavior requirements	45
Volunteer participation & signup	45
Event leads	46
Signing up for an event	47
Volunteer code of conduct	47
Foster participation	47
Post-event report	47
Medical care	47
Veterinary partners	47
How to make appointments	47
What we provide	47
Routine vet care	47
Deworming & fecal tests	47
Puppies & Kittens	47
Adults	48
Vaccines & schedule	48
Rabies	48
Core vaccines	48
Other vaccines	50
Bloodwork	50
Testing	50
Spay/neuter	51
Minimum ages & sizes	51
Cryptorchidism	51
Post pregnancy	51
In heat	51
Post-operative instructions	51
Directly post-op	51

Incision	52
Complications	53
Other instructions	53
Special surgeries	54
Timely care	54
Fundraising & medical case tracking & progress	54
Special Facebook group:	54
What should be included on a Medical Spotlight/Cheddar post?	54
Foster's Fan Group fundraising post	55
Procedure/Treatment Scheduling	55
What is Foster's responsibility with regard to fundraising for their foster pet's treatment or ensuring the goal is met to receive that treatment?	55
Fundraiser creation request	56
Helping medical treatment progress as quickly as possible	56
Euthanasia & cremation	56
Emergencies	56
Examples of life-threatening emergency:	57
Preferred after-hours locations for emergencies	57
Supplies	57
Office	57
Vet boxes	57
NOTES FOR VETBOX HOLDERS	58
Prescriptions and prescription refills	58
Recurring foster medications or prescription food	58
If your foster requires supplies not available at office	58
Reimbursements	58
Good Karma Office	59
Location	59
Access	59
Staffing	59
Calendar	59
Volunteering	59
Information for office volunteers	59
Tracking in-kind donations	59
Good Karma Vet Clinic	59
Vet tech appointments	59
What can be done at a vet tech appointment?	59
How to make a vet tech appointment	59
Spay/neuter program	59

Personal pet program	59
Who qualifies?	60
Fees	60
Limitations & details	60
How to make personal pet appointment	60
Safety	61
Services provided	62
Vaccines	62
Visiting provider services	62
In-house diagnostics & bloodwork	62
Lab diagnostics and bloodwork	62
Medications	63
Prescription food	64
GK Vet Office Facebook page	64
Fundraising & donations	64
Ways to donate	64
Donation thank-yous	64
Facebook Fundraisers	64
List of GK social media accounts, groups and their uses	64
Facebook groups	64
Facebook pages	66
Instagram accounts	67
GK vehicle use	67
Boarding	67
Local transports	68
Good Karma animals found at county shelters	68
Purchasing Policy	69
Whistleblower Protection Policy	71
Document Retention and Destruction Policy	75
Overview of common diseases and infections	80
Ringworm	80
Factors that increase risk of ringworm	81
How is ringworm spread?	81
What is the incubation period for ringworm?	81
Clinic appearance	81
How is ringworm diagnosed?	81
How do we treat ringworm?	82
Topical treatment	82
Systemic treatment	82

What steps should fosters take at home if they have a ringworm animal?	83
Disinfecting for ringworm:	83
When is it considered cured?	87
What do you do if you get a ringworm infection from a foster pet?	87
Parvovirus	87
Who is affected?	87
How do you prevent parvovirus?	87
How long is the incubation period?	87
What are symptoms?	87
How is it spread?	88
How is it diagnosed?	88
What do we do if we have a positive or suspected positive case?	88
What is treatment?	88
How to disinfect for parvovirus	88
After a pos. dog recovers, how long do they shed the disease in their bodily fluids?	89
Canine distemper	89
How do you prevent it?	89
What is the incubation period?	89
What are symptoms?	89
How is it spread?	90
How is it diagnosed?	90
What do we do if we have a positive or suspected positive case?	90
What is treatment?	90
How do you disinfect for it?	91
How long is a dog who recovers from distemper contagious?	91
Panleukopenia	91
How do you prevent it?	91
What are symptoms?	91
How is it spread?	91
What is the incubation period?	91
How is it diagnosed?	91
What do we do if we have a positive or suspected positive case?	92
What is treatment?	92
How do you disinfect for it?	92
How long after a positive cat recovers are they shedding the disease?	93
How to induce vomiting in dogs using hydrogen peroxide	93
Supplies Needed	94
Steps to Follow	94
What steps to take if your dog or cat has come in contact with a bufo toad	95

Good Karma Pet Rescue Orientation Script	95
How to Create a Facebook Fundraiser	103

RESCUE ANIMALS

Where do our animals come from?

The rescue's animals come from the following different sources.

- Local partner shelters
 - Broward
 - Palm Beach
 - Miami-Dade
- Stray: animals found by volunteers or good Samaritans on the street.
- Owner surrender: animals whose owners are unable to care for them so they are surrendered to us
- Transfer: animals are transferred from other rescue organizations in other states, Puerto Rico, and British Virgin Islands, in areas whose overpopulated animal categories (e.g. puppies, small dogs) are in demand in Florida.

What type of animals do we and do we not take?

We have always been proud to accept friendly animals into the rescue of any size, breed, age, or health issues provided that we have foster space to care for them.

Qualifying species

- Dogs
- Cats

Categories of concern

For the wellbeing of the rescue, its volunteers, and its resources, we take special care in the following categories.

Dogs

- Dogs who have small animal (prey) drive: Prey drive is common and natural in dogs, and is not considered a detrimental trait whatsoever. However, this trait should be a leading concern for any foster who has small animals at home, such as cats, rabbits, guinea pigs, etc. If foster has a small animal and their foster dog shows tendencies towards prey drive, foster should contact mentor immediately to find a different foster for this dog to ensure their own pet's wellbeing. Keeping "separate" in the same home is not acceptable.
- Dog-aggressive dogs: Due to the fact that most of our foster homes have resident dogs, we do not accept dog-aggressive dogs into the rescue. If we unknowingly accept a

dog-aggressive dog into the rescue, the rescue will keep the dog in its program by transferring to another no-dog foster home or boarding. However, please note that dog-aggressive dogs tend to be a drain on rescue resources, take a lot longer to find a home, and often end up staying in boarding for extended periods while we try to find a foster/forever home.

- In order to prevent accepting dog-aggressive dogs into the rescue, whenever possible an evaluation will be made at the GKPAC by qualified staff prior to the dog entering the program.
- Human-aggressive dogs: Good Karma does not accept human-aggressive dogs. This does not count dogs who may be fear aggressive in shelter or new foster situations, as this is something that can be worked through with a behaviorist. This is referring to dogs who are aggressive with humans and will take steps to injure them if possible. Human-aggressive dogs are a danger to the rescue, its volunteers, and the public. If a dog is accepted into the program who turns out to be human-aggressive, our behaviorists and Board will work to ensure proper placement for the dog in another program.
 - In order to prevent accepting human-aggressive dogs into the rescue, whenever possible an evaluation will be made at the GKPAC by qualified staff prior to the dog entering the program.

Cats

- Feral cats: Feral cats, defined as a cat who has escaped from domestication or is the progeny of an escaped domesticated cat, and returned to a “wild” state, should be TNR (trap-neuter-returned) and will not be accepted into the rescue’s adoption program. By definition, feral cats are not adoptable and GK fosters are not be used as sanctuary homes for feral cats. GK regularly assists with the treatment of injured and ill feral cats, who are returned to their home territory when recovered, and encourage foster homes to allow sterilized feral cats to live outside at their homes. However, we do not accept unadoptable cats into our adoption program.
 - In order to prevent accepting feral cats into the rescue, GK requests from anyone attempting to give us a cat over 8 weeks old that they send a video of themselves holding and petting the cat. If they refuse to provide video, we will not accept the cat, instead offering TNR solutions for the cat.
 - Note on feral cats: we often do rescue feral moms with their babies from life outside. These feral moms should be allowed to peacefully, privately take care of their kittens until they are weaned, at which point they should be fully vetted, allowed to recuperate indoors, and then returned to their home territory. These feral cat moms should be recorded in our database, therefore should have an intake done upon their arrival into the rescue and their release recorded as well.
 - Note: Any feral cats that are caught with their babies, for injury or illness treatment, or for TNR should have their original location recorded to allow for easy return to home territory and GK’s tracking purposes.

- FeLV-positive cats: We do not knowingly accept FeLV-positive cats into the rescue due to their unadoptability. If we bring a cat into the rescue who turns out to be FeLV-positive, we will keep it in the program and provide for its health needs, whether that means hospice foster home, rescue transfer, or attempt at adoption. *This does NOT apply to FIV-positive cats, who should be considered as healthy as any other cat and are willingly accepted into the program.*

Approval to take animals into the rescue

All animals must be approved by the Cat, Dog, or Small Animal Manager in order to be added to our rescue program. The decision to approve intake on a particular animal is based upon current resources, capacity, foster availability, need and/or condition of the animal, and other factors.

Please contact the appropriate department manager if you see:

- That someone found an animal and you would like GK to help or think GK would accept the animal into its program
- An animal is in a local shelter and you would like to foster him
- An animal on the street that is in need of assistance
- Please do not “cross-post” these animals into VOLS group; instead, message the appropriate manager directly.

Owner surrender procedure

If someone wishes to surrender an animal, they should fill out the online surrender request form at: <https://gkarma.wufoo.com/forms/pet-surrender-request/>

This form automatically goes to the correct department manager so they can determine if we have space for their pet in our program.

At the time the owner is surrendering the pet, they should bring any veterinary history available and sign an owner surrender form at:

<https://drive.google.com/file/d/0Bwg1hDwWTYgoWjBIbkJOTjAyXzA/view>

If an animal is accepted into our program, behavior & health information from the Surrender Request shall be added to the ShelterLuv animal profile.

Stray animals and procedure

If an animal is found running loose as a stray pet, the first thing that is done is the pet is scanned for a microchip and, if the pet has a microchip, will attempt to locate owner.

DOGS: If owner is not found, the stray animal volunteer will report the pet as found to the county in which it was found and post on appropriate lost & found Facebook groups. If no owner comes forward in 30 days, we move forward on rehoming the pet.

CATS: If no owner is found, we will scan lost & found reports to see if any cat matches, otherwise will move forward on rehoming the pet

ETIQUETTE & COURTESY

“Volunteers” is defined as volunteers, fosters, and volunteer-position managers.

- Volunteers are expected to be polite, courteous, and attentive to every volunteer, foster, and customer, in person, online, and on the telephone. When a situation arises where the volunteer does not feel comfortable or capable of handling a problem, their manager should be alerted immediately.
- No volunteer has the authority to threaten to or actually take away a volunteer's privileges within the rescue. This is including, but not limited to fostering, being candidates for transport, using the GK vet office or any vet office. This also includes dismissing a volunteer from the rescue.
- No volunteer should use their official position within the rescue to show favoritism or retaliate against or punish non-favorite employees or volunteers.
- If a volunteer feels steps should be taken toward any of the above actions, it must be discussed and approved with the Executive Director prior to taking action.
- Volunteers should make every effort to show appreciation in the beginning or end of an exchange with other volunteer, such as thanking them for something they are doing.
- No volunteers should insult or speak to any GK employee or volunteer in a derogatory or condescending tone. In person, this includes name-calling, yelling, or swearing out of frustration or anger. Online, this includes the above, as well as typing words in ALL CAP and using multi exclamation points!!!
- If another a volunteer needs to be corrected in a Facebook exchange, this may not be done in a chat or thread. This may only be done as a private message. Corrections should be friendly and professional.
- Volunteers should not use accusatory or inflammatory language with anyone in the rescue. Ex. Replace, “you lied” or “you don’t know what you’re talking about” with “I think there may be a misunderstanding. Let’s figure this out.”
- Gossiping, expressing frustrations or complaints, or discussing rescue business with other volunteers is not recommended in order to keep morale high. This includes on our online forums. Should a volunteer have a legitimate concern, complaint, frustration, etc., please address with your manager.
- Gossiping with volunteers with the intent to ostracize another volunteer is prohibited.

SEPARATION WITH FOSTER/VOLUNTEER

Should a manager feel that a foster or volunteer on their team is breaking policy and should no longer be affiliated with the rescue, and same has been approved by the Executive Director, the situation and details which caused that decision to be made should be outlined in a formal, professional email to the foster/volunteer for clear communication and recordkeeping purposes.

Employee and Volunteer Policy on Social Media

Good Karma Pet Rescue (GK) encourages our volunteers to participate in social media and post positive information about their experiences while volunteering with our rescue and Pet Adoption Center (PAC). We ask that when engaging in social media, volunteers are clear about what they are representing, and take responsibility for ensuring that any references to GK or the PAC are factual, complete, and accurate. We ask that volunteers show respect for the individuals and communities with which they interact and represent.

“Social media” includes blogs, wikis, social networks, virtual worlds or other media yet to be identified or created and that are used to connect you with the rest of the world.

Popular forms of social media include:

- Blogs
- Microblogging sites (ex: Twitter, SnapChat etc.)
- Multimedia/Social networking sites (ex: Facebook, YouTube, Vimeo, LinkedIn, Flickr, Instagram, etc.)
- Forums (ex: Yahoo! Groups, Reddit, etc.)
- Bookmarking sites (ex: Pinterest, etc.)
- Wikis
- Virtual Worlds

It's important to remember that GK depends on strong community support and goodwill. Our reputation is a valuable asset. We ask that volunteers please consider whether content shared is potentially damaging our reputation before posting any site, especially if/when the poster is identified as a volunteer. Volunteers who engage in blogging or posting should be mindful that their comments could have an adverse effect on the work we do at GK.

DO

- With prior permission, post links and positive comments about foster and adoptable animals
- Celebrate successes, for example an adoption of an animal or great work by staff and volunteers
- Post positive comments about GK such as topics about animals, events and news
- Share, Like, React, Comment on GK social media posts
- Take responsibility for ensuring that any references to GK policies are factual, correct, and accurate
- Show respect for the individuals, shelter partners, and communities with which they interact

DO NOT

- Voice grievances or make disparaging remarks about GK, its volunteers, fosters, or staff
- Breach the confidentiality of private information about GK or its volunteers, fosters, or staff
- Disclose personal information of GK staff and volunteers, and partners
- Damage the reputation of GK or post disparaging, obscene or defamatory information
- Harass, bully, discriminate or post hateful information about GK, its staff and volunteers and partners. If volunteers are uncertain about a potential post, we ask that they please consult their mentor, manager, or supervisor.
- Leave unfavorable reviews online for Good Karma's veterinary partners. We empathize with fosters who have less-than-ideal experiences or exchanges with representatives of our veterinary partners, but the professional relationship with the veterinarian is put in danger when our fosters lash out or leave bad reviews, even if you do not mention your association with Good Karma.

Failure to comply with this policy may result in changes to volunteer opportunities with Good Karma, including prohibition from volunteering.

I acknowledge that I have read this policy and will abide by it. I understand that if I violate the policy, my volunteer opportunities with GK may be changed, limited, or prohibited.

Printed Name

Date

Signature

FOSTER PROGRAM

Foster application

- Anyone interested in fostering for GK should fill out our foster application at: <http://foster.gkpetrescue.org>
- Changes to foster application should only be made with approval of Board member.

Foster requirements

- All family members are in agreement to foster.
- Landlord approval or owns home.
- Animal OK within HOA rules, if applicable.
- No smoking indoors.
- Owned animals up-to-date with vet, sterilized unless approved exception (resident cat vet care more lenient)
- Current pets are and foster animals will be kept inside as pets (no keeping in garage or in cages, etc.)
- Dogs only: Secure fenced-in yard or in agreement to keep on a leash at all times.
- Home visit.
- Not actively fostering for another rescue. A foster is welcome to switch back and forth between Good Karma and another rescue, but should not have foster animals from another rescue in their home at the same time they have a GK foster. This is to prevent any liability issues.

Foster responsibilities

- Intake within 48 hours of receiving pet.
- Provide secure, caring environment for their foster pet.
- Keep in regular contact with foster mentor.
 - If a foster goes out of contact and does not respond to GK's representatives, GK may take steps to reclaim animal or sever foster relationship.
- Follow steps to get foster pet adoption-ready in a timely manner.
- Show up to veterinary and office appointments on time.
- Fill out forms as needed in a timely manner, such as updated intakes once a pet's status has changed due to completion of surgery, etc.
- Act as professional, positive representative when acting on behalf of GK, whether with office staff, veterinarian offices, event host staff, other volunteers, and potential adopters.
- Follow all post-surgery directions as provided.

Foster onboarding

1. Once foster application is received, it is sent to the cat, dog, or small animal foster team, depending on what the applicant wants to foster or is a best fit for.
2. Application is forwarded to member of interview team.
3. Interviewer reviews app by:
4. Interviewer contacts applicant and goes over the orientation script (see PHONE INTERVIEW SCRIPT). Interviewer will contact applicant within ***time period**
5. Once call is complete, interviewer responds to email with findings.
6. Home visit is requested in VOLS and scheduled, unless interviewer does this step as well.
7. Once home visit is completed, welcome email (see WELCOME EMAIL) is sent.
8. Mentor is requested in Mentor group.
9. Once a mentor is assigned, mentor assists with assigning an animal to the new foster.

Transfer of GKPAC dogs to foster homes

We love the opportunity to send dogs from GKPAC to foster homes, and are very grateful any time a foster parent expresses interest in fostering a larger dog aka all of the dogs at GKPAC. To ensure we are using both GKPAC and foster homes to best benefit the dogs in our care, the following guidelines should be followed:

1. Any mentor looking for a foster dog for their mentee should contact the Kennel Manager to find out which specific GKPAC dogs would benefit from a foster home and would be a good placement for that specific foster parent. The Kennel Manager best knows the dogs in GKPAC's care and will be able to ensure a good fit.
2. Once a GKPAC dog is identified as being a potential good fit for the foster parent, the Kennel Manager or appointed member of the dog team will have a conversation with the foster parent to determine if the dog's characteristics will be a good fit in their home.
3. Once a good fit is identified, all members of the foster parent's family must be present to meet the GKPAC dog.
4. If the foster parent has another dog in the household, a meet & greet must be done with the dogs to ensure they will get along. Two qualified staff or dog team members will be present at the meet & greet.
5. Priority for foster care will be given to GKPAC dogs who are getting depressed, "kennel crazy", and/or in need of socializing. Not all dogs at GKPAC will benefit from being transferred to foster care, while others will benefit immensely from getting out of, or getting a break from, the shelter environment. Therefore, any foster care placements must be approved by the Kennel Manager.

Forever foster program aka fospice

Some fosters who are too ill to be considered adoptable may be added to our Forever Foster program, which allows the foster to care for the pet for its lifetime while keeping medical charges and ownership under the rescue.

- Advanced age is not a consideration for the Forever Foster program. Aged pets are adopted all the time!
- The Board must approve a pet to be considered for the Forever Foster program.

Bringing a new foster pet home

Dogs

As the dog will likely be nervous as it is in a new situation, act with care.

- For the trip home, should have a well-fitting collar with GK name tag.
- Double leash: both a slip lead and ** lead attached to dog collar to ensure dog does not escape if he tries to dash.
- Ensure you have a good grip on both of the lead handles before going outside with the dog.
- Take a quick walk before getting in the car to allow the dog to relieve himself.
- Best to have a crate in the car for the dog to ride in with towel or blanket inside to prevent slipping.
- If dog is in unknown health or extremely nervous, may want to put down tarp, shower curtain, etc. to protect your car's interior.
- Do not put dog crate or dog in cargo area of your car if weather is hot as the air conditioning will not reach him there.

Cats

As the cat will likely be nervous as it is in a new situation, act with care.

- Always bring a carrier with you to pick up a new foster cat, unless carrier is being provided.
- The cat should never be outside while not in a carrier, even if he seems calm.
- You should never open the carrier to take a look at the cat while outside.
- The cat should never be outside the carrier while in the car.
- Do not put cat carrier in cargo area of your car if weather is hot as the air conditioning will not reach him there.

Getting a new foster

Once you get a new foster, make sure you update your mentor and then complete the following.

Naming your new foster

If the foster pet does not already have a GK-approved name, you need to get him one!

- Foster gets to choose the name but it must be approved before used. This is mostly to prevent multiple animals in the rescue with the same name.
- Foster should choose a name that is not potentially offensive or controversial. Please stay away from names that can be associated with drugs, alcohol, weapons, politics, etc.
 - This includes names related to bacon or ham for rescued pigs.
- Foster should try to think of unique names. The names Luna, Lucy, Bella, Max, etc. will likely always be denied as they are extremely popular.
- Once foster thinks of a name, should post in the group and tag appropriate person for naming approvals. They will check the database to make sure it is not currently in use nor has it been used in the calendar year, then let you know whether it is approved or not.
 - Dogs - Melissa Trask
 - Cats - Michelle Adams
- If the pet is a surrender and already has a name, please stick to that name or something close to it so as to not confuse the pet even more than he probably is after being surrendered.
- If the pet came with a name that was not approved or has a nickname in the foster home that is not an approved name, it is fine to call the pet that at home as long as all forms and vetting are done under the appropriate GK-approved name.

Completing the intake

Once your name is approved, fill out the animal intake form at <http://intake.gkpetrescue.org>. You have **48 hours** from when you receive the foster pet or the foster pet is born into your home to complete the intake.

- If the pet is being transferred from another GK foster to you, rather than completing the intake, please complete the Animal Profile Update form at <https://gkarma.wufoo.com/forms/animal-profile-update/>. This allows us to update our records.
- If you are unsure as to what the sex of a newborn animal is, pick a gender-neutral name, guess the sex, and complete the intake. We can always change the gender later.
- If you do not complete the intake within 48 hours, GK reserves the right to reject the animal from its program.

Once you fill out the intake, it will go to our intake team which will get your foster pet or changes into our database within about 48 hours.

Updating the intake

If anything about the animal has changed, please fill out the Animal Profile Update form at <https://gkarma.wufoo.com/forms/animal-profile-update/>. This form allows you to update the

information on the intake form without having to fill all the information out again. Changes that call for an update include:

- You have discovered more about its personality and want to update his online biography
- You have new pictures or a video to help market him
- You are a new foster
- The animal is now ready for adoption and you would like him to be marked as adoptable, which will allow him to be advertised on the pet adoption portals

Please do not expect that the changes will reflect on the website for at least 48 hours. Our intake team first has to make the changes, then the database needs to be synced with the online pet portals which can take 24 hours.

Fill out the orange folder

The orange folder is where we keep track of the paperwork needed for adoption and the pet's veterinary records. We have a video which introduces the orange folder documents at:

<https://www.youtube.com/watch?v=Eux1lpAm6Og&feature=youtu.be>

The orange folder contains the following paperwork:

1. Animal Health Record: the form we keep up to date with each vaccine, medication, or vet visit; we then pass this onto the adopters so they have a complete record to give to their own veterinarian.
2. Microchip registration information: we have an agreement with HomeAgain, wherein our adopters are able to complete a lifetime registration for \$11.99 and we are able to get a free microchip for each one registered. This form gives the adopter instructions to register the microchip, which they should do within 24 hours of adoption.
3. What's Included Form: just as it sounds, this sheet spells out what is and isn't included with an adoption. The adopter signs this in acknowledgement at the time of adoption.
4. Wellness Visit sheet: adopters are able to receive a free wellness visit with one of our participating veterinary partners within 7 days of adoption. If anything is found wrong at the time of the visit, such as a parasite, GK will pay to treat. This is a great time to purchase flea or heartworm medications for the adopter as well.
5. Free pet insurance certificate: We are able to offer 30 days of free pet health insurance to adopters, which is a benefit to both us and them.

When you receive a pet, please get the Animal Health Records up to date and make sure you continue to update it as time goes on.

Determine what steps are needed next

With the help of your mentor if necessary, determine what steps are needed for your foster pet and when, whether it is an office visit for vaccines or testing, or a vet visit for illness.

What to do if you may want to adopt your foster pet

You have five days after you receive him to decide if you want to adopt your foster pet. We have put this rule into place to give the foster a chance to decide if the foster pet may be a fit for her home while ensuring that we do not continually bait & switch potential adopters when fosters decide they want to keep only after an application comes in.

- If you decide you wish to adopt, do the appropriate online adoption application immediately. If within the five days, you will be first in line to adopt that pet.
- If you do not do an adoption application within five days of receipt of your foster pet, but later you decide you wish to adopt, you can and should still do the application but keep in mind that you may not be able to adopt.
 - If we have no other applications on file, you will be first in line to adopt that pet.
 - If we have another active application on file at that time for your foster pet, we will continue to process the active application and your application will go next in line behind it. Meaning, you will only have the opportunity to proceed with the adoption process if the first application is denied or falls through.
- Please remember that you will be required to follow all the same steps as a regular adopter, including the contract and adoption fee.

How to increase the chances of your pet being swiftly adopted

There are things you can do to help us find your foster pet's forever home just as soon as we can.

1. Make sure your foster pet is vetted as soon as he can be! Especially if you have a young animal, delaying even by weeks can have an impact on whether his adoption will take weeks or months (or more). A foster cannot be advertised on our website until spayed/neutered and ready to go, so make sure they are ready as soon as they make weight.
2. Photos work wonders! Getting a clear, well-lit photo of your foster pet that shows his eyes can make a difference in online visibility. Read tips on taking photos of your foster at: [PET PHOTO TIPS](#). If you just can't do the photography thing, make sure you request help from one of the GK volunteer photographers to get the good stuff.
3. Videos: Not only can we use videos on our fan page and in our fan group, but we can even add a video to your foster pet's online profile which will be seen on all the pet adoption portals. Getting a casual video of your foster pet playing fetch or snuggling on the sofa, or a video where you are holding your foster and introduce him, telling his backstory and about his personality, is greatly appreciated.
4. Events: If your foster pet has the makings of a social butterfly, make sure you come out to GK events.
5. Fan group: Participate in our Fans of Good Karma Pet Rescue group by making posts and sharing photos and videos of your foster.
6. Fan page: Available pets are regularly requested in the GK VOLS group to be featured on our Good Karma Pet Rescue fan page. Participate on these threads!

7. Social media: Use your personal social media to get the word out there about your foster pet. You never know who will see the post!
8. Biography: As you get to know your pet and learn cute and interesting things about his personality, make sure you complete a Animal Profile Update form so those details make it into his online profile.
9. Dogs: Get out into the community! Do you go to jazz brunch? Want to spend a little while at Starbucks this afternoon? Take your foster dog with you and have him wear an ADOPT ME bandana in case anyone falls in love.
10. Cats: Participate in our cattery and transport programs!

Animal care while in foster home

What to do if foster pet escapes?

1. Contact your mentor or the cat/dog manager **immediately**. Send the best known time if when the pet escaped, as well as detailed location and whether or not the pet is microchipped and/or wearing a GK tag. From there, they will get the word out on social media.
2. Immediately begin searching for the pet. Sometimes other GK volunteers will be able to help in this search.
3. Follow the directions on <https://www.soflapets.org/lost-a-pet> to locate the pet ASAP.

Life with a foster pet

Foster home capacity

Foster should take care to self limit the number of foster animals to what they can appropriately care for and socialize taking into account their home situation, time constraints, and resources.

Additionally, GK has set forth limits to ensure that the foster pets are appropriately cared for. No foster may have more than five sets of animals at their home at any given time. A “set” of animals is defined as follows:

- Litter of babies with mother (Note: Care must be taken so that mothers can move away from babies as desired. With cats, this can be accomplished if in a cage by having multi-level shelves.)
- Litter of babies without mother
- One adult

Exceptions to this limit can only be made with express permission of the Board in light of foster abilities, home situation, or the needs of selected category of fosters.

Socializing of cats

We allow for a total of three months to allow for socialization of cats that may need some work to get ready for adoption. As outlined below, no more than one month of those three months should be spent in a cage. If a cat is improving and doing well, but still very shy/skittish, foster should contact Cat Manager to transfer the cat to GKPAC or a cattery when there is space available, which will allow for much faster socialization. If after three months the cat is still not ready to be adopted, it's unlikely that they ever will. At this point, a foster may want to consider adoption if they do not want to part with the cat, or make arrangements to be returned to their original colony/outdoor home.

Exceptions to this limit can only be made with express permission of the Board.

Use of cages, crates, and pens in foster homes

Dogs

- Adult dogs may be confined to an appropriately sized crate, one in which he can stand up and comfortably turn around in, for up to eight hours per day when foster is at work or sleeping. Care should be taken for dogs who may not be able to hold their bladder or bowels for extended periods of time, such as smaller breed dogs or senior dogs, by offering them room to roam in a puppy pen so they don't wind up spending their time soiled in their mess.

Cats

Use of cages or crates for cats should be limited to the following:

- Two-week quarantine period when cat first enters rescue, after which cat should be allowed to roam freely in the room or home where they are contained, or moved to another foster if this is not possible.
- Documented illness or injury which requires cage rest or physical containment per veterinarian recommendation.
- Fostering of queen and kittens in a two-crate setup which allows for separate living and litterbox areas.
- Undersocialized cats. While a laundry room, closet, or bathroom is preferred after the quarantine period, if required, in some instances due to space limitations an undersocialized cat may need to be confined in a cage to allow for easy socialization access. In this case, only roomy, multi-level cages should be employed which allow for separate platforms for litter, resting, and food. Use of a cage in this kind of situation **should not exceed one month**. If a cat continues to be unsocialized to a level of unadoptability after three months (the additional two months being in a room such as bathroom or laundry room), the cat is likely not going to be happy living indoors as a pet cat and will be happier living outdoors. Cat should be returned to the location where they were caught, transferred to a safe new outdoor home, or entered into GK's Working Cat

Program. Exceptions only made for undersocialized cats who have an illness or injury preventing safe return to the outdoors.

Behavior issues

- If a foster pet is showing behavior issues in foster home to either resident pets or humans, please fill out the behavior inquiry in order to receive help:
<http://goodkarmavolunteers.com/behavior-help-inquiry/>
- If a foster pet is showing serious aggression / apparent desire to physically injure resident pet or human, foster is instructed to separate the foster pet immediately and contact their mentor so alternate arrangements can be made. Once pet is moved, behavior assessment may be scheduled

Bites or injuries

If a foster pet bites or otherwise injures a resident pet or human:

1. The animal should immediately be separated in a crate or room away from other animals/people. This allows for time for the pet to decompress and for evaluation of the incident.
2. Foster should immediately contact their mentor who will contact management to apprise of the incident.
3. Medical care for the injured party should be sought if necessary; any injured animal should be brought to a GK partner vet if at all possible.
 - a. If a resident pet is injured, GK will cover the cost of treatment at one of our veterinary partners at GK Board discretion and approval.
4. Foster should fill out an incident questionnaire should be filled out as soon as possible for best recollection, including photographs or video if possible. {Link}
5. Management will work with GK behavior coordinator in order to determine best placement and behavior plan for pet.

If resident pet bites or otherwise injures a foster pet:

1. The foster pet should immediately be separated for safety concerns.
2. Foster should immediately contact their mentor who will contact management to apprise of the incident.
3. Veterinary care, if necessary, should be sought with GK vet partner (if possible) as soon as possible.
 - a. Foster is responsible for payment of veterinary bills to treat foster pet under the discretion of the Board.
4. Management will determine new placement for foster pet.

Safety

Indoor hazards

Poison

Please take care that your foster pet does not have access to any of the following. If he accidentally does consume poison, see INDUCING VOMIT sheet and contact the rescue immediately.

- Foods: chocolate, grapes, raisins, caffeinated drinks, onions, garlic
- Pits from apricots, avocados, etc.
- Medications: over-the-counter and prescription medications
- Illicit substances: marijuana and other drugs
- Alcohol
- Sugar-free gum and breath mints containing xylitol
- Plants such as orchids, lilies, poinsettias, aloe, tulips, hyacinths
- Household toxins: insecticides, fertilizers, herbicides, detergents, bleach
- Pet flea control: cats are extremely sensitive to many topical dog flea medications; please separate dogs and cats when applying flea medication to dogs for 12 hours.

Physical hazards

- Chicken bones
- Dental floss
- Christmas decorations such as tinsel
- Fatty foods: even one indulgent meal can cause a cat or dog suffer from *** which can be fatal and requires hospitalization.
- Toads: Bufo toads can be fatal to dogs and cats within 15 minutes. Be vigilant when outdoors with your foster. See BUFO TOAD INFO SHEET for more information.

Dog specific

Preventing escape

- If yard is not securely fenced, dog should always be on a leash when outside.
- If you are not certain if your fence is secure, take a walk-through to ensure it is. Look for hazards such as herbicides, etc.
- Do not leave dog unattended in fenced-in yard even if it is secure as dog may be able to dig out.
- Take care when opening doors to outside to ensure dog does not escape.
- If you are having guests in your home, consider putting the dog in a secure room to ensure no escape when people are coming and going.

Toxins

- Fosters should familiarize themselves with foods and items toxic to dogs. These include chocolate, raisins, grapes, onions, human medications, alcohol, drugs, and plants such as poinsettias, lilies, etc.

Cat specific

Preventing escape

- Cats should not be allowed outdoors at all.
- Cats should not be allowed on outdoor balconies unless they are securely screened in to prevent falls or escape.
- Take care when opening doors to outside to ensure cat does not escape.
- If you are having guests in your home, consider putting the cat in a secure room to ensure no escape when people are coming and going.

Toxins

- Fosters should familiarize themselves with foods and items toxic to cats. These include chocolate, raisins, grapes, onions, human medications, alcohol, drugs, and plants such as poinsettias, lilies, mints, etc.
- Cats can be sensitive to essential oils, so do not use diffusers at home when you have a foster cat unless you have confirmed with the rescue that the oil you are using is safe.

Food and supplies

Supplies, food, treats, and everything else needed to foster a pet should be available at our office. If you are a foster with reasonable access to our office, your supplies should come from our donated/purchased stock there.

Special supplies such as items recommended by a foster's behaviorist or specialist can be ordered by Good Karma and shipped directly to the foster's home; if something has been recommended for the health or wellbeing of your foster pet, please advise your foster mentor.

If your foster pet requires a prescription diet, please advise Office Manager so she can order.

For those of you who wish to purchase your own fostering supplies, be assured that Good Karma is grateful for your contribution. Be sure to save the receipts so you can claim same as a donation on your taxes.

Reimbursements for Food & Supplies

If you do not have reasonable access to the office or require special food or supplies that are not available there and do not wish to purchase yourself, you may seek pre-approval to buy your food/supplies locally and be reimbursed.

- GK will only reimburse for food and supplies with pre-approval from your mentor; please seek this approval before you make your purchase. We do not wish fostering to cause a financial hardship for the foster, but also need to make sure that the funds entrusted to us by donors is wisely spent.
 - Reimbursements will only be granted for food, litter, and supplements/medications as recommended by a treating veterinarian. No reimbursements will be made for toys, dishes, beds, etc.
 - Please take care to price-shop and purchase from the lowest-cost source when possible as Good Karma's funding is strictly from donations.
- Please fill out form at <https://gkarma.wufoo.com/forms/good-karma-expense-reimbursement-request/> to request reimbursement.
- Reimbursement will be provided as bill-pay check; please allow two weeks for arrival.

Grooming

If your pet requires grooming, please alert your foster mentor who will be able to direct you to a grooming resource.

Dog specific care

Crate training

Please see and follow this information on crate training:

https://delawarehumane.org/wp-content/uploads/2016/08/DOs_and_DONTs_of_Crate_Training.pdf

House training

Please see and follow this information on crate training:

https://delawarehumane.org/wp-content/uploads/2016/08/Housetraining_FAQ.pdf

Taking foster dog in public

Taking a foster dog to a public place such as an event, coffee shop, dog park, or store is a great way to help them socialize and be marketed. Please follow the following guidelines for taking your foster dog in public.

- Dogs must be in the rescue for at least two weeks before going in public in any capacity or attending an event, which is the quarantine period.
- Dogs must be wearing a collar with GK name tag, leashed at all times, and under the supervision of their foster or another GK volunteer.
- Dogs should be friendly, sociable, and age-appropriately vaccinated.

- Exception to this is skittish or undersocialized dogs who are part of a training program to get them exposure to the outdoor world. This should be done under the advice of your mentor or behavior coordinator.
- Adult dogs should be sterilized, microchipped, and have their rabies vaccine.
- Special categories:
 - Dog park: Puppies should be over 16 weeks to attend a dog park, with at least 2 DHPP boosters given 3-4 weeks apart, the latest given *after* the age of 16 weeks. If you visit a dog park with your foster, please supervise closely. If there are any aggressive dogs at the dog park or anything that causes you concern, please take your foster dog home.
 - Events: If your foster dog is exhibiting any signs of aggression during an event, please take them home.

Collars

- All canines over 8 weeks of age should wear collars with GK name tag at all times
- Quick release collars preferred
- No electric, prong or choke collars ever

Age specific care

Adult dogs over 12 months

- Feeding: Adult dogs one year and older should be fed dry adult or all-stages kibble according to package directions, split between 2-3 daily meals. Wet food can be used to supplement. Treats should be fed sparingly. Do not feed rawhide treats. Good Karma does not feed dogs or cats vegan diets.

Adult dogs with babies

- Feeding: Free-fed dry puppy food, supplement several time a day with wet puppy food, unless otherwise directed by veterinarian.

Puppy under 8 weeks

- Feeding: Puppies eight weeks and under should be fed puppy-specific kibble with puppy wet food to supplement. Feed according to the instructions on the package. Puppies should be fed 3-4 times a day.

Puppy 9 weeks - 6 months

- Feeding: From 9 weeks to one year, puppies should be fed puppy or all-stages dry food, and puppy or all-stages wet food can be used to supplement. Feed according to the instructions on the package. Puppies should be fed 3-4 times a day.

Bottle puppy

The care of bottle puppies is delicate and is outlined on BOTTLE BABY CARE GUIDE.

Cat specific care

Bottle kittens

Bottle babies two weeks and under can be added to a nursing mama cat if available, which increases the likelihood the kitten will survive. The care of bottle kittens is delicate and is outlined on BOTTLE BABY CARE GUIDE.

Kittens up to 12 months

Feeding by age

- **Weaned to 4.5 weeks** (exclusively eating kitten food)
 - Wet food only. Preferably leave wet food out 24/7 and change when it looks icky.
At a minimum, offer four times daily.
- **4.5-8 weeks** (exclusively eating kitten food)
 - Dry food: Free feed (meaning you keep their dry food bowl full 24/7)
 - Wet food: Should be offered 3-4 times daily.
- **8-12 weeks** (exclusively eating kitten food)
 - Dry food: Free feed
 - Wet food: Should be offered 2-3 times daily
- **12 weeks - 12 months** (can feed kitten or all-stages cat food)
 - Dry: Free feed
 - Wet food: Offered at least 2 times daily.
- **One year plus** (transition to all-stages or adult diet here)
 - Dry food: Can free feed if cat does not overeat and become overweight, or feed according to package instructions
 - Wet food: Offer once or twice daily following instructions on package (optional but beneficial)

Housing: Young kittens should be confined to a room to prevent them from encountering hazards. As they grow, they can be allowed supervised time in the home at large. Older kittens can have free roam of their foster home or be confined to a room.

Litter: Young kittens, 10 weeks and under, should only be allowed use of non-clumping litter. Once they are past the stage where they may accidentally ingest litter, the foster can use the type of litter she prefers.

Mixing litters: Should not foster more than one litter of kittens at a time, unless express written permission is given by Cat Manager.

Adult cats over 12 months

Housing: Adult cats can be free-roaming or confined to a room in their foster home. Adult cats should not be caged except for the reasons listed in the *Use of cages, crates, and pens in foster homes* section. Foster cats should not be allowed outdoors unless in a secure, screened-in patio.

Feeding: Cats 1+ years old should be offered both wet and dry adult cat food.

- Dry food: Can free feed if cat does not overeat and become overweight, or feed according to package instructions
- Wet food: Offer once or twice daily following instructions on package (optional but beneficial)

Litter: Fosters can use the type of litter that they prefer with adult cats.

Introduction: Should be quarantined from any under- or unvaccinated cats for at least two weeks upon arrival in foster home.

Nursing Queens

Adding babies: Orphan babies approximately two weeks and under can be introduced to a nursing queen to see if she will accept the baby and raise the baby as her own.

Feeding: Should free-feed kitten food, both wet and dry, to support her milk production.

Flea medications: If there is a flea infestation, treat with Capstar upon intake to rid mamacat of fleas. If the infestation persists, or she needs treatment for ear mites or skin condition, request Revolution from office (NOT Revolution Plus) which is a safe topical for nursing moms.

Litter: Mama and kittens should use non-clumping litter to prevent accidental ingestion by kittens.

Housing: Queens with kittens should be confined to a room of the house to ensure she doesn't move her kittens to an unwanted location and that her kittens do not encounter hazards as they start to explore. Queens with kittens can be kept in a cage only if a two-crate setup with separate litterbox/living quarters.

Senior cats

Senior cats can have issues maintaining their weight. Therefore, cats 12+ years old should be monitored closely to ensure they are a healthy weight.

- Wet food: Preferred for senior cats. Some senior cats can only eat wet food.

- Dry food: Can be offered in addition to wet food; either free feed or feed according to package instructions, depending on pet. Dry food may need to be moistened for seniors with dental issues.
- If possible, feeding smaller and more frequent meals 3-4 times a day may help a senior cat digest food more easily.
- If your senior foster cat is losing weight, eating or drinking less/more than normal, contact GK Medical page at <https://www.facebook.com/GKpartnervet>

ADOPTION PROGRAM

Adoption application

- Anyone interested in adoption a GK pet should fill out the appropriate adoption application on our website
 - Dog: <http://adoptadog.gkpetrescue.org>
 - Cat: <http://adoptacat.gkpetrescue.org>
 - Small animal: <http://adoptasmallanimal.gkpetrescue.org>
- Changes to adoption applications should only be made with approval of Board member.

Adoption fees

Adoption fees include spay/neuter, microchip, vaccinations, fecal, and deworming. Adoption fees for any other animal species/categories that come into the rescue not listed below will be determined on a case-by-case basis.

Adoption fees are payable online through Facebook, PayPal, Venmo, GK website, or CASH app; or via check or cash.

GK does not offer discounts or payment plans on adoption fees, unless expressly decided by Board.

CANINE

- Puppies (6 months & under) - \$300
- Adult dogs under 20 lbs - \$250*
- Adult dogs over 20 lbs - \$175*
 - *Add \$50 if dental cleaning has been performed
- Highly adoptable breeds can have their adoption fees set at \$400, \$500 or other amount as determined by management on case-by-case basis.

FELINE

- Kittens (6 months & under) - Domestic Shorthair - \$100
- Kittens - Siamese, Russian blue, & Domestic Mediumhair/Longhair - \$150
- Kittens - "Fancy" e.g. Persian, Bengal, Himalayan and Munchkin, etc. - \$250
- Adult cats (over six months) - Domestic Shorthair - \$75
- Adult cats - Domestic Mediumhair/Longhair, Siamese, and Russian blues - \$150
- Adult cats - "Fancy" e.g. Persian, Bengal, Himalayan and Munchkin, etc. - \$200

SMALL ANIMALS

- Rabbits: \$100 for one, or \$175 for bonded pair
- Guinea pigs: \$75, or \$125 for bonded pair
 - Guinea pigs have to go in pairs or to a home with another guinea pig unless exempted due to behavior

Adopter requirements

- All family members are in agreement to adopt.
- Landlord approval or adopter owns home.
- Animal OK within HOA rules, if applicable.
- If they have pets or have had pets in the past, they have history of responsible pet ownership (no rehoming, etc.).
- Owned animals up-to-date with vet, sterilized unless approved exception (resident cat vet care more lenient)
- Current pets are kept inside as pets (no keeping outside, in garage, in cages, etc.)
- They are ready to take on the lifetime commitment of a pet.
- Additional dog requirements
 - Adopter is aged 25 years or older (exceptions with Board approval only).
 - Teacup and super-small sized dogs should not be adopted to homes with babies or young children.
 - Dogs that are prohibited by most landlords, e.g. pit bulls, dogos, etc., cannot be adopted by renters, even if their current landlord will allow it.
 - Must have secure fenced-in yard or in agreement to keep on a leash at all times.
 - Home visit.
- Additional cat requirements
 - Adopter is aged 21 years or older.
 - No declawing
 - Indoors only
 - Secure-screened in patio OK
- Additional small animal requirements
 - Must provide proof of GK-approved housing as well as purchase of appropriate food and hay. Minimum rabbit housing measurements are 5'x3' or 4x4'. Minimum guinea housing measurements are 5'x2' or 4'x3'. See: APPROVED SMALL ANIMAL HOUSING

Reasons NOT to decline an adopter

- Age (as long as they are over the minimum)
- Race
- They work full-time

- They have kids
- They don't seem to have a lot of money
- They do not have a yard
- They do not have a very nice house
- They don't have great people skills

When is animal ready to be adopted?

To be adoption ready, pet should have the following completed;

- Wellness visit completed with DVM
- Spayed/neutered
- Microchipped (except for guinea pigs)
- Flea prevention, up-to-date
 - Dogs: Advantix, Revolution, Advantage, Nexgard, or similar
 - Cats: Advantage, Revolution, Cherestin, or similar
 - Small animals: Revolution
- Dewormed - Followed full deworming protocol
 - Small animals are dewormed with ivermectin
- Negative fecal (NPS) - if positive fecal result, will treat for parasites found and repeat fecal until NPS result obtained
- Vaccines, up-to-date
 - Adult dogs & cats over 16 weeks: At least two DHPP/FVRCP vaccine given after the age of 16 weeks (if unknown previous history or vaccine naive) and Rabies.
 - Puppies/kittens under 16 weeks: At least two DHPP/FVRCP boosters given 3-4 weeks apart and the last one given within past 4 weeks. Adopter will continue booster series until pet is fully vaccinated.
 - Small animals: no vaccines required
- Dogs & cats over 5 years old: basic bloodwork
- Any other medical issues diagnosed that are treatable have been controlled or resolved.
- Dogs only
 - 4DX (heartworm, tickborne diseases test) negative
 - Up-to-date on heartworm prevention
- Cats only
 - FIV/FelV test
 - Prophylactic Ponazuril one-day dose

Adoption of pets with outstanding medical issues

The vast majority of adoptions should be considered final at the time of adoption, with ownership and liability, financial and otherwise, transferring to the new adopter immediately. GK does not pay for vet bills for animals that have gone to their new, adoptive homes. In some special cases, however, we will agree to pay for some amount of treatment post-adoption before the animal goes home, the most common of which are:

1. Repeat snap/IFA test for cats
2. Heartworm treatment (slow-kill/injections, repeat testing) for dogs

If GK agrees to cover any post-adoption veterinary treatment, the scope and location of which will be decided upon by the Board and agreed upon with the adopter before the animal goes home.

Foster-to-Adopt Program

Foster-to-adopt is a program which allows approved adopters to take over the role of foster parent and therefore bring their pet home as soon as possible, and before the required spay/neuter surgery can be completed. We have mostly phased out this program; as we have grown, following up to ensure sterilization surgery is completed has become a burden. We do still allow for foster-to-adopt in select, rare circumstances.

- Kittens who are over 8 weeks old but have yet to hit the 2.2-lb weight requirement for spay/neuter.
- Small-breed puppies who, per veterinarian, should wait until they are older for spay/neuter surgery.
- Approved adopter waiting for a pet who has a spay/neuter surgery delay for reason such as mild URI or undescended testicles.

Foster-to-adopt process

1. If you believe your foster is a candidate for the Foster-to-Adopt Program, fill out the request form at: <https://gkarma.wufoo.com/forms/fostertoadopt-request/>. The Dog or Cat Manager will decide on approval.
2. Approved applicant must fill out Foster-to-Adopt Contract before bringing animal home at: <https://gkarma.wufoo.com/forms/good-karma-pet-rescue-fostertoadopt-agreement/>
3. Pet must be up-to-date on vaccines, deworming, have NPS fecal, microchip, combo test, and wellness exam completed.
4. Pet must have scheduled spay/neuter appointment prior to going to adopter, the date of which should be noted in the animal's profile and updated with foster if date changes.
 - a. If adopter wishes to use their own veterinarian at their cost, need to get proof of spay/neuter after the surgery.
5. Adopter pays adoption fee in full at time of taking pet home.
6. Foster should follow up to ensure spay/neuter surgery has been completed.
7. Once surgery is complete, adopter should fill out online Adoption Contract to finalize the adoption at <https://gkarma.wufoo.com/forms/good-karma-pet-rescue-adoption-contract/>

Trial adoption

GK typically does not approve trial adoption periods. However, in the case of a difficult-to-adopt pet, the Board can approve a trial adoption if requested by adopter.

In the case of trial adoption:

1. Adoption is completed just as any other adoption, with collection of adoption fee in full, signing of adoption contract, completion of Forever Home Form, etc.
2. Note on paperwork (AHR) the trial period as approved by the Board.
3. Advise adopter to hold off on registering microchip until they are certain the adoption will take.
4. Advise adopter that if they change their mind about the pet within the trial adoption fee, we will refund their adoption fee in the method which they paid.
5. If adopter advises that they are going to keep the pet, remind them to register microchip.

Adoption Process

1. Potential adopter fills out adoption application
2. Adoption team gets back to adopter ASAP to advise they will be reviewing application and back in touch within 48 hours
3. Adoption team reviews adoption application
4. Dog only: Adoption team requests Home visit
 - a. Home visit takes place
 - b. Home visit representative reports back to Adoption team
5. Adoption team advises foster they have an adopter for their pet to schedule meet & greet
6. Meet & greet takes place
7. If all goes well, adoption!

Application Approval Process

The adoption team will review the applicant's information to determine that:

1. If they list that they own their home, that property records confirm that.
2. If they have a landlord, that their landlord approves a new pet.
3. If they have a HOA, that the pet is within the rules of their HOA.
4. No smoking indoors at their home.
5. If they currently have a pet or pets, that their veterinarian office confirms the pets are sterilized, up-to-date, and well-cared-for to their knowledge.
6. That they do not have anything in their history or animals which would call for a denial.
See: REASONS FOR ADOPTION DENIALS.

Home Visits

The purpose of a home visit is to ensure that the environment that a pet will be going to will be a safe, clean environment and one free of hazards.

Once the application has passed the review process, to request a home visit for dog applicants, the adoption team posts in the GKPR VOLS Facebook group requesting.

Once a home visit volunteer has offered to do a home visit, they will contact the potential adopter to schedule an in-person or virtual home visit.

Once the home visit is complete, the home visit volunteer will report back on the VOLS Facebook thread with her findings.

See: ABOUT HOME VISITS sheet.

Meet & Greet

The purpose of a meet & greet is to allow a potential adopter and her family to meet the foster pet. This is also a time for the foster parent to meet and assess the potential adopter -- the last step in our application vetting process. Make sure you bring the orange folder with you and leave it in the car during the meet & greet in case this is a successful adoption.

Dogs

The potential adopter's household members and resident dog(s) should be at the meet & greet to ensure that the foster dog is a fit for the entire family.

Tips

- Choose a neutral location. If the potential adopters have other dogs and wish to do the meet & greet at home, have them start the process on the street away from their home to prevent the resident dogs from becoming territorial.
- Agree to a calm place without hazards or too much distraction, e.g. NOT the dog park.
- Prepare the foster dog by being sure they have been fed, watered, and exercised *before* the meet and greet. If needed, offer calming chews.
- Take your usual collar, leash, and harness with you.
- Have the most delicious treats in two baggies; one for you and one for the potential adopter's dog(s). Be generous with the treats as you are going through the steps below.
- Remember to always keep a firm grip on your foster dog's leash and always remain in control of your foster dog.
- Recognize if you or the adopter is nervous, anxious, or fearful about the situation the dog will likely mirror these emotions.

Best practices for a foster dog meeting new people

- Have the people sit or stand in a calm and relaxed manner. Walk calmly towards the people, giving your foster dog treats along the way.

- Stop 6 feet away from the adopter and let the adopter know to let the dog approach them. If your foster dog is skittish or needs encouragement, now is the time to toss the adopters your extra bag of treats and tell them to toss them at the foster dog to lure him in.
- Encourage the dog with happy, confident voices but do not push the dog to make contact if not ready.
- When the dog is ready, allow him to sniff the new people and for them to make contact when he is ready.
- If you are comfortable, allow the adopter to take the leash and walk with the dog a little, continuing to encourage along the way.

Best practices for a foster dog meeting other dogs

Not all dogs will require all of the steps below for a successful meet & greet, but the steps below work best when introducing dogs whose histories and personalities you may not completely know or trust. Do not expect an adopter to be “dog savvy” or able to read even their own dog’s body language. It is on you to make sure this meet & greet is carried out safely!

- Instruct adopters to feed, water, and exercise their dog(s) before the meet & greet.
- Let adopters know you are going to keep the dogs on short leashes at first. With a tight leash, there is any display of potential aggression, you should be able to pull your foster dog away before any contact is made.
- Start by passing each other on a walk.
- Walk in a wide circle with one dog a short distance behind the other and then swap so that bottom sniffing is an equal opportunity.
 - Alternatively, walk with one dog going clockwise and the other going counter clockwise so that you pass each other as you move around the circle.
- Walk next to each other with about 6 feet separating the dogs.
- You may stop and allow face-to-face sniffing but for only a few seconds at a time. If this is successful, you can repeat with another few-seconds sniff.
- If all this has gone well and body language is loose and joyful, you may proceed as is best for you and the adopter.
- If you are in a secure area, such as a fenced-in yard, and you wish to let them go off-leash at this time, be careful about using treats.
- Only allow play for 3-5 minutes before taking a break and re-leashing. You may repeat if positive play has occurred. The reward is playing again and can help create the friendship after taking a break.
- NEVER stop paying attention and be prepared to take charge at any time; accidents happen when we get distracted.
- Wait to have any serious discussion or question-and-answer sessions until at least one of the dogs has been placed on leash and put in the car, house, or crate so that you talk freely.
- If you are made to feel uncomfortable by the behavior of your foster dog, the other, or even the potential adopter at any time during the above steps, make sure you call time out to allow everyone to ensure this will be a safe meet & greet. If it is obvious that you cannot ensure safety for everyone involved, let the adopter know you need to abandon the meeting.

After the Meet & Greet

If things go well, you can ask the potential adopter how they wish to proceed. They will usually either

1. Let you know they ready to sign the adoption paperwork right then & there, which you can do;
2. Say they are excited about adopting but need to wait until a later date to take the dog home, which we accommodate if the date is within 7 days and you are able to hold onto the dog for that long, provided that they pay the adoption fee right away; or
3. Tell you they need to think about it, which means they either actually need to think about it and get back to you, or they do not think the pet is a fit.

On the other hand, if *you* are uncomfortable with anything that has happened or said at the meet & greet, please make you trust your gut. We are counting on you to be the eyes & ears of the rescue at this meeting, to ensure that our rescue pets are going to appropriate, caring forever homes. If the potential adopters say they want to proceed but you are uncomfortable doing so, just cheerfully let them know that you'll let the rescue know the meeting went well and that GK will be in touch with next steps, then take the dog home with you. Advise your mentor about your concerns so we can discuss how to proceed.

Completing the Adoption

To complete an adoption, do the following:

1. **CONTRACT:** Have the adopter fill out the Adoption Contract online, located at: <https://gkarma.wufoo.com/forms/good-karma-pet-rescue-adoption-contract/>
2. **WHAT'S INCLUDED:** Have the adopter review and sign the What's Included sheet, so they are advised what is and what is not covered with their adoption fee.
 - a. Take a photo of this form once it is signed.
3. **ANIMAL HEALTH RECORD:** Review the Animal Health Record with the adopter and tell them to make sure they bring it with them when they visit the veterinarian.
 - a. Take photo of this form.
4. **MICROCHIP:** Go over microchip registration instructions, advising you can help them fill out the form online now (best practice if possible!) or that they should do it within 24 hours in case the pet is lost. Be advised that the \$11.99 registration fee the adopter will pay through HomeAgain with our special URL is for *lifetime* registration. HomeAgain has upgraded annual cost programs that offer assistance if a pet is lost, but be assured that the \$11.99 will assure the pet is registered to them for a lifetime without ever paying anything else.
5. **WELLNESS EXAM/PET INSURANCE:** Review the free wellness exam with our veterinary partners sheet with the adopter, as well as the offer of 30 days of free pet health insurance. Both of these programs are a huge benefit to the adopter.
6. **PAYMENT:** Have the adopter make the adoption fee payment.

- a. Cash: Cash should be handed to a Board member, put a labelled envelope in the lockbox at the office, or you can keep the cash and write a check to the rescue for the same amount.
 - b. Check: Checks should be written to Good Karma Pet Rescue and sent within 48 hours to the PO box or brought/sent to the office. Take a photo of the check to be included on the Forever Home Form.
 - c. PayPal Giving Fund*: <https://www.paypal.com/fundraiser/charity/1718685>.
 - d. Venmo*: <https://venmo.com/GKPetRescue>.
 - e. Cash App*: [https://cash.me/\\$gkpetrescue](https://cash.me/$gkpetrescue).
 - f. Facebook* Donate button on Good Karma Fan page at <http://www.facebook.com/GKPetRescue>.
- *If payment is made online, please have adopter send you a screenshot of the payment or payment confirmation email, or take a photo of it with your phone. This will save our records department time!
7. Now that's all done, congratulations! Now go home and fill out the Forever Home Form located at: <https://gkarma.wufoo.com/forms/forever-home-form/>. Then you're ALL done!

Saying goodbye to your foster safely

- Dogs: ensure that they are securely on a leash and you have advised.. Blah blah
- Cats and small animals: cats and small animals cannot leave with adopter unless secured in a carrier. We have inexpensive carriers for purchase at GKPAC. If adopter shows up to pick up a pet without a carrier, send them to the store to buy the proper supplies before handing over the adopted pet.

Adoption Returns

Should an animal that was adopted from Good Karma need to be returned to the rescue, the following procedures should apply.

1. Ask that the adopter completes a surrender form at <http://surrenderingquiry.gkpetrescue.org> so we have the information written down.
2. Contact information, situation, and surrender form, when submitted, should be forwarded to Cat or Dog Manager and their designee, if available, for animal returns. Information regarding return and on surrender form must be noted in the animal's ShelterLuv profile.
 - a. Dog return coordinator is Stacy Hopkins. Send a text to 561-239-2467 to advise of the situation, dog, and contact information.
 - b. Cat return coordinator is Michelle Adams, Cat Manager.
3. If return is non urgent and adopters are being cooperative and patient:
 - a. If animal was adopted from GKPAC, return should be made to GKPAC during regular business hours.
 - b. If animal was adopted from foster care, should contact foster team to advise of need for foster & post for foster.

- i. If no foster placement is found within 2 days, arrangements should be made with GKPAC if there is space to house the animal there or a boarding facility such as AMC so that the animal comes back to us no later than 3 days after the return request was made.
- 4. If return is urgent, e.g. adopted animal is in danger or presents bodily danger to a human or animal in the adoptive home or the the adopter is threatening to take the animal to the shelter:
 - a. Arrangements should be made immediately to allow the adopters to drop off their adopted pet or for one of our representatives to collect the pet and deliver to a foster home, GKPAC, or a boarding facility.
 - b. Adopter should be advised that until we are able to show up or they are able to take the animal to its destination, they need to keep **two doors** between the aggressive pet and the target of its aggression at all times. They should made to understand that doors can be broken or opened accidentally, and an aggressive pet needs just seconds to inflict serious and potentially mortal injuries.
 - c. If the adopted animal is in danger or presenting danger to any animal or human in the home and it is after the hours wherein we can make arrangements with GKPAC or a boarding facility, arrangements must be made with a 24-hour care facility to board the pet overnight.
 - d. Animals presenting a danger to humans, dogs, or cats in the home cannot be left for any period of time in the adoptive home, regardless of an adopter's potential willingness to keep the pet while we make arrangements.
- 5. In either of these situations, if the animal being returned is a dog aggressive to the point that they cannot be safely handled by anyone other than the adopter, Good Karma will advise the adopter that we cannot risk the safety of any of our volunteers and they need to surrender the animal to the local shelter or to one of our veterinarians.

Cat Transport Program

Overview: Our transport program at Good Karma has been growing and changing for several years. We began by doing very small, relay-style transports of 15 or so cats in private vehicles. We have dabbled in private air transports. We now concentrate on in-house transports using a rescue-owned or rented vehicle to safely, humanely transport 60-80 cats at a time to our transport partners in the Northeast.

Our transport program allows us to find homes for so many more cats than we would be able to if we kept all of our cats locally.

Transport partners

Our list of transport partners is regularly growing and changing. The things the partners have in common are that they are:

1. In areas that do not experience the same issues of cat overpopulation and oversaturation of the adoption market that we do in South Florida.
2. High-quality rescues with high-quality adoption programs who we can trust with our cats.
3. No-kill rescues that do not euthanize for space.

Participation in transport

We ask that all cat fosters allow their cats to participate in the transport program. Not all cats will be eligible for transport, and space does not allow us to send everyone who is eligible, but we ask all fosters to submit their cats who are unadopted and do not have applications for the transport program to give them the very best chance of finding a loving forever home and not remain indefinitely with the rescue.

To increase the likelihood that a foster cat will be chosen for transport, a foster should take care to ensure their foster pet is promptly vetted and vaccinated.

Process for selection of transport cats

- The first step to have your foster considered for transport is to fill out the Transport Interest Form using this link: <https://gkarma.wufoo.com/forms/z1avzq9f11wgsd7/>
- Once this form is submitted, your foster will be added to a google sheet and a volunteer will reach out to you to coordinate getting all required vetting completed by the deadline. Once all vetting is completed, you will receive the link to fill out the Official Transport Application.

- If your cat is accepted on transport, you will be added to a Facebook messenger group chat with other fosters whose cats have been accepted and the Transport Manager will coordinate details with everyone in this chat.

Requirements for cats going on transport

Requirements vary from transport partner to transport partner, but all cats going on transport will at a minimum have:

- Spay/neuter
- Microchip
- Two FVRCP vaccines spaced at least two weeks apart
- Deworming, at least 2 rounds
- Up to date on flea prevention
- FIV/FelV testing within 60 days
- Negative fecal within 30 days
- DVM examination/ Health Certificate

Once a cat is selected to go on transport (aka once you have been added to the group chat for that month's transport):

- Do not advertise them for adoption locally. They are NOT for adoption locally any longer. This includes going to the cattery. If your foster was at the cattery when accepted on transport, please bring them back home immediately.
- Do not accept any other new fosters into your home until after the transport has left.
 - If you want to continue to foster new cats, talk to the cat foster manager to see if your transport-bound fosters can shack up with other transport-bound cats.
- Advise transport manager immediately if cat gets sick, has any skin abnormalities, any other cat in the home gets sick, or you discover cat has had any exposure to an animal with ringworm

Health Certificate

The Health Certificate is a legal document filled out by a DVM to certify that a pet is healthy enough for safe transport across state lines. The Health Certificate, once signed, is valid for 30 days for vehicular travel and 7 days for air travel. Every cat going on transport requires a valid Health Certificate. Once your foster is selected for transport you will be provided the information on how to book the Health Certificate appointment. All Health Certificate appointments are done on the same date at the Good Karma Office. There are no exceptions to this step in the process, if you are unable to transport your cat to the Health Certificate appointment please post in the transport group chat or in VOLS to arrange for someone else to transport your cat. If you miss this appointment your cat will lose it's spot on transport.

Transport Fundraising

- Our transport partners do not provide funding for veterinary or travel costs. To make transports feasible, we have to do fundraising to help offset veterinary and transport costs on our end.
- We currently aim to raise at least \$100 per cat going on transport. Fosters are asked to help spread out the fundraising effort by posting a fundraiser with a \$100 goal on their personal pages or on the Fans of Good Karma Facebook Group. Although it usually does not completely offset the cost of each cat going on transport, it goes a long way to help make our transport program continue without being an unreasonable drain on the rescue's resources. Any assistance a foster can give with this fundraising is very much appreciated.

Transport Day

- Your dropoff time will be announced before transport day in the transport group messenger chat. Please show up on time and be patient once you get there.
- Bring your orange folder.
- You are allowed to include a letter in the orange folder to your foster's future adopters explaining your foster cat's history, likes, dislikes, etc. Please keep it positive, do not include anything about how they should adopt the cat's sibling, etc. If anything not allowed is found in the letter, e.g. negative, sad information or guilt-tripping, the letter will not be passed on. You can include your contact information, and sometimes you will get an update!

After Transport

- The drivers will update on their progress and arrivals when they can.
- Do NOT contact our partner shelters to find out if your foster pet has been placed up for adoption or adopted. We understand and appreciate your concern and love for your foster, but this is expressly forbidden and can jeopardize our relationship. They will let us know whenever they have time, and share happy tails pictures when they have them, but they are just as busy as us so answering fosters' inquiries is not a good use of their time. You are, however, allowed to "stalk" the partners' social media accounts to see if you spy a happy tails photo yourself!

Extra Notes

- Due to recurring issues with fosters contacting our rescue partners to demand updates, we no longer provide the name of the rescue your foster will be going to prior to transport. We understand this change may be upsetting, but we nearly lost multiple

transport partners and cannot risk that again. That being said, our rescue partners are **not** just random rescues up north, they are rescues that we signed formal contracts with after making sure their mission, standards of care, and adoption requirements aligned with our own. We would not send cats to these rescues if we did not completely trust them to take good care of our kitties.

Cattery Program

GK has several cat adoption locations, e.g. “catteries” through the South Florida area where our adoptable cats can be showcased to the public. Each cattery location has its own GK contact who will handle all volunteer scheduling and cat placement.

If a foster would like their cat to be displayed at a local cattery, contact the Cat Manager or watch out for the cattery please on the VOLS group.

Current cattery locations

Current cattery locations can be found on the pull-down menu on the volunteer website.

Requirements

To be a candidate for any cattery location, a cat must have the following:

1. Must be with the rescue for at least two weeks, e.g. quarantined.
2. Be available on the GK website, with current photos and bio.
3. Healthy with no sneezing, runny eyes, loose stool, or suspicious skin issues
4. Negative fecal
5. Spayed/neutered at least 10 days before arriving at cattery
6. Show an up-to-date, approved Animal Health Record.
7. Minimum of 10 weeks old (?)
8. Have a minimum of 2 FVRCP vaccines.
9. Negative SNAP test (catteries unfortunately do not accept FIV+ cats) within past 6 months.
10. Up-to-date on flea prevention.

Cattery Guidelines

1. Each cat coming into the cattery must have its orange folder on site. If a cat is brought to the cattery with no orange folder, it cannot be accepted.
2. Each cat should have a description card on its cage with, at a minimum, its name, age, and color, along with GK’s website information for applications.
3. Each cat can only stay at a cattery location for two weeks. If not adopted in that time period, they must be rotated back out to the foster for its health and wellbeing.
4. If stores are closed for holidays, hurricanes, or for any other reason, cats must go back to foster homes.
5. Cats in catteries remain in GK’s adoption program and applicants will follow our regular vetting process to adopt.

Working Cat Program

GK has created the Working Cat Program (“WCP”) to provide safe placement for cats who are not suitable for living in a home but who cannot return to their home territory. Living and “working” at a barn by providing pest control is a great option for the right candidates to live out their lives happily and safely while being provided with shelter, food, and veterinary care.

Working Cat Requirements

- Healthy
- Spayed/neutered
- Ear-tipped
- Up-to-date on vaccinations, dewormed, and treated for fleas
- Have all their claws
- FIV/FelV tested negative
 - FelV-positive cats should not be returned to the outdoors for their health, as well as that of other community cats. A FIV+ test result will require placement with extra oversight by the caretaker in case their health begins to fade.

If a foster would like their cat to be accepted into the WCP and the above requirements are met, they should fill out a program inquiry at:

<https://gkarma.wufoo.com/forms/working-cat-program-foster-sign-up/>

Working Cat Adopter Requirements

1. Adopter must be willing to adopt at least 2 cats, unless there are already other resident cats on the property. This helps with the transition process, quality of life, and increases the chances the cats will remain in the property once unconfined.
 - a. If there are already resident cats, they must be spayed/neutered.
2. Adopter must be willing to confine their new working cats for a minimum of 2-4 weeks in an escape-proof area, such as a tack room, garage, coop, or XXL dog crate while they acclimate to their new surroundings. (GK can loan adopter XXL dog crate for a \$50 deposit, which is returned upon return of crate.)
 - a. Adopter agrees to provide fresh food and water and clean the litter pan daily during this confinement period.
3. Property where cats will live is at least 1/2 mile from any busy roads.
4. Adopter agrees to provide ongoing water and food for cats, as well as veterinary care as needed.
5. Adopter agrees to provide access to adequate shelter, such as a garage or barn, which will keep the cats safe from predators and the elements.

Working Cat Adoption Process

1. Interested adopter fills out an application at:
<https://gkarma.wufoo.com/forms/working-cat-adoption-application/>
2. GK adoptions team will confirm ownership of property and adequate distance from busy roads.
3. Adoption team volunteer will conduct virtual property inspection via Facetime, Zoom, etc. to ensure shelter and property are adequate and safe. This time should be used to discuss provision of food, water, and veterinary care for the cats' lifetime.
4. If the property does not have adequate cell service for a video call, adopter should record a walk-through of the area and shelter, followed by a discussion with an Adoptions volunteer about the cats' requirements.
5. There is no limit to the number of working cats an adopter can adopt, provided that they have the resources and space to care for them.
6. There is no adoption fee required for working cats. Of course, donations are always appreciated.

Events

Events are important for the rescue for several reasons.

- They give potential adopters the chance to meet several adoptable pets at once.
- Spread the word about GK within the community.
- Allow GK to raise funds.
- Give the chance for fosters and volunteers to spend time together.
- Strengthens our relationships with pet store partners, therefore increasing food and supply donations from their store.

Types of events we attend

- Store events
- Brewery days
- Special events, e.g. puppy yoga
- Farmers markets
- Pet adoption events

Advertising

In order to maximize participation and turnout, all events should be added to the VOLS group, Fans group, GKPAC page, and GKPR fan page when scheduled.

- Event Manager will be responsible for creating or assigning event posts.
- VOLS post will include SignUpGenius link to volunteer.
- Any accompanying artwork should be approved by Event Manager.

Event boxes & other supplies

There are two sets of event boxes. Each box should be returned to office ASAP after an event. There is also a purple canopy, sandwich board sign, pop-up infoboard, and tables anyone can use for events.

Each box contains:

- Money box with PayPal Swipe, pens, business cards
- Aprons to tie at waist to hold money, pens, etc
- Swag (shirts, hoodies, tank tops, magnets, stickers, jewelry, etc.)
- Donation buckets
- Hand sanitizer, leashes/collars, water bowls
- Table signs with information about GK and prices of swag

Any printed material / display items in event box should not be added or redone without permission of the Event Manager.

Payment at events

Payment for swag, adoption fees, and donations at event can be made using cash, check, or PayPal using the swipe.

Cash handling

- All cash should be logged onto inventory sheet and given to Event Lead
- Event Lead should take cash back to GK office, put in labeled envelope and drop in pink drop box in lobby

PayPal swipe

Instructions for logging in using the PayPal Here application are located in the event box.

Animals attending, health & behavior requirements

- Friendly sociable only
- Adults must be fixed
- Must be in rescue at least 2 weeks and healthy
- Must have at least 1 vaccine to attend
- If any aggression must leave
- No cats outside

Volunteer participation & signup

Volunteers are needed at each event to help set up and break down, walk adoptable pets around the event, talk to potential donors and adopters about the rescue and its pets, sell swag, etc. School-aged kids can earn community service hours volunteering.

Event leads

A minimum of one Event Lead is required per event. The Event Lead will be responsible for:

- Overseeing all event volunteers
- Ensuring safe practices for volunteers, public, and foster pets at event
- Answering any questions volunteers have
- Sending fosters home if they are not quarantined or safely sociable
- Communicating with Board if there are any incidents at event
- Filling out after-event report

Signing up for an event

- Event lead or manager should make a SignUpGenius sign-up sheet for each event and share in VOLS to get volunteers to sign up. Any volunteers interested should sign up on the sheet.
- If we do not have sufficient volunteer coverage signed up 3 weeks before event, event may be cancelled.

Volunteer code of conduct

All volunteers representing GK at events should arrive on time, be courteous to the hosting establishment staff, and behave in a professional manner to represent the rescue well. Also please keep in mind that members of the public/potential donors/potential adopters can hear the talk that happens at the volunteer table.

Foster participation

Foster participation is required for successful events. Please consider these events yet another great way to get your foster pet seen and marketed for adoption. You do not have to attend with your foster pet; you can post in volunteers to find someone to pick up and drop off your foster pet for you.

Post-event report

Event lead should fill out an after-event report after the event at:

<https://gkarma.wufoo.com/forms/event-lead-afterevent-report/>. This helps us track successful locations, volunteer needs, etc.

Medical care

Veterinary partners

Veterinary care for GK foster pets must be sought through one of our approved veterinary partners. These partners are listed on our volunteer website at <http://www.goodkarmavolunteers.com>.

How to make appointments

For appointments with our veterinary partners, please message our Vet Team at this Facebook page: <https://www.facebook.com/GKpartnervet/>

What we provide

Routine vet care

Deworming & fecal tests

Puppies & Kittens

1. Fecal on intake.
 - a. For litters, a group fecal is acceptable for this intake fecal. This means fecal samples from several babies are mixed together & run as one fecal sample.
2. Start deworming process as early as two weeks:
 - a. Three days of Panacur, repeat every 3 weeks
 - b. One day of Ponazuril, repeat in 10 days
 - i. If coccidia positive, change to 3 consecutive days, then repeat the 3-day treatment again after 2 weeks.
3. Repeat fecal 3 weeks after deworming, regardless of initial fecal results.

In the event of a positive fecal post deworming, repeat deworming and then repeat fecal 3 weeks post deworming.

If the repeat fecal is holding up an approved adopter, repeat fecal can occur earlier, but it may still read as a positive.

Adults

Fecal protocol is the same for adults as it is for puppies and kittens, with the following exceptions:

- Initial fecal before deworming is not required, but highly recommended.
- Deworming does not need to be repeated if the first fecal is negative.

Vaccines & schedule

Vaccines are the first line of defense our rescue pets have to protect themselves from disease.

Rabies

- Rabies must be administered by a licensed DVM.
- Rabies are required by law for all animals 16 weeks of age and older unless offered exemption by veterinarian, e.g. aged animals.
 - Exception: some transport partner states require rabies vaccine on any animal 12 weeks and older.
- Rabies are offered in 1- and 3-year varieties.
 - Note: 3-year rabies vaccines are not valid for animals 1 year of age and under; vaccine must be boosted after one year in these cases.

Core vaccines

- Dog: DHPP. DHPP is a combination vaccine that helps prevent four different viruses in dogs: canine distemper, infectious hepatitis, parainfluenza, and parvovirus.
 - Although even the first vaccine provides some protection against disease, an animal should not be considered fully protected until they have completed the series.
 - DHPP can be administered by DVM, vet tech, or knowledgeable volunteer.
 - Schedule
 - Start at 7 weeks
 - Exception if potential exposure in place of origin or foster calls for earlier vaccination
 - Booster every 3-4 weeks until animal reaches age of at least 16 weeks. This series must be continued under care of adopter at their cost if adopted under age 16 weeks.
 - Puppies one year and under require minimum of two vaccines 3-4 weeks apart before being adopted.
 - If adults have previously been vaccinated, only one vaccine is required. If their vaccine history is unknown or they are vaccine naive, they should get one vaccine followed by a booster 3-4 weeks after.

- Cat: FVRCP. FVRCP is a combination vaccine that helps prevent three different viruses in cats: feline viral rhinotracheitis, calicivirus, and panleukopenia
 - Although even the first vaccine provides some protection against disease, an animal should not be considered fully protected until they have completed the series.
 - FVRCP can be administered by DVM, vet tech, or knowledgeable volunteer.
 - Schedule
 - Start at 7 weeks unless in nursery, pet adoption center, or high-volume foster, in which case start at 4 weeks
 - Exception if potential exposure in place of origin
 - Booster every 3-4 weeks until animal reaches age of at least 16 weeks. This series must be continued under care of adopter at their cost if adopted under age 16 weeks.
 - Kittens one year and under require minimum of two vaccines 3-4 weeks apart before being adopted.
 - If adults have previously been vaccinated, only one vaccine is required. If their vaccine history is unknown or they are vaccine naive, they should get one vaccine followed by a booster 3-4 weeks after.

Other vaccines

Dog: Bordetella (kennel cough)

- We do not routinely offer the kennel cough vaccine, but it is required for animals entering boarding and recommended for those who frequent dog parks.
- Bordetella can be administered by DVM, vet tech, or knowledgeable volunteer.
- Bordetella is most often administered via oral or nasal route; careful attention to packaging must be given.

Bloodwork

All pets 5 years and up will have bloodwork before being adopted to detect any abnormalities. Bloodwork should be done within 14 days of surgery if the pet requires spay/neuter.

Testing

- Cats: all cats are tested for FIV/FelV. Cats testing positive for either under the age of 6 months should be retested monthly until they reach age of 6 months as they often turn negative. Cats 6 months and over with positive test results should be considered infected.
- Dogs: all dogs are given 4DX test, which tests for heartworm and tickborne diseases. Any positive test results will be treated.

Spay/neuter

Minimum ages & sizes

These are Good Karma minimums; participating vet partners may have their own requirements.

- Medium/Large Breed Male Dogs – 8 weeks and older
- Medium/Large Breed Female Dogs – 10 weeks and older
- Small Breed dogs – 10 weeks and older; if extra small/teacup, follow veterinary advice on minimum age/size
- Cats – 2 lbs and over (typically reached at 2 mos)

Cryptorchidism

Cryptorchidism is when one or both testicles do not descend into the scrotum. In puppies, given more time, most will resolve on their own. However, some do not and require a more invasive type of surgery in order to sterilize the pet.

We wait until the pet reaches &*** of age. If the testicles have not descended by that point, should go ahead and schedule a neuter procedure letting the veterinarian know that the pet is cryptorchid.

Post pregnancy

Must wait until pet is two weeks post nursing to spay.

In heat

Wait two weeks after the pet has completed her heat to spay.

Post-operative instructions

Directly post-op

- Please offer the pet a small amount of food when you get home after the surgery. A couple of small meals can be offered that day, and you can return to feeding the pet normally the next day.
- It is strongly recommended the pet is confined in a crate or small room the night after surgery.
- The pet may be groggy when you get home, experiencing a “hang-over” from the anesthesia. The pet will typically require 18-24 hours to recover from the general anesthesia. Most animals will be back to normal when the anesthesia leaves their system entirely.
- The pet may sleep much more than normal for 18-24 hours following surgery.
- Isolate the animal from children and other pets. He may be more prone to snapping or nipping at other pets and even children due to the after-effects of anesthesia.

- Your pet may have poor balance. This will make climbing stairs or getting in and out of the car more difficult than usual, so be ready to assist. Help your dog in and out of the car as sudden movements can damage his stitches. Lift the dog by wrapping your arms around the dog's chest/front legs and rear/back legs.
- Make sure your cat has a comfortable spot to sleep in a confined, secure, quiet place. Once she's settled, she's likely to sleep it off and will be fine upon awakening.
- If you were instructed to use a cone/e-collar, please do so even if the pet finds it annoying.

Incision

- If animal allows, check the incision site once daily for one week. Check for excessive redness, swelling, discharge, blood or if the incision site is open.
- Do not clean or apply any topical ointment to the incision site.
- If you are told that your pet has skin sutures or skin staples, he/she will need to return in 7-10 days to have those removed.
- Licking or biting the incision could cause the wound to re-open and become infected. To keep your pet from licking the incision during the healing process we recommend an E-collar be worn during the recovery period.

Complications

Spaying and neutering are very safe surgeries; however, complications can occur. Minimal redness and swelling should resolve within several days. Please contact your mentor, or the office if they performed the surgery, immediately if redness and swelling persists or if you notice any of the following:

- Pale gums
- Depression
- Vomiting
- Diarrhea
- Discharge or bleeding from the incision
- Difficulty urinating
- Labored breathing
- Decreased appetite
- Lethargy lasting more than 24 hours

Other instructions

- Pet must wear e-collar for & days.
- Pets must be kept indoors where they can stay clean, dry, and warm.
- No running, jumping, playing, swimming, or other strenuous activity during the 7-10 day recovery period.
- Do not bathe pet or have it groomed during the recovery period.

- When outdoors dogs should be on a leash and taken for short walks only for next 10 days.
- Keep animal away from all hazards (including stairs).

Special surgeries

Second opinion required unless trusted veterinary partner as decided by Board.

Timely care

If a pet is suffering in any way and in need of veterinary care, care should be sought immediately, regardless of funding.

Dentals and other procedures that may not be emergencies should be scheduled within 2 weeks of getting notice that a dental is needed for whatever date in the future that is available.

Fundraising & medical case tracking & progress

Special Facebook group:

All medical cases should have one post and thread in the Medical Spotlight/Cheddar Facebook group at: <https://www.facebook.com/groups/GKPRCheddar/>. Post should be made immediately when medical issues is recognized. All updates, estimates, etc., should be recorded on the thread. No movement can be made on a non-emergency medical case until they have a Cheddar post.

What should be included on a Medical Spotlight/Cheddar post?

A Medical Spotlight/Cheddar post should have 1) a photo of the pet, 2) age, 3) an explanation of how the pet came into the rescue with its history if known, and 4) what the medical condition or symptoms are that require veterinary care.

Note on photos: If you don't have any good photos, make the Cheddar post with what you have. But PLEASE then take some time to get us some good photos that show the pet's 1) FACE and 2) CONDITION (if photographable!). If a pet is injured or sick, try to get us some photos that show how bad and sad they are feeling. If a pet needs a dental, have a friend help you to get some in-mouth shots of those nasty teeth. If a pet is limping, take some time to get some videos of them limping around. Being able to show our supporters the condition that a pet needs help to treat goes a long way in raising needed funds.

Foster's Fan Group fundraising post

If the pet has already been to the veterinarian regarding this issue, or we know a procedure or treatment will be required, the foster should post the pet in our Fans of Good Karma group and add a donate button, to get the fundraising started.

Procedure/Treatment Scheduling

Scheduling for anything that is causing a foster pain or discomfort will NOT be delayed by not having reached the fundraising goal. But please keep in mind that our Vet Team has a lot going on, and a lot of procedures and treatments to schedule; therefore, as long as the Vet Team has acknowledged the issue in Medical Spotlight/Cheddar and advised they are working on scheduling, be assured they are working on it! It just may not happen immediately.

- DENTALS: Vet Team schedules all dentals two weeks out (or as soon after two weeks as possible with our vets' schedules) to allow for fundraising time, unless the dental issue is causing the pet pain in which case they will schedule an appointment for as soon as possible.

What is Foster's responsibility with regard to fundraising for their foster pet's treatment or ensuring the goal is met to receive that treatment?

A foster has two requirements* with regard to fundraising for their foster pet's treatment:

1. A Medical Spotlight/Cheddar post (with usable photos)
2. A fundraising post in the Fans group (post that link on the Medical Spotlight/Cheddar thread)

That being said, everyone in the rescue should keep fundraising in mind! It takes an insane amount of money to routine vet all of our animals, let alone all the illnesses & injuries that we treat. We hope that every foster will advocate for the rescue's pets, especially their own fosters, on the Fans group and on their own social media. As much as you can do is appreciated!

*There are exceptions to this! If a foster requests to bring an animal into the rescue with a known major medical issue or injury, they should be prepared to do the lion's share of fundraising. We all have a lot going on, so if you bring in a pet who requires an expensive procedure, ongoing treatment/therapy, or both, then please be prepared to do a large part of fundraising. You do not need to make sure that every penny spent is raised, but if a procedure costs \$5k, we should have several thousands raised. If a pet requires ongoing weekly appointments for months at \$100 a shot, you should be posting for donations every week. The rescue just can't afford to take on \$5-10k medical cases at your request without your help.

Fundraiser creation request

We have several volunteers who make our official fundraisers. Some require that you fill out the Fundraiser Request Form, some do not. If you are requested on the Medical Spotlight/Cheddar group to fill a form out, please do so immediately

Helping medical treatment progress as quickly as possible

Fosters should be sure to provide any information asked on the Medical Spotlight/Cheddar thread as soon as possible. If they are asked to schedule an appointment with a provider, they should do so immediately and note the date on the Medical Spotlight/Cheddar thread. If you worry that the treatment scheduling has been delayed too much, you are encouraged to ask for an update.

Euthanasia & cremation

Euthanasia for foster pets is a decision made between managers or Board members and veterinarians when it is in a pet's best interest due to suffering.

GK does not pay for private cremation in the case of euthanasia of foster pets; however, if foster wishes to get the cremated remains back to keep, they can pay for the discounted service under our account.

Emergencies

If you believe your foster is having a life-threatening medical emergency, please call the rescue emergency line at (754) 264-8688 and advise your foster mentor.

Examples of life-threatening emergency:

- Hit by car
- Bleeding profusely
- Drowning
- Unresponsive
- Cool to the touch (very low body temp)
- Suspected poisoning

Preferred after-hours locations for emergencies

Preferred after-hours locations are listed on our volunteer website at:

<http://goodkarmavolunteers.com/veterinary-emergencies/>

If you are in the area of any of the preferred veterinary centers, please use it in case of emergency. If you are not close enough and your foster is suffering a life-threatening emergency, go to the closest open vet available even if not listed.

If you choose a vet not on our list when one is close to you, you may be responsible for the veterinary care charges.

Supplies

Office

- The office is our main storage place for donated and purchased goods, such as food, pee pads, collars, leashes, toys, treats, supplements, blankets, beds, crates, litterboxes, litter, etc.
- To request supplies from the office, fill out the request form at: <https://gkarma.wufoo.com/forms/r1qgv8e81lx5x4i/>. You will receive a response when your order is filled, including where your order can be found in the lobby.
- Once an order is filled, you have 7 days to pick up or items will be returned to office stock.
- The office is also the location to pick up heartworm prevention, as well as dewormers, lime dip, shampoo, name tags, etc. These items are located in the lobby cabinets and an order does not need to be placed for them. These items are only to be used for Good Karma animals. Medications for personal pets and colony cats are available for a donation to cover cost; contact Office Manager for details.

Vet boxes

We have “vet boxes” around the tri-county area that have the most commonly needed medications, preventatives, and vaccines so that you should not have to travel far to get your foster’s required supplies.

- Vetboxes have dewormers, heartworm prevention, capstar, flea prevention, ponazuril, terramycin, zymox otic, name tags, syringes, orange folders, and some vet box holders have the ability to administer vaccines (not rabies).
- Vetbox locations can be found on our site at: <https://www.goodkarmavolunteers.com/vet-boxes>

NOTES FOR VETBOX HOLDERS

- Please keep an eye on the supplies in your vetbox to make sure they are used or swapped out with fresh supplies from the office before they expire. If they expire, we have wasted donation money.
- If you need to refill your supplies or swap out close-to-expiration supplies, please make your request using the following link: <https://gkarma.wufoo.com/forms/vet-boxveterinarian-medicine-refill-request/>.
 - Once your supplies are ready, you will make a vet tech appointment at the office to refill and restock with the vet tech in person.

Prescriptions and prescription refills

Prescriptions and prescription refills for many medications can be done through our office, provided that the prescribing veterinarian writes out a prescription for us to fill. When you have the prescription, please contact the office manager to ask her to fill.

Recurring foster medications or prescription food

If your foster pet is on a prescription food or medicine long-term, please contact office manager to have GK start ordering refills through our suppliers.

If your foster requires supplies not available at office

Reach out to office manager for approval. If approved, she will:

- Give you OK to purchase and seek reimbursement;
- Purchase and ship directly to you from an online store; or
- Request donation on fan page.

Reimbursements

Reimbursements are made to fosters for purchases of items that are not in stock at our office only when pre-approved.

- Pre-approvals for reimbursable purchase can be made through your mentor from the Cat or Dog Manager, a Board member, or the Office Manager.
- Once you make the purchase, save the receipt in order to fill out the reimbursement request at: <https://gkarma.wufoo.com/forms/z1iv1u8g17gbk63/>
- Reimbursements will be made to you in the form of a check. Allow for 2-3 weeks for check receipt.

Good Karma Office

Location

The office is located at 3601 West Commercial Blvd. Ste 19, Ft. Lauderdale, FL 33309. Located in Commercial Point Plaza. Map and other info can be found at:

<http://goodkarmavolunteers.com/office/>

Access

There is a keypad lock on the front door to access the lobby. Your mentor can supply the code to enter. Access to the lobby is 24/7. Access to the areas of the office beyond the lobby are limited to management and office volunteers unless for an appointment or planned gathering.

Staffing

The office is typically staffed on Tuesday, Wednesday, Friday, and Saturday from 10a-8p, subject to surgery day changes. The office is closed on holidays. Check the office calendar for staffing on a particular day.

Calendar

Office volunteer, staff, and surgery scheduling are tracked on the office calendar at:

<http://goodkarmavolunteers.com/calendar/>

Volunteering

People who wish to volunteer at the office should first complete the volunteer application at <http://volunteer.gkpetrescue.org> and process. Once a GK volunteer, prospective office volunteers can sign up for an office volunteer orientation at our office on Tuesdays and Saturdays at noon by reaching out to volunteer Mandy Panah. After completing the orientation, volunteers can sign up for desired roles and shifts.

Information for office volunteers

Tracking in-kind donations

We need to track the receipt of in-kind donations, meaning non-monetary donations in the form of supplies such as food, toys, etc. Any brand-new donations that we receive must be logged on the in-kind donations checklist at the office (and at GKPAC). At the end of the month, the Office

Manager or a volunteer will transfer data over to the master list for the month and forward to bookkeeping.

Good Karma Vet Clinic

Vet tech appointments

What can be done at a vet tech appointment?

- Health check
- DHPP/FVRCP vaccine
- Fecal exam
- 4DX (heartworm) test
- Feline SNAP test
- Skin scrape
- Bloodwork
- Nail trim
- Ear cleaning
- Ear cytology
- Suture/staple removal

How to make a vet tech appointment

- See volunteer website: <https://www.goodkarmavolunteers.com/copy-of-office>

Spay/neuter program

We do offer spay/neuter services at our office. See volunteer website for more information:
<https://www.goodkarmavolunteers.com/spay-neuter>

Personal pet program

Info can be located at <http://personalpetprogram.gkpetrescue.org>

We offer limited-scope veterinary services at a discount at the GK office for volunteers' owned personal pets. This is not intended as a replacement for your personal vet, but instead to help cut costs for vet care while working in conjunction with your personal vet.

Who qualifies?

- Employees of Good Karma
- Current, active Good Karma volunteers and volunteers
 - Must be on board as foster or volunteer for at least two months

- If long-time volunteer or foster, must have been active as a volunteer or foster in past three months

For personal pets only; not for the pets of friends or family members

Fees

- Appointment fee of \$15 per pet to be paid when making appointment, non-refundable.
- Proof of payment of appointment fees (e.g. screenshot or payment confirmation number) should be sent via messenger to the GK Vet Office Page. If not paid within 24 hours, the appointment may be canceled.
- Additional fees on the day of the appointment can be paid online via Facebook, PayPal, Venmo, or Cash app, or using PayPal swipe at office.
- Appointment fee is forfeited if no-call, no-show for appointment.
- Fee forfeited if more than 10 minutes late to appointment with no contact to office staff through GK vet page.

Limitations & details

- Only two pets per day of appointments.
- Test results for sent-out labwork will be sent to you in the form of a PDF in email in order for you to forward to your treatment veterinarian.

How to make personal pet appointment

Vet tech appointments are made on our clinic software ClinicHQ at

https://clinchq.com/online/533ad35b-ec25-4f47-9799-ed2e9014deac?fbclid=IwAR3SVOoT3rZIHFGAkYTCzL8g-j0kflRLbUUgI_1X_FkopxQQZsKAezbd5fc

Safety

- No fractious pets.
- No animals with a bite history or who may pose a bite risk.
- Pet may be muzzled at discretion of vet tech.
- Vet tech may choose to not handle pet based upon behavior if concerned about safety; if we do not provide any care based upon the pet's behavior, appointment fee will be refunded.
- You may be asked to help restrain your pet for sample draws, etc. If you are not comfortable restraining your pet, you should take your pet to your regular veterinarian for the services.

Services provided

Vaccines

- Cats: FVRCP, feline core vaccine - \$13
- Dogs: DHPP, canine core vaccine - \$13
- Dogs: Bordetella ("kennel cough") \$13

Visiting provider services

- Ultrasound - \$300
- Echocardiogram - \$350

In-house diagnostics & bloodwork

- Skin scrape - \$15
- Ear cleaning - \$10, add ear cytology \$20
- Fungal culture - \$15 (results take about 3 weeks)
- Canine 4Dx testing - \$30 (tests for heartworm and 3 tickborne diseases; recommended as annual heartworm test for any dogs with exposure to ticks)
- Canine heartworm only test - \$12
- Feline triple test (FIV/FelV/heartworm) - \$28
- Feline leukemia only test - \$25
- Panleukopenia snap test - \$40
- Nail trim - \$15
- Microchip - \$5 if registering microchip at time of appointment. If you do not register at time of appointment, microchip cost is \$25.
- Fecal exam - \$15
 - If brought, fecal samples must be within 12 hours old and refrigerated.
 - If we cannot get a fecal sample at time of appointment, foster can pay at time of appointment and drop off fresh fecal sample on a day when we are staffed with a vet tech within 30 days to have fecal read.
 - If you would like to drop off a fecal sample within 30 days of your appointment for a recheck, you can do that at the \$15 cost with no appointment.
 - If pet is fed raw diet, add \$8; total fecal fee \$23. Fecal will be sent out and read at lab due to increased risk of salmonella to staff.

Lab diagnostics and bloodwork

Please note that if your pet requires preanesthetic bloodwork, it should be dated within 30 days of your pet's anesthetic procedure. If you require any type of bloodwork or labs that are not listed, speak with Office Manager for availability and pricing. It is likely that we can help you with any routine type of bloodwork or diagnostics.

- Senior (27, SDMA, CBC, total T4 and urinalysis) - \$100
- Routine/pre-anesthetic bloodwork (chem 27, SDMA, CBC and urinalysis) - \$65
- Anesthetic young - \$65
- Urinalysis - \$27
- Ear culture - \$100
- Diarrhea panel - \$75
- Skin culture - \$115
- Kidney profile recheck - \$48
- Titer testing - \$185 (canine distemper); \$335 (rabies)
- We can do any other type of lab testing offered by IDEXX; speak with the Office Manager if you would like a test not listed here for pricing

Medications

Deworm with Panacur (TWO 3-day courses, to be administered 3 weeks apart)

- 1-10 lbs - \$6
- 11-45 - \$10
- 45-60 lbs - \$14
- 61+ lbs - \$20

Coccidia treatment with Ponazuril (one 3-day course)

- 1-10 lbs - \$15
- 11-20 lbs - \$25
- 21-30 lbs - \$35
- 31-50 lbs - \$50
- Pets 51+ lbs - \$1 per lb

Revolution*

- 0-5 lbs 3-pack for kitties and puppies - \$40.00
- 5.1-15 lbs cat 3-pack - \$40.00

*As of February 2022, the 6-packs of Revolution have been out of stock for months. We will start carrying these again once they are in stock.

Nexgard Flea & Tick Prevention 6-pack

- 4-10 - \$80
- 10.1-24 - \$85
- 24.1-60 - \$90
- 60.1-121 - \$100

Heartgard Plus, 6-pack

Sold only with negative heartworm test. You can bring a record of a heartworm test done at a vet within past 12 months to purchase, or do a heartworm test in the GK office

- 0-25 - \$37

- 26-50 - \$42
- 51-100 - \$48
- Heartgard Plus for cats: 5-15 lbs - \$38 (we do not stock this but can start ordering it if any volunteers are interested)

Generic Heartworm Prevention (Nuhart), 6-pack

- 0-25 - \$30
- 26-50 - \$32
- 51-100 - \$34

Cytopoint injection

- 0-10 lbs - \$30
- 11-20 lbs - \$38
- 21-30 lbs - \$42
- 31-40 lbs - \$47
- 41+ lbs combination of above (e.g. if your dog weighs 60 pounds, it would get a 31-40 plus an 11-20.)

Prescription food

Order through Office Manager. Prices are our cost plus \$5 ordering fee. Allow for one week for shipping.

GK Vet Office Facebook page

GK Vet Office Facebook page can be found at: <https://www.facebook.com/gkvetoffice>

Follow the page for updates, informational posts, instructional videos. The GK Vet Office page is also the primary way you should communicate with the vet tech about upcoming appointments or treatments.

Fundraising & donations

Ways to donate

Donations can be made via:

- Funraise general giving fund: <https://goodkarmageneralgiving.funraise.org/>
- Facebook Donate button on <http://www.facebook.com/GKPetRescue>
- PayPal:
HTTP://PAYPAL.COM/XCLICK/BUSINESS=INFO@GOODKARMAPETRESCUE.ORG
- Venmo: <HTTPS://VENMO.COM/GKPETRESCUE>
- Cash app: \$gkpetrescue
- Cash or check to PO Box: Good Karma, PO Box 480273, Fort Lauderdale, FL 33348

Donation thank-yous

- Online donations should all given a thank-you comment
- Check donations for any donations over \$100, or per recipient discretion, should be sent a thank-you note

Facebook Fundraisers

- See attachment HOW TO CREATE FACEBOOK FUNDRAISER

List of GK social media accounts, groups and their uses

Facebook groups

INTERNAL

- VOLS: Official Business Only <https://www.facebook.com/groups/GKPRVOLS>
 - Name App rovals
 - Home Visits and Meet & Greet
 - Foster Needed
 - Transport Needed
 - Events
 - Medical Concerns
- Social mixer: Anything Goes - This group is rescue volunteers only <https://www.facebook.com/groups/GKPRFriends>
 - Fun pictures of your foster or resident pets
 - Group meet ups
 - Basic questions about your foster or personal pet
 - Looking for recommendations
- Cheddar: Fundraising Group where medical cases are posted so everyone can follow - <https://www.facebook.com/groups/GKPRCheddar>
- Halp! Group: Adoption Teams posts landlord/HOA checks, property checks, & vet checks in this group for other volunteers to help get answers - <https://www.facebook.com/groups/GKPRHalp>
- Kitten Nursery: <https://www.facebook.com/groups/237964860565867>

PUBLIC

- Fans group: Anything animal related - This group has general public who can see posts <https://www.facebook.com/groups/GKPetRescue>
 - Great place to market your foster pet for adoption (include app link)
 - Share cute pictures of your fosters or resident pets, articles, etc

Facebook pages

INTERNAL

- GK Vet Office - use to communicate with GK office staff regarding vet appointments, surgeries, medications, etc. <https://www.facebook.com/gkvetoffice>
- GK Vet Appointments - use to request appointment with veterinary partner, not at our office - <https://www.facebook.com/GKpartnervet>
- GK Cat Team - use to communicate with cat team - <https://www.facebook.com/GKCatTeam>

- GK Dog Team - use to communicate with dog team - <https://www.facebook.com/GK-Dog-Team-107850677654591>

PUBLIC

- Good Karma Pet Rescue main fan page - <https://www.facebook.com/GKPetRescue>
- Pet Adoption Center: Public fans page for PAC - <https://www.facebook.com/gkpac>
- GK Kitten Nuggets / Kitten nursery page - <https://www.facebook.com/gkkittennursery>

Instagram accounts

Main: <https://www.instagram.com/gkpetrescue>

PAC: <https://www.instagram.com/gkpetadoptioncenter>

GK vehicle use

Good Karma has a Dodge Sprinter van for rescue and transport use. Information for using van as follows:

- Van need should be communicated with Office Manager in order to update the van use calendar.
- Rescue use only.
- Do not use cell phone or otherwise allow yourself to be distracted while driving the GK van.
- When using van, need to complete the sign/sign out form. This is located with the keys.
- The van has a very wide turn radius and high clearance. These notifications are located on the keys.
- What to do in case of accident: there is a packet in the glove compartment that contains this information.
- Van should be returned to the office or GKPAC in the same condition it was taken. ALL supplies should be removed and the van should be cleaned. Items cannot be left in the van.
- In case of an accident, spill, or any perceived issue with the performance of the van, please advise Office Manager.

Boarding

Boarding is a last resort if no foster can be found. We board at Arfington pet resort or a partner vet.

Local transports

If your foster or pet requires transport from foster/facility/veterinarian to another location, please request in chat called GK TRANSPORTERS with date/time needed and address of both pickup and dropoff locations

Good Karma animals found at county shelters

Should GK be contacted by a county or municipal shelter with the indication that an animal with a GK microchip is at the shelter, the following procedures should apply:

1. The notification should be sent immediately to the Dog or Cat Manager and their designee, if applicable, for returning animals.
 - a. Dog return coordinator is Stacy Hopkins. Send a text to 561-239-2467 to advise of the situation, dog and contact information.
 - b. Cat return coordinator is Brianna Garriss.
2. The Dog or Cat Manager or their designee will contact the shelter as soon as possible and no later than the end of the business day to advise that we are aware of the animal and will be making arrangements to pick up. At that time, we should note the microchip number to determine who the adopter of the animal was.
 - a. If adopter information is found, Dog or Cat Manager or their designee should attempt to make contact with the adopter and advise shelter of same in the case that the adopter goes to pick their pet up from the shelter.
3. Dog or Cat Manager or their designee should make arrangements to pick up the GK animal **no later than the next business day** to be housed at original foster, new foster, or boarding facility until other housing is found.
4. Dog or Cat Manager or their designee should note the return of the animal in ShelterLuv along with notes indicating what happened.

If an owner comes forward, GK shall turn over to the owner and advise at that time that the owner needs to register the microchip immediately.

Purchasing Policy

As all of our funds come from the generous donations from our supporters, we need to take great care with how we spend them. Please abide by the following guidelines when purchasing for Good Karma.

1. **Who places orders:** Only authorized staff should place orders paid for by Good Karma. No sharing of passwords to our accounts.
2. **Sales tax:** All orders should be placed under official Good Karma accounts with a Sales Tax Exemption on file. No sales tax should be charged on any order placed by our nonprofit. New vendors should be given this sales tax exemption form before placing orders.
3. **New vendors:** If staff member adds a new vendor in order to place a special item, please email accounting@goodkarmapetrescue.org with the vendor name, purchase total, and purpose of the purchase for the bookkeeper to be able to update our records.
4. **Price checking:** Staff should price-check before placing orders to ensure we are buying from the most reasonably priced vendor.
5. **Approved items:** Staff can regularly place orders for routinely needed items, such as food, litter, and cleaning supplies.
 - a. Treats and toys are not approved for purchase. We have only ever stocked those when they are donated. Exception is for GKPAC for Milk Bones.
 - b. Any non-routine purchases over \$50 cost should be approved by Management (Office Manager, Shelter Manager, or Board Member).
 - c. If purchase is a non-routine item, please note the purpose of the item or the animal it is intended for in the PO line for future reference.
 - d. Management must seek approval for Board Members before any purchase over \$200.
6. **Approved brands:** Good Karma funds should only be used to buy the brands agreed upon by the rescue:
 - a. Dog food, puppy, dry: Purina One
 - b. Dog food, puppy, wet: Purina One
 - c. Dog food, adult, dry: Purina One
 - d. Dog food, adult, wet: Purina One *Only for purchase by GKPAC. Adult dogs in foster whose fosters request wet food should get donated food; if none available, can purchase Purina One only upon advisement of medical team or veterinarian
 - e. Cat food, kitten, dry: Purina One, Fancy Feast. *Royal Canin Babycat only purchased for individual cases upon direction by medical team or veterinarian.
 - f. Cat food, kitten, wet: Fancy Feast Kitten, Purina One. *Royal Canin Babycat only purchased for individual cases upon direction by medical team or veterinarian.
 - g. Cat food, adult, dry: Purina One
 - h. Cat food, adult, wet: Friskies, Fancy Feast

- i. Cat litter, clumping: most affordable clumping litter, usually Dr. Elsey's, Tidy Cats, Scoop Away, etc.
- j. Cat litter, non-clumping: Pine litter in bulk from feed store, usually about \$8 for 40-lb bag
- k. Puppy pads: only given to puppy fosters and dog fosters who have housetraining issues; purchases should only by Amazon Basics or similarly priced brands.

Whistleblower Protection Policy

Good Karma Pet Rescue (“GKPR”) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of GKPR, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that GKPR can address and correct inappropriate conduct and actions. It is the responsibility of all Board members, officers, employees, and volunteers to report concerns about violations of GKPR’s code of ethics or suspected violations of law or regulations that govern GKPR’s operations.

No Retaliation

It is contrary to the values of GKPR for anyone to retaliate against any Board member, officer, employee, or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of GKPR. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

GKPR has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor’s response, you are encouraged to speak with a Board member. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to GKPR’s President, who will act as Compliance Officer and has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or another Board member.

GKPR requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of GKPR, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that GKPR can address and correct inappropriate conduct and actions. It is the responsibility of all Board members, officers, employees and volunteers to report concerns about violations of GKPR's code of ethics or suspected violations of law or regulations that govern GKPR's operations.

Compliance Officer

GKPR's Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Board of Directors on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

GKPR's Compliance Officer shall immediately notify the Board of Directors (including the Treasurer) of any concerns or complaint regarding corporate accounting practices, internal controls, or auditing and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

GKPR's Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Stacey Tollackson

President

Good Karma Pet Rescue

stacey@goodkarmapetrescue.org

Policy approved by the Board of Directors on April 16, 2024.

Document Retention and Destruction Policy

These policies cover all records regardless of physical form or characteristics which have been made or received by Good Karma Pet Rescue (“GKPR”) in the course of doing business.

Purpose of policies

These policies provide for the systematic review, retention and destruction of records received or created by GKPR in connection with the transaction of business. These policies cover all records, regardless of physical form, contain guidelines for how long certain records should be kept and how records should be destroyed.

These policies are designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate GKPR’s operations by promoting efficiency and freeing up valuable storage space. Included in the federal laws necessitating compliance with these policies is the Sarbanes-Oxley Act ("The American Competitiveness and Corporate Accountability Act of 2002"), which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding.

Records covered

These policies apply to all records in any form, including electronic documents.

A record is any material that contains information about GKPR’s plans, results, policies, or performance. Anything that can be represented with words or numbers is a business record for purposes of these policies.

Electronic documents must be retained as if they were paper documents. Therefore, any electronic files, including information received on line, that fall into one of the document types on the schedule must be maintained for the appropriate amount of time. [For example, if a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder.] [Backup and recovery methods will be tested on a regular basis.]

Record Retention

GKPR follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

A. Permanent Retention

Permanent records—Permanent records are records required by law to be permanently retained and which are ineligible for destruction at any time for any reason. These records are necessary for the continuity of business and the protection of the rights and interests of the organization and of individuals. These include records such as organizational documents (Articles of Incorporation and Bylaws), Board minutes and policies, federal and state tax exempt status and independent audits.

No record, whether or not referenced, may be destroyed if in any way the records refer to, concern, arise out of or in any other way are involved in pending or threatened litigation.

While the listings below contain commonly recognized categories of records, the list should not be considered as having identified all records that GKPR may need to consider for permanent and non-permanent status. In particular, and as noted above, any documents that are, or may be involved in pending or threatened litigation, must be retained. The nonprofit's legal counsel should be asked to assist in determining what records must be retained.

Corporate Records – Permanent

- Annual Reports to Secretary of State/Attorney General Articles of Incorporation
- Board Meeting and Board Committee Minutes
- Board Policies/Resolutions
- By-laws
- Construction Documents
- Fixed Asset Records
- IRS Application for Tax-Exempt Status (Form 1023) IRS Determination Letter
- State Sales Tax Exemption Letter

Accounting and Corporate Tax Records - Permanent

- Annual Audits and Financial Statements Depreciation Schedules
- General Ledgers

- IRS 990 Tax Returns

Bank records - Permanent

- Check Registers

Payroll and Employment Tax Records – Permanent

- Payroll Registers
State Unemployment Tax Records

Employee Records – Permanent

- Employment and Termination Agreements

Legal, Insurance and Safety Records - Permanent

- Appraisals
- Copyright Registrations Environmental Studies Insurance Policies
- Real Estate Documents Stock and Bond Records Trademark Registrations

B. Non-permanent retention

Non-permanent records—Certain records are not required by law to be permanently retained and may be destroyed after the passage of certain years or upon the passing of events as defined by these policies.

Notwithstanding the listing of documents below, no record, whether or not referenced may be destroyed if in any way the records refer to, concern, arise out of or in any other way are involved in pending or threatened litigation.

Corporate Records

- Contracts (after expiration) 7 years
- Correspondence (general) 3 years

Accounting and Corporate Tax Records

- Business Expense Records – 7 years
- IRS 1099s – 7 years
- Journal Entries – 7 years
- Invoices – 7 years
- Sales Records – 5 years

- Petty Cash Vouchers – 3 years
- Cash Receipts Credit Card Receipts – 3 years

Bank Records

- Bank Deposit Slips – 7 years
- Bank Statements and Reconciliation – 7 years
- Electronic Fund Transfer Documents – 7 years

Payroll and Employment Tax Records

- Earnings Records – 7 years
- Garnishment Records – 7 years
- Payroll Tax returns — 7 years
- W-2 Statements – 7 years

Employee Records

- Records Relating to Promotion, Demotion or Discharge – 7 years after termination
- Accident Reports and Worker's Compensation Records – 5 years after termination of claim
- Salary Schedules – 5 years
- Employment Applications – 3 years
- I-9 Forms – 3 years after termination
- Time Cards – 2 years

Legal, Insurance and Safety Records

- Donor Records and Acknowledgement Letters – 7 years
- Grant Applications and Contracts – 5 years after completion
- Leases – 6 years after expiration
- OSHA Documents – 5 years
- General Contracts – 4 years after termination

Emergency Planning

GKPR's records will be stored in a safe, secure and accessible manner. All documents and financial files that are essential to keeping GKPR operating in an emergency will be duplicated or backed up at least every week and maintained off site. All other

documents and financial files will be duplicated or backed up periodically by a person as designated by the Board of Directors and maintained off-site or in the cloud.

Document Destruction

GKPR's Treasurer or other representative as designated by the Chief Professional Officer is responsible for the ongoing process of identifying its records which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation or claim, whichever is latest.

Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against GKPR and its employees and possible disciplinary action against responsible individuals. The Treasurer will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

Questions concerning these policies, the applicability of certain records to the retention or destruction policies, must be addressed to the Board of Directors.

SUPPORTING DOCUMENTS

Overview of common diseases and infections

Ringworm

Ringworm: Ringworm, or "dermatophytosis", is a fungal infection affecting the skin, hair and occasionally nails of animals (and people).

Factors that increase risk of ringworm

- Age - Animals of any age are susceptible, but young animals (<1 yr old) & geriatric animals are at the highest risk
- Cats are at greater risk than dogs.
- Immune status - Conditions that compromise the immune system such as FIV, FeLV, pregnancy/lactation, malnutrition, anti-inflammatory drugs, cancer, or stress
- Pre Existing Conditions - Animals with pre-existing conditions that compromise grooming (e.g. URI) or skin integrity (e.g. flea allergies, over-grooming, external parasites) are at increased risk

How is ringworm spread?

Ringworm is most often spread from contact with an infected animal or a contaminated environment. Ringworm is very durable in the environment. Ringworm can persist on any surface and can infect animals housed in a contaminated environment months and even years later. Ringworm can be spread readily on grooming implements, contaminated toys and bedding, or by humans on clothing and hands. Ringworm can be found on the hair of animals from a contaminated environment even when the animal itself is not showing any signs.

What is the incubation period for ringworm?

In nature, the incubation period for ringworm is between 4 days and 4 weeks.

Clinic appearance

The name "ringworm" comes from the most common appearance of a circular area of hair loss and scaling. The most common locations include the face, ears, feet and tail. However, ringworm can present with a wide range of appearances, including large areas of hair loss with or without crusts and exudate. Ringworm can also cause infection of the toenails and nail beds. Ringworm lesions may or may not be pruritic (itchy).

How is ringworm diagnosed?

The only way to definitively diagnose a ringworm case is through a positive culture. However, in rescue we often make a “best guess” without performing a fungal culture using the animal’s history, clinical signs and results of Wood’s lamp examination considered together to begin treatment immediately and not wait for the results of a culture.

We use a wood’s lamp as part of the diagnostic process for ringworm, but a wood’s lamp result is not conclusive as not all types of ringworm fluoresce under the ultraviolet light.

How do we treat ringworm?

Without treatment, most animals will spontaneously recover from ringworm within about 3 months. We do not wait for this, however!

Topical treatment

Topical treatment is necessary to control and cure ringworm. We use lime sulfur dip for this.

Lime sulfur use:

- Use 8% concentration (note: this is 8oz per gallon of warm water, twice the recommended concentration listed on the bottle)
- Apply twice weekly throughout treatment
- Safe to use on pregnant and nursing animals and kittens/puppies > 2-3 weeks old
- Wipe nursing moms’ teats clean after topical treatment, keep juveniles warm with a heating lamp if necessary
- E-collar afterward is not necessary
- Do not pre-wet the animal
- Consider using a new garden sprayer for application. Be sure to keep the sprayer end close to the animal's skin when applying.
- Use a small rag or sponge to apply solution on face, nose and ears
- Use of ophthalmic lubricating ointment to protect the cat’s eyes is not recommended because if the solution gets into the eye it can be very difficult to remove the solution if it is mixed with lubricant. Instead, keep eye flush handy and flush generously if the solution gets into the cat's eye.
- Do not rinse the animal after solution application; wrap the animal in a towel and leave to dry

Please note: physically dipping cats in the lime sulfur solution is not recommended as this is stressful to the cats (and staff) and can lead to cross contamination between cats being treated if the same lime sulfur dip solution is used on multiple cats.

Systemic treatment

Systemic oral treatment is an important and often used adjunct to topical therapy.

- Fluconazole and terbinafine are also reportedly effective and safe relative to other systemic treatments. We also often use Lufenuron (Program) as an adjunct or preventative off-label treatment.
- Animals on any systemic antifungal should be closely monitored, and all directions for administering the drugs carefully followed.
- These drugs should be avoided in pregnant animals.
- Clipping is indicated for very long haired cats and those that may be unable to groom due to conformation (e.g. Persians), concurrent severe upper respiratory congestion, or matted coat. Clipping may also be useful in cats whose coats simply become unmanageable after dipping. Otherwise, clipping of coat is not recommended.

What steps should fosters take at home if they have a ringworm animal?

Disinfecting for ringworm:

- All surfaces with which ringworm suspect animals have had contact should be immediately cleaned, then disinfected. This includes floors, carriers, transport vehicles and countertops.
- Clean all surfaces three times with any good detergent and clean rags. Follow this mechanical removal with a disinfectant. Concentrated bleach or even diluted at 1:10 is too harsh to be routinely used and thankfully is not necessary. Effective disinfectants include Accel® (Accelerated hydrogen peroxide 1:16), Accel® TB (hydrogen peroxide 0.5%), Enilconazole, bleach diluted 1:32 with prolonged contact time (at least 10 minutes), 2% Potassium Peroxymonosulfate, Formula 409® (quaternary ammonium 0.3%,) and Clorox Clean-Up® (sodium hypochlorite 1.84%,).
- If possible, house in large dog crate or easily cleaned room such as bathroom until at least two weeks of effective topical treatment has been completed
- Ideally, house ringworm suspects separately from other animals. If that is not possible, at least keep them separate from highest risk groups (kittens, pregnant moms, cats with URI).
- Wear protective clothing when working with affected animals (long sleeved gown or special clothes and gloves, used only for that purpose). Discard or launder protective clothing daily.
- Disinfect all surfaces in the room twice weekly with diluted bleach (1:32) on a clean surface or Accel® (1:16). Spot cleaning should be performed on a daily basis to minimize disruption and reduce stress and for the cats.
- Dishes & other washable items can be run through a dishwasher provided water temperature reaches at least 43.3o C (110o F)
- Bedding should be washed when soiled or on days when topical treatment is applied. Do not overfill the washing machine as this reduces the machine's ability to mechanically remove ringworm spores. Ringworm laundry should be washed separately from other laundry. Dry ringworm laundry separately and clean lint filters after every use. Bedding or toys that cannot be washed should be discarded.

- Carefully clean all areas that cannot be disinfected using a damp mop or electrostatic cleaner such as a Swiffer® followed by vacuuming. Discard the vacuum cleaner bag.
- Commercial steam cleaning of carpets may be helpful for both mechanical cleaning and heat destruction of spores.
- Heavily exposed items such as scratching posts that cannot be easily washed or disinfected should be discarded
- After ringworm animals have been cured/adopted:
 - All exposed bedding, toys, brushes, etc. should be laundered/dried or discarded
 - All non-porous surfaces should be thoroughly cleaned and disinfected where possible with bleach (1:32 dilution) or Accel®. This should be repeated at least twice. If bleach is used, it must be applied to a pre-cleaned surface and be rinsed off after sufficient contact time (at least 10 minutes of wet contact).
- All exposed carpets and furniture should be vacuumed daily for one week, and the vacuum cleaner bags discarded daily
- All heating and cooling vents should be vacuumed or filters replaced. It is not usually necessary to have ducts commercially cleaned.
- Carpets should be commercially steam cleaned. Steam cleaning with cleaners that use hot tap water is ineffective, as the water does not reach a high enough temperature.
- Clothing that was worn when in contact with the cats should be washed in hot water with bleach, then dried in a dryer or by hanging in sunlight.

When is it considered cured?

After at least one negative fungal culture. Transport cats may have different requirements.

What do you do if you get a ringworm infection from a foster pet?

Skjdfasjdf

Parvovirus

Canine Parvovirus (CPV) is a highly contagious disease in dogs. It is durable in nature and capable of producing severe or life-threatening disease.

Who is affected?

Puppies less than 6 months of age are most likely to get severe disease, however adult dogs can also be affected.

How do you prevent parvovirus?

Vaccination is the cornerstone of parvovirus prevention in shelters and communities. In the absence of maternal antibody interference, a single modified live vaccine can confer protection within 3-5 days. It is also important to keep dogs separate during the time they may be

incubating the disease (e.g. not mixing litters), and careful cleaning and disinfection of all areas in which cats are housed. Bathing animals who come from the shelter is recommended to remove any virus persisting on the coat.

How long is the incubation period?

The incubation period, or period between contact with the virus and the appearance of symptoms varies between 3 days and two weeks but is usually 4-6 days

What are symptoms?

Affected dogs may have mild to severe diarrhea (often bloody), may be dehydrated, lethargic, or anorexic, have vomiting, or can develop severe to fatal secondary bacterial infections.

How is it spread?

CPV is spread from dog to dog mainly through exposure to contaminated feces. It is also spread through contact with fomites (contaminated objects). Common fomites include hands, instruments, clothing, food and water dishes, toys and bedding.

How is it diagnosed?

Diagnosis of CPV is fortunately reasonably straightforward in most cases. While not perfect, in-house fecal ELISA tests are reportedly quite specific and sensitive even for recently emerged strains. A recent study found that the Idexx SNAP test detected 77-80%, 78% and 77% of parvovirus. As with any test, false results are possible. Negative results will occur later in the course of disease when virus is bound by antibody or no longer being shed. This should not be interpreted to contradict earlier positive results. Weak false positives may also reportedly occur due to recent vaccination. However, this is likely uncommon, particularly with the Idexx brand SNAP test. In general, positive results should be taken seriously even in recently vaccinated dogs.

Of course, in all cases, history, signalment and clinical signs should be considered along with test results.

What do we do if we have a positive or suspected positive case?

1. Isolate in easy-to-disinfect area.
2. Seek veterinary treatment.
3. Vaccinate immediately if unvaccinated and over 4 weeks of age or if close to needing booster. Even injured and mildly ill dogs should be vaccinated. This should be done for all dogs exposed to suspected positive case.
4. Retrace dog's location to see if s/he may have exposed anyone else and advise

What is treatment?

- Symptomatic dogs: hospitalize for veterinary treatment
- Asymptomatic dogs, e.g. littermates of symptomatic, positive dogs: wait to see how they do. They should remain in the same foster home while waiting to determine if they will come down with the parvovirus symptoms, thereby requiring hospitalization for treatment.

How to disinfect for parvovirus

- Bleach has long been a standby product for inactivating CPV. Products in the same family as bleach that have also been found effective against FPV include calcium hypochlorite (e.g. Wysiwash®) and sodium dichloroisocyanurate (e.g. Bruclean®). However, all products in the bleach family have the significant disadvantage of being inactivated by organic material and offering limited penetration on porous surfaces. These products are fine to use on surfaces such as stainless steel or sealed floors, but choose one of the other options below for surfaces such as scratched plastic, unsealed concrete, wood, carpet, etc. Bleach is diluted for use: 1 part bleach to 32 parts water or ½ cup bleach per gallon of water.
- Potassium peroxymonosulfate (e.g. Trifectant) and accelerated hydrogen peroxide (e.g. Rescue) both have greater detergent properties and better activity in the face of organic matter compared to bleach and related products. Accel/Rescue in particular has been shown to have good activity even in the face of organic matter contamination. Either of these can be used in carpet cleaners on contaminated carpets and furniture (always check first to test for staining). Fosters are able to get Rescue disinfectant from the rescue office
- For areas such as yards and homes where disinfection is not an option, careful and repeated mechanical cleaning can be effective if applied diligently. Yards can be flushed with water and dried, and a disinfectant with reasonable efficacy in the face of organic matter (e.g. Accel/Rescue®) can be sprayed on the area using a pesticide applicator or hose-end sprayer. If repeated cases occur after thorough efforts at cleaning, close the area to youngsters and unvaccinated animals for at least 6-12 months.. In the meantime, maximize exposure to sunlight and drying of the environment.
- Remember, parvovirus stays on surfaces almost indefinitely if not properly disinfected.

After a positive dog recovers, how long do they shed the disease in their bodily fluids?

Viral shedding can continue for up to ~14 days following recovery from clinical signs. Bathe animals in order to remove virus persisting on the coat.

Canine distemper

Canine distemper virus (CDV) is a highly contagious infection that can be fatal. Thankfully, we do not often see it.

How do you prevent it?

Vaccination is the cornerstone of distemper prevention. Keep unvaccinated and undervaccinated dogs away from dogs of unknown origin and health.

What is the incubation period?

The incubation period is usually 1-2 weeks from the time of exposure to development of initial clinical signs, but it can be as long as 4-5 weeks or even more. Occasionally neurological signs develop months after exposure in dogs that never showed initial signs of infection.

What are symptoms?

Mild or early cases of distemper can appear identical to run-of-the-mill "kennel cough". Distemper virus can invade the respiratory, gastrointestinal, skin, immune and nervous systems. Consequently, signs are highly variable and disease course depends both on immune response and viral strain. Most commonly, early signs of clear to green nasal and ocular discharge, loss of appetite and depression are seen 1-2 weeks after infection, sometimes followed by lower respiratory and gastrointestinal involvement. Neurological signs, if they are going to appear, usually develop 1-3 weeks after recovery from GI and respiratory disease, but may occur at the same time or months later, even without a prior history of systemic signs. Asymptomatic infections are common, and dogs may shed for weeks without showing any clinical signs.

How is it spread?

Canine distemper virus is shed in all body secretions of acutely infected animals. It can be spread by direct contact, by aerosol or respiratory droplet exposure. Although the virus is not extremely durable, it can survive in the environment for at least several hours, and during that time can be transmitted by fomites such as hands, feet, instruments, equipment or contaminated environmental surfaces. Virus can be shed by sub-clinically or mildly infected animals.

How is it diagnosed?

PCR lab test.

What do we do if we have a positive or suspected positive case?

- Isolate

- Consult with veterinarian.
- Vaccinate ASAP if unvaccinated even if under age (exact minimal age?) or close to needing booster
- Retrace dog's location to see if s/he may have exposed anyone else and advise

What is treatment?

- Symptomatic dogs: No specific treatment for distemper has been proven effective. Treatment consists of supportive care, and may include: fluid support, nutritional support and anti-emetic therapy for vomiting and prolonged anorexia, nebulization and coughage for pneumonia, and antibiotic treatment. Broad spectrum antibiotics are indicated to treat secondary bacterial infection. Veterinarians will often not hospitalize due to contagious nature of disease and these treatments need to be done in the foster home.
- Asymptomatic dogs, e.g. littermates of symptomatic, positive dogs: wait to see how they do. They should remain in the same foster home while waiting to determine if they will come down with distemper symptoms.

How do you disinfect for it?

Distemper virus survives no more than a few hours in the environment at room temperature. Cold and moist conditions increase survival and it can last for several weeks at near freezing temperatures. The virus is readily inactivated by most commonly used disinfectants. Routine hygienic precautions are generally adequate to prevent spread.

How long is a dog who recovers from distemper contagious?

Many dogs will shed infectious virus for weeks after recovery and some may shed for as long as 4 months. Care should be taken that dogs recovered from distemper are isolated from any un- or under-vaccinated dogs.

Please note that raccoons and domestic ferrets can also catch distemper from sick dogs.

Panleukopenia

Feline panleukopenia virus (FPV) is a disease that causes vomiting, diarrhea, and can cause sudden death in cats. Kittens are at highest risk for this disease, and adult cats with current vaccinations are at very low risk. It is extremely contagious for at-risk populations. We see outbreaks of panleukopenia during the summer months.

How do you prevent it?

Control is dependent on effective vaccination, keeping cats separate during the time they may be incubating the disease (e.g. not mixing litters), and careful cleaning and disinfection of all

areas in which cats are housed. Bathing animals who come from the shelter is recommended to remove any virus persisting on the coat.

What are symptoms?

- Vomiting
- Diarrhea
- Dehydration
- Lethargy
- Sudden death/found dead in cage

How is it spread?

The virus is transmitted primarily by the fecal-oral route (including through exposure to objects/clothing/hands contaminated with virus from feces).

What is the incubation period?

The incubation period of FPV is generally less than 14 days, and cats may shed infectious virus for two to three days before clinical signs are observed.

How is it diagnosed?

- Clinical signs and exposure history
- Positive results on an IDEXX brand Parvo SNAP test
 - False negatives may occur more commonly than when using these tests for canine parvo (one small study found 20-50% false negatives on various brands)
 - False positives were rare in this same study, occurring 0-6% of tested samples depending on brand of test
 - Vaccine induced positives were rare on the IDEXX brand test (only 1/64 recently vaccinated kittens tested positive on an IDEXX brand test; other brands had a higher rate of positive results following vaccination)
- Low white blood cell count on CBC or blood smear (negative prognostic factor if present)
- PCR at a diagnostic laboratory (1-3 day turnaround time often possible)
 - Can be useful to confirm or rule out infection when results of the above tests are giving mixed results
 - Positive results may occur in recently vaccinated cats; laboratories (e.g. Idexx) may provide quantitative results to help distinguish probable vaccine from true infection

What do we do if we have a positive or suspected positive case?

1. Isolate in easy-to-disinfect area.
2. Consult with veterinarian.

3. Vaccinate immediately if unvaccinated and over 4 weeks of age or if close to needing booster. Even injured and mildly ill cats should be vaccinated. This should be done for all cats exposed to suspected positive case.
4. Retrace cat's location to see if s/he may have exposed anyone else and advise

What is treatment?

- Symptomatic cats: At this time treatment for symptomatic cats typically only can be done at willing volunteer's home with meds, subq fluids, syringe feeding, etc. If no volunteer willing, euthanasia.
- Asymptomatic cats, e.g. littermates of symptomatic, positive cats: wait to see how they do. They should stay in same foster home and observed to see if they come down with symptoms.

How do you disinfect for it?

- Bleach has long been a standby product for inactivating FPV. Products in the same family as bleach that have also been found effective against FPV include calcium hypochlorite (e.g. Wysiwash®) and sodium dichloroisocyanurate (e.g. Bruclean®). However, all products in the bleach family have the significant disadvantage of being inactivated by organic material and offering limited penetration on porous surfaces. These products are fine to use on surfaces such as stainless steel or sealed floors, but choose one of the other options below for surfaces such as scratched plastic, unsealed concrete, wood, carpet, etc. Bleach is diluted for use: 1 part bleach to 32 parts water or ½ cup bleach per gallon of water.
- Potassium peroxymonosulfate (e.g. Trifectant) and accelerated hydrogen peroxide (e.g. Rescue) both have greater detergent properties and better activity in the face of organic matter compared to bleach and related products. Accel/Rescue in particular has been shown to have good activity even in the face of organic matter contamination. Either of these can be used in carpet cleaners on contaminated carpets and furniture (always check first to test for staining). Fosters are able to get Rescue disinfectant from the rescue office
- If not properly disinfected, stays on surfaces almost indefinitely.
- Once foster has cleaned X times, they can consider themselves clear of panleukopenia.....

How long after a positive cat recovers are they shedding the disease?

Viral shedding can continue for up to ~14 days following recovery from clinical signs. Bathe animals in order to remove virus persisting on the coat.

How to induce vomiting in dogs using hydrogen peroxide

Dogs are scavengers and have the maddening tendency to find and eat the things in their environments that are destined to make them the most sick. Human medications, pet medications, insecticides, cleaning products, fertilizer, weed killer, poisonous plants, pesticides, potentially toxic human foods (e.g., chocolate, grapes/raisins, xylitol)... you name it and a dog has probably eaten it.

In some cases, the first line of treatment is to get the offending substance out of the dog before it can cause too much damage. I say “some cases” because there are other times when inducing emesis is useless or potentially catastrophic. For example, dogs are typically only able to bring up an offending substance within two hours or so of ingestion, and when a dog is not fully alert or when it has ingested a caustic or petroleum-based substance, vomiting will make the situation worse rather than better.

Therefore, owners should never attempt to make their dogs vomit without first consulting with a veterinarian. If a local veterinarian is not immediately available, call the ASPCA's Animal Poison Control Center (888-426-4435) or the Pet Poison Helpline (855-213-6680). Both hotlines are staffed 24 hours a day, 7 days a week and are available to owners at a small charge.

Supplies Needed

- Telephone
- Phone number for veterinarian, ASPCA's Animal Poison Control Center (888-426-4435), or the Pet Poison Helpline (855-213-6680)
- 3% Hydrogen Peroxide, available at any drug store or supermarket
- A large syringe (no needle) or turkey baster
- Measuring teaspoon
- Latex or rubber gloves, paper towels, water, cleaning solution, and plastic bags

Steps to Follow

1. **Call your veterinarian or pet poison control center/hotline.** Have as much of the following information ready as possible: your dog's approximate weight, any health problems the dog suffers from, what he may have eaten, when he may have eaten it, and the amount potentially involved. If you are instructed to induce emesis at home,

proceed. Otherwise follow the directions given to you by the veterinarian you have spoken with.

2. **If the dog has not eaten within the last two hours, offer him a small meal.** This makes it more likely that the dog will vomit but is not essential if the dog is uninterested in food.
3. **Measure 1 milliliter (ml) of 3% hydrogen peroxide per pound of dog weight, using either the syringe or teaspoon.** One teaspoon is approximately five ml. The maximum amount of hydrogen peroxide to be given at any one time is 45 ml, even if a dog weighs over 45 pounds. Squirt the hydrogen peroxide into the back of the dog's mouth using the syringe or turkey baster.
4. **If vomiting has not occurred within 15 minutes or so, give one more dose of hydrogen peroxide measured out as described above.** If vomiting still does not occur, call your veterinarian or the pet poison control center/hotline back for instructions.
5. **Once vomiting has occurred, collect a sample in a leak-proof container.** Bring this to your veterinarian's office for identification if you are unsure of exactly what your dog may have eaten.
6. **Thoroughly clean up the vomit.** Wear latex or rubber gloves while handling vomit, particularly if it potentially contains a material that is hazardous to human health.
7. **Take your dog to a vet clinic.** Unless instructed otherwise by your veterinarian or the pet poison control center/hotline, take the dog to a veterinary clinic immediately for evaluation and continued treatment.

What steps to take if your dog or cat has come in contact with a bufo toad

What you do immediately after the incident is crucial to the outcome of your pet's safety. Veterinarians recommend to first wiping your pet's tongue and gums with a cloth. Secondly, wash your pet's mouth out with water for approximately ten minutes. The goal is to rinse the mouth, tongue and gums without letting your pet swallow the water. If your pet is large, use a hose. If your pet is small, put him in the sink and use the faucet or sink sprayer. Lastly, after rinsing your pet's mouth, take him to the nearest veterinarian.

The University of Florida Institute of Food and Agricultural Sciences outlines the above items in an instructional video. [Click here to view this video.](#)

Good Karma Pet Rescue Orientation Script

Thank the applicant:

We want to welcome you to Good Karma and thank you for offering to foster. I am going to tell you a little more about our foster program, if you have any questions let me know, and if at all there's something you're not comfortable with or you think it's not a good fit... please don't worry, there are still other ways to help.

Now I'm going to tell you... A Little About Us

Good Karma is a completely FOSTER-based rescue which means that we can't rescue these dogs from shelters or accept them from owners looking to surrender, without a committed foster to give them a safe place to stay. So again, thank you for opening your heart & home to an animal who needs you.

<For a dog or cat who was pulled solely based on a foster's promise to commit, see last page before continuing>

Next I'm going to tell you... what we provide

Good Karma will provide food, medical, supplies, and a crate if needed. We have an office with donated supplies that you can visit for extras like toys, treats or a bed. It all depends on what has been donated at the time, and of course you are more than welcome to purchase your own goodies or upgrade food, if you wanted to spoil your foster dog... but you are under no obligation to do so.

I see you live in _____

We have a volunteer website that I will tell you about shortly, but on there, all of our vet partners are listed. There should be one by you, and there are instructions under each vet for how to schedule appointments. The most cost effective option for us, is our office because we pay a vet and vet tech by the day, so it's always our preference. If you are able, to go there. We also carry lots of meds that you can pick up from us like your monthly prevention and dewormer- which are essential foster supplies.

We also have "vet boxes" which, are volunteers who carry basic supplies like flea and heartworm meds. These are scattered around from Miami to Loxahatchee so there should be someone convenient to you.

We can only cover medical costs if you use our office or one of our participating vets. So after you look through the vet tab on the volunteer website, please just let us know if that will be an issue. If needed, we can try to arrange transport with other volunteers. Sometimes we get lucky.

If you're comfortable continuing, I will tell you what happens next....

Home Visit

After our call, a volunteer from the Home Visit Team will reach out to schedule one. It is a basic safety check of the non-sleeping areas of the home & yard. It only takes about 5 minutes & can be done by:

iPhone FaceTime

FB Messenger

Skype

What'sApp

Welcome email:

After that, you'll get a welcome email. In this email is just about everything there is to know about our rescue, including our procedures for fosters, medical care, and even what happens at adoption time.

We assign all fosters a mentor to work with, but I can't stress enough how important it is that you take the time and read it because we don't want you to be lost and confused. Trust me, this will save you a lot of headaches later when you need something.

There's going to be 3 really important links in that email, that you should know about:

1) GKPR Volunteer Website- I mentioned this earlier.

It will take time to go through, but to start, read the foster information and foster basics.

Orange Folder

In the foster section of the website, there's a 5 minute video there on what we call the **Orange Folder**. You will get this with every pet (or print the inserts yourself), and it will travel with the dog, and eventually go with the adopter.

The Animal Health Record is in this folder too. And we depend on you to record keep for every medicine and procedure that happens while the pet is in your care. It is a working document

and the only medical documentation we will have when the pet gets adopted. This too, goes to the owner at the end.

Intakes

Also, the only way a new pet can get entered into our system is if you fill out an **INTAKE** form. If your foster pet had a previous foster who did this already, you will do it again because it gives you an option to indicate that this is an **updated** intake form. It will update our records to show that you are the new foster. Please do this within 48 hours.

A pet also won't be publically listed for adoption until their vetting is up to date, so if on your first intake, they aren't, you'll just do one more updated intake to indicate that they are ready now. And by that time, you should be able to provide even better marketing information about the pet because you will know him/her better. Remember, they won't be listed on PetFinder or our website until you have an intake done that shows your foster is fully vetted and ready to go. We will know your pet is fully vetted because you take a picture of the completed Animal Health Record and upload it into the form when it prompts you.

Parts of the Intake Form

This will make more sense when you get into the form. But these are some other things on the intake form that you will see.

Bio

We ask you personality questions for marketing purposes...

Examples are: What does he like/dislike? What is his energy level like? Personality quirks? Knows commands, house trained...etc.

It's very important to reinforce the positives & put a good spin on the negatives, but still be honest. Instead of saying things like, "He barks at every little thing." You can say, "He's a great watch dog & will always let you know if something is going on." Or for a cat, rather than pointing out that they do NOT like to be held, for example, talk about what they DO like. That type of thing.

Info not to the Public

Our adoptions team looks at this too when reviewing applications. There are certain questions there that are not part of the bio, but are there to help them make the best adoption matches. Please tell them anything you need them to know about what you feel is needed for them to make a good decision.

Photos

Please take lots of pictures. The more to choose from the better. The best are taken outside in the natural light down at eye-level with the dog. Some people add props or pup them on a chair with a colorful background to make them stand out. We noticed if you take pictures standing over the dog... they look like a bobble-head, & it's not flattering! Same with inside photos, the eyes don't always photograph well & sometimes they look like a demon. And no one wants to adopt a bobble-headed, demon pup or kitty! Videos are great too. Videos of fosters playing with resident cat or being adorable in any way get a lot of attention too. If you have any trouble getting pictures, we have volunteer photographers who can help.

Remember... once a pet is ready for adoption and active on PetFinder, you can always update an intake form to add new pictures, videos or even the bio if you learned more about the pet from the time you first got him/her.

That brings me to the next link that you will find in your email.....

2) Social Media Pages

VOLUNTEER PAGE (GKPR VOLS)

There is a link to our volunteer group on Facebook, it's a private group where only volunteers interact with each other. It's a place where we can get information out to our entire group at one time, and another resource for you to use, to ask questions. A lot of our volunteers have been doing this a long time & are social media mavens so someone will probably respond quickly too.

We also post there to let you know if your pet has a meet and greet, what's new in our group or just if there is an adoption event opportunity you may want to take advantage of.

On that page is also a weekly fan page thread that Melissa Trask posts. You can find it under the announcements. This is how you get your foster on the main Facebook page. GKPR has over 60 thousand followers on FB & most of our pets gets adopted by sharing via FB.

Fans of Good Karma Pet Rescue

We also have another group called Fans of Good Karma Pet Rescue. Please join that group & get active there. It's a place where fosters can POST, POST, POST about their foster, and every day if you want. We all love to follow our favorite fosters adventures on their way to their forever home, and it's open to the public so a lot of pets get adopted from that page too.

You will see that we are big into social media marketing and the photo/blurb of your foster is the difference between getting 200 views or 2000 views online. A great picture, or video will cause someone to stop scrolling & really look and share and tag their friends.

3) Emergency Numbers and the Medical Contacts

Save it in your phone so you don't have to go looking in a panic.

*******Questions:** Stopping point to ask if they have any questions*****

Getting Your First Foster Pet

Usually we ask our fosters to foster until the pet is adopted, no matter how long it takes, unless something else is pre-arranged in advance. Some people like to just be a vacation foster, or if we know you are going away, we will line another foster up before we actually give you one. As long as you communicate what you're up for, we can usually work with it. The hardest thing for us, and we are all volunteers, is when we have no notice and no place for a pet to go. Some fosters want the sad cases and don't care if it takes longer, and some want easy ones (or at least ones we think will be easy) for their first time.

Do you have a preference?

Do you have any other criteria for fostering that needs to be met? Granted, we will try to make the best match for you but these are animals, so something we don't know a lot about them until they get to you. Things like... must be housebroken, good with kids, cats, dogs, etc?

*** Wait for answer*** *Don't ask these questions if you already asked the "Contingency Pull Questions at the bottom*

Any Pets in the home? What is their temperament? Are they up to date on vaccines? How did you plan to introduce them? Feed them?

Any Allergies?

Any Children (ages) or Elderly (who could be knocked down by a big dog)?

Any Limits on the Size/Weight/Breed?

What is everyone's schedule in the home?

Will you need a crate?

Wrapping It Up

Thank you for giving me all of that information and being so patient while we went through everything. I know it sounded overwhelming, but I promise you will get the hang of it. We are all here to help, you have the volunteer group and the mentor we are going to introduce you to, as your support. It's a team effort, and we are so thankful you want to join our team. If you

forget a lot about what we spoke about, don't worry. You're going to get the welcome email with all the important links that will reiterate everything anyway.

Next we are going to work on finding you a **mentor** to pair up with and a match for your first foster. The mentor is a volunteer just like you and me, so don't panic if you don't get an immediate response when you have questions, plus you have access to the volunteer website and volunteer groups that can probably answer too... but your mentor will help you get started and walk you through your first foster all the way through adoption.

If you need to think about it, you can let us know, or if you think you are ready to start... we would love to have you join us!

Contingency Pulls

Before moving forward, we will need to address one thing. And I'm not saying this to scare you, but if there's a possibility you can't give this your 100% commitment, we need to figure it out before you get this cat.. Because there are definitely other ways you can still help besides fostering.

We are only able to commit to this cat (or particular case), based on your commitment. We are all volunteers, we have no shelter and no plan b if you change your mind. If your dogs don't get along, if this dog jumps your fence, chases your cat, requires too many vet visits or you're just going on vacation.... there is nowhere else to put this dog. Are you 100% able to commit to this pet for however long it takes? If it doesn't work out, we can try and find a new foster, but it's never a guarantee and there is no guarantee on time frame. We are here to support you, but this is your baby.

No? No worries, that's why we tell you all of that, we still can find ways for you to help.

Tell them about the volunteer facebook, and other opportunities to get involved, and refer to the volunteer coordinator.

Think about it? Ok, sleep on it and just keep us posted with your decision. I agree it's a big commitment to think over.

Yes? Ok, then I just have a few other questions for you to think about to make sure?

- Any Pets in the home? What is their temperament? Are they up to date on vaccines?How did you plan to introduce them? Feed them?
- Any Allergies?
- Any Children (ages) or Elderly (who could be knocked down by a big dog)?
- Any Limits on the Size/Weight/Breed?
- What is everyone's schedule in the home?
- Will you need a crate?

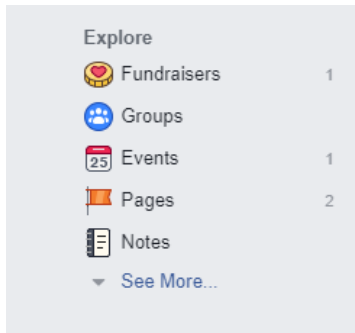
We don't know a lot about this pet, so this would be worst case scenario planning:

- If your pets don't get along, how do you plan to separate them?
- How will you introduce the pets?
- How would you deal with food aggression, for dogs?
- Do you have any vacations coming up?

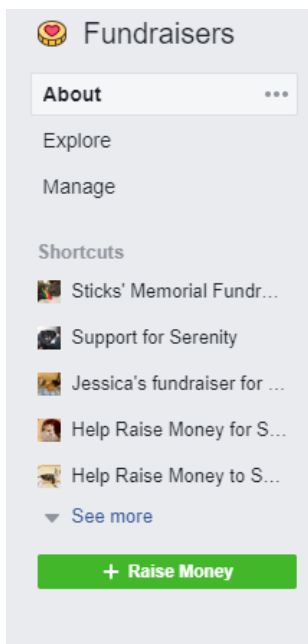
If they freak out with any of these questions or any red flags go up in this conversation, notify the department Manager, and you can end the conversation or suggest a pet we know more about, and then continue.

How to Create a Facebook Fundraiser

1. On a **computer**, click on Fundraiser on the bottom left of your Facebook Screen.
 - On a **phone**, click on the 3 bars on the bottom right, and then click on Fundraisers.



2. On a **computer**, click on Raise Money in the green box.
 - On a **phone**, click on +.



3. **Select Non-Profit**, if you're raising money for Good Karma.
4. In the search bar, type **Good Karma Pet Rescue of South Florida**.
 - It should populate with our rescue name.

5. If creating a fundraiser on behalf of the rescue (if you are a page editor), use the dropdown for Organizer to select Good Karma Pet Rescue.

Let's start with the basics

Who is organizing the fundraiser?

Stacey Chen

Stacey Chen (You) ✓

Good Karma Pet Rescue 🐾🐾💖 1

Money for?

Rescue of South Florida

How much money do you want to raise? ⓘ

200 USD

When should your fundraiser end? ⓘ

Jul 1, 2020

Fundraisers are Public, so anyone on or off Facebook can see them. Only people on Facebook can donate.

Next

6. Edit the **Goal Amount**.
 - If making a fundraiser for a specific surgery, vet bill, etc., set the goal to that amount or just a bit higher to allow for extra costs.
 - If doing a general fundraiser, you can choose an amount that seems reachable. If you find donations are getting close to reaching that amount, if desired, you can increase the goal.
7. **Choose the End Date.**

It's a good idea to always change from the default since the default date is a week out. Once a fundraiser ends, you can't re-open it, so it's good to just set the end date a couple of months out to give you plenty of time to reach your goal.

Select NEXT.

8. Edit the **Title**
 - Choose a catchy title about the animal or cause you're raising money for.

9. Edit the **Content**.

- Taking a little bit of time to write a good description helps the fundraisers a lot. If you know where they came from and what situation they were rescued from, include that. Explain why we need the funds we are asking for. Explain that any amount donation is appreciated and request they share.

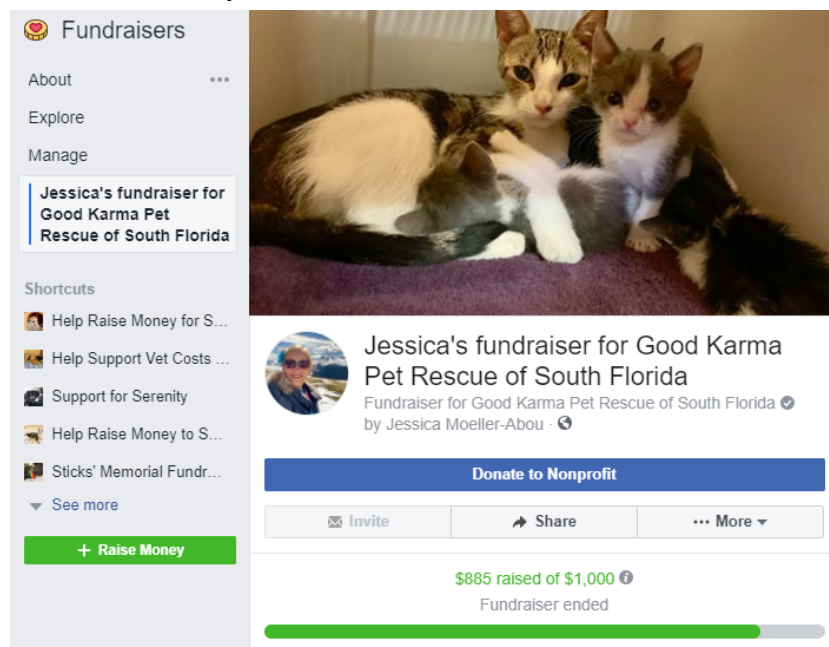
SELECT NEXT

10. Edit the **Photo**.

- Put a photo or photo collage of the animal(s) you are raising funds for. Sometimes looking at the animal's profile on the website or cheddar thread will give you more options for good photos.
- You can add a minimal amount of text highlighting why we need the funds.
- To make a photo that fits well, use the dimensions 627x328.

SELECT CREATE

Fundraiser Example:



11. Share your Fundraiser

- If for a medical case, add to the CHEDDAR group thread for the animal. Tag Melissa Trask so she can share on the fan page.
- On the Fans of Good Karma Pet Rescue page.

- With friends, etc.

12. You can have **multiple** fundraisers going on at the same time.

13. Manage Your Fundraisers

- When you click on Manage, you will see a list of all of your Fundraisers.
 - o You can edit your Fundraiser and also provide updates.

14. **Updating your Fundraiser** with new pictures and details about the animal helps a lot and can increase your donations over time and will update the donors, which is always appreciated to see where their funds are going.