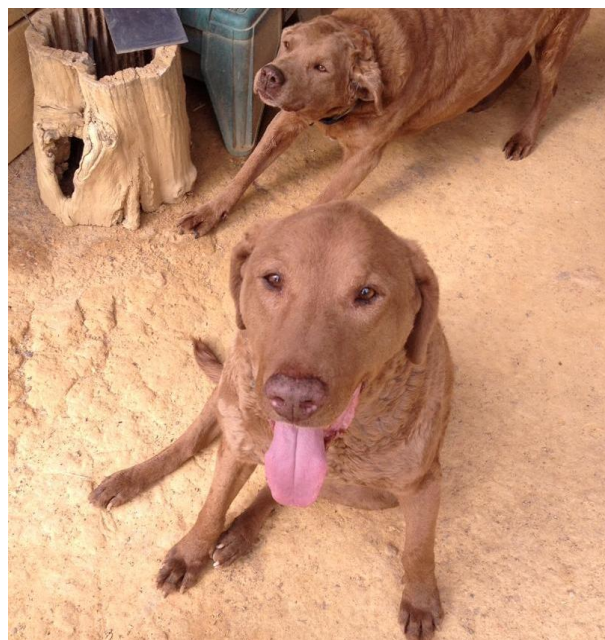


chesapeake bay retriever



Volunteer Handbook 2023





To our volunteers,

Chesapeake Bay Retriever Relief & Rescue is fortunate to have volunteers to carryout the mission and vision of our organization. To ensure all volunteers are aware of the risks in performing tasks required of volunteers, we request that your read the materials provided and watch the short videos on safety.

New safety procedures and protocol for you to follow:

- Volunteer Manual
- Transport Guide
- Incident Reporting Policy and form
- Aggressive Behavior Policy
- Training Videos on our Resource Center
- New esignature Hold Harmless Waiver to be updated

Thank you for your volunteer efforts. Materials are also available on our website.

Training Resources

Manual & Guidelines

Volunteer Manual Rev. 5/2023 *

Dog Transport Guidelines

Policies:

Incident Reporting Policy 5/2023 *

Aggressive Behavior Policy 5/2023 *

Resource Center Videos

From Animal Channel:

- 10 Diseases that Dogs can Transmit to Humans | Zoonotic Diseases *

From Maddie's University Fund Education:

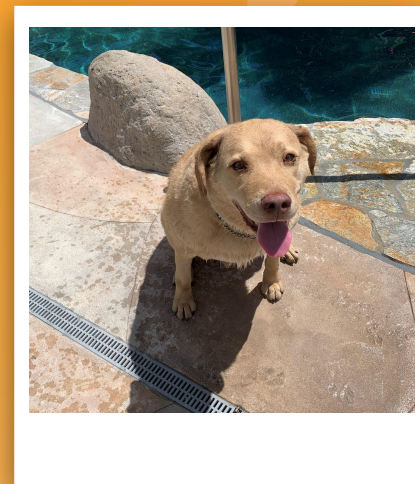
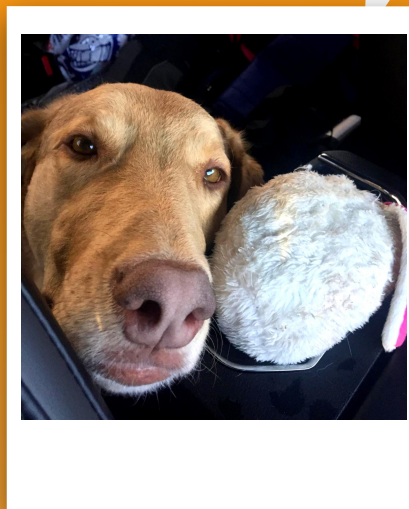
- Keeping Interactions between Foster Dogs and Children Safe *
- Introducing your Foster to Strangers *
- Learning your foster dog's body Language *
- Bringing Home Your Shy or Fearful Foster Dog *
- Introducing Your Foster Dog to Strangers Outside *
- Dealing with a Foster Dog's Mouthiness, Nipping, and Play Biting *
- Riding in a Car Safely with your Foster Dog *
- Temperament Testing *

Other Important Reading:

- Rule of 3's
- Nothing in Life is Free - SFSPCA
- And much more...

<https://cbrrescue.org/resources/resource-center/>

* Required



chesapeake bay retriever

CBR
R&R
relief and rescue



Three Steps to get ready:

1. Read Volunteer Manual and Policies
2. Watch videos
3. Sign new Volunteer Agreement when it's sent to you.

Chesapeake Bay Retriever Relief & Rescue Volunteer Manual

Foster - Volunteer - Transport - Dog Evaluators

(Revised 5/8/2023)

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- ☐ 6.12 [Official Dr. Ian Dunbar Bite Scale](#) (Informational Only) *Dr. Ian Dunbar*
- ☐ 6.13 [The Truth about Aggression and Dominance in Dogs](#) *UC Davis Veterinary*
- ☐ 6.14 [3-3-3 Rule](#) *Rescue Dogs 101*

Section 1: Overview

1.1 Introduction

Chesapeake Bay Retriever Relief and Rescue, Inc. (CBRR&R) is a not-for-profit, tax-exempt organization incorporated in the state of New York. This organization conforms to fiscal law outlined in Section 402, not-for-profit corporation law of the State of New York, and Section 501 (c) (3) of the Internal Revenue Code.

The Volunteer Manual provides information and resources to assist you in understanding the requirements of becoming a volunteer and to ensure the safety of you and the dogs in the organization as we accept dogs into the rescue and through the time the dog is placed in a permanent home.

1.2 Mission

The mission of the Chesapeake Bay Retriever Relief & Rescue, Inc. is to provide relief and/or rescue to Chesapeake Bay Retrievers (CBRs) and Chesapeake Bay Retriever mixes through a national volunteer rescue network. Relief efforts may include aid for medical treatment, training, and if necessary and appropriate, aiding the owner with adoption options. Our organization educates CBR owners, animal shelters, potential adopters, and the general public to support training and re-homing of CBRs in need.

CBRR&R Volunteers are dedicated to finding responsible and loving homes for Chesapeake Bay Retrievers. The goal of CBRR&R is to educate the public, breeders, and fanciers on responsible dog ownership. This education includes the benefits of spaying and neutering pets, behavioral guidelines to prevent and treat problem behaviors, and informing prospective CBR owners of the breed's unique qualities, characteristics, and requirements before they acquire a Chesapeake Bay Retriever.

1.3 Volunteer Opportunities and Training Requirements

Thank you for your interest in volunteering for Chesapeake Bay Retriever Relief & Rescue. By giving your time to work with Chessies that need an opportunity for a new home, you

give that dog a second or third chance. You are not only helping to save lives, but you're also providing the individual attention and love these dogs desperately need.

Our Volunteers do various tasks, such as evaluating shelter dogs, fostering, transporting, conducting home visits or phone interviews, event planning, administrative tasks, and fundraising. Volunteers can be as active as they want, and we encourage participation based on your skill set.

Once you have completed your Volunteer Application online, we will contact you to discuss the training process. All volunteers that will come into contact with prospective or rescued CBRR&R dogs are required to complete an online training curriculum housed in our [Resource Center](#) of the Website. One of the important features of this curriculum is that it will instruct volunteers on how to handle dogs best to reduce the risk of aggression (and, therefore, risks to the dogs and our organization). Once you have completed the training sessions, we can schedule a time to discuss the volunteer opportunities in your area of interest or location. Activities that require training include (but are not necessarily limited to):

- Foster Care in your home.
- Transportation of a dog
- Home visits to potential foster's house
- Home visits to potential adopter's house
- Evaluation of potential dog coming into rescue

All hands-on volunteers will have a proper [Hold Harmless/Assumption of Risk](#) document signed before handling any dog. **There will be no exception to this policy.**

1.4 The Importance of Avoiding Liability and Risk

In the animal rescue world, there is increasing awareness and concern regarding liability and legality regarding the intake, fostering, and placement of dogs. Risk management is key to protecting Volunteers and the Organization from civil litigation. This is accomplished by all volunteers going through the required training and then performing rescue activities in accordance with Section 2: Operating Procedures and Guidelines and in a manner that does not adversely and unjustly impact other parties mentally, physically, or monetarily.

1.4.1 Legal Concerns

When involved in a dog's rescue, intake, foster, or placement, Volunteers must adhere to CBRR&R Policy and the Law governing the jurisdiction where the dog and Volunteers reside.

Any Volunteer under suspicion by a law enforcement agency for illegal activity in conjunction with work performed for CBRR&R will be subject to temporary suspension from the Organization until the lawful investigation or prosecution is concluded. Whether prosecuted or not, confirmation of illegal activity will subject the Volunteer to immediate and permanent barring from membership and association with CBRR&R. Below are the basic legal guidelines required of all Volunteers:

1. No Volunteers shall KNOWINGLY accept a dog from someone other than the rightful owner.

2. Every Volunteer is responsible for familiarizing his/herself with the animal laws in their area and strictly abiding by those laws.
3. Any contact made by a law enforcement representative with a Volunteer relating to their activities performed on behalf of CBRR&R must be immediately reported to the Regional Director for the area, and you must complete an [online incident report](#) immediately. Online Incident reports go automatically to the email at bod@cbrrescue.org.
4. Volunteers are required to fully and completely cooperate with any investigation undertaken by a law enforcement agency in conjunction with their work performed for CBRR&R.

1.4.2 Risk Management

Volunteers must undertake their CBRR&R activities in a manner that will not expose them or the Organization to excessive or unacceptable risk of civil litigation. Below are the basic risk guidelines required of every member:

1. Do not make promises or statements that are untrue or that you are personally unable to accomplish.
2. Never overstate your qualifications or represent yourself as a dog behavior expert unless you are certified in this area. When approached with questions regarding a dog's behavior, first suggest contacting a behavior or training expert to work with the dog. Additionally, suggest the articles available on the CBRR&R website "[Resource Center](#)" be used as a resource. With aggression issues, it is critical to suggest professional help.

Please Note: CBRR&R does not accept dogs with histories of harm towards humans, property, and animals

3. Never place a dog as a foster or for adoption without fully disclosing the dog's known history.
4. All dogs will be evaluated to the best of a Volunteer's ability prior to the dog's placement in foster care.
5. CBRR&R does not accept dogs with histories of harm towards humans, property, and animals.
6. Volunteers are required to utilize only the approved CBRR&R contracts and forms of CBRR&R, without amendment or modification, in conjunction with ALL work performed on behalf of CBRR&R.
7. If served or threatened with a lawsuit resulting from your work performed on behalf of CBRR&R, do not make any statements to the press or any individual and immediately notify the Regional Director for your area, who will notify the Board of Directors.

8. Volunteers will not handle or assess any dogs associated with the rescue without first taking the specified online training curriculum found in our [Resource Center](#).
9. All hands-on volunteers will have a proper [Hold Harmless/Assumption of Risk](#) document signed **prior** to handling any dog. **There will be no exception to this policy.**

The above are the minimum CBRR&R guidelines as they pertain to legal and risk issues and must be followed by all volunteers. Additional guidelines and risk management strategies will be incorporated in other sections of this manual. If a situation arises that you think could be related to either legal or risk issues and is not directly addressed above, please immediately request a determination from the Board of Directors via email to bod@cbrrescue.org, prior to taking any action.

Intentional or unintentional breach of the CBRR&R guidelines may subject the Volunteer to immediate and permanent barring from membership and association with CBRR&R.

Section 2: Operating Guidelines, Procedures and Policies

This section provides an overview of operating guidelines, procedures and policies to be used by Volunteers of CBRR&R in carrying out CBRR&R's mission. The intent is to provide our volunteers with documentation of policies to follow when conducting rescue activities. Adherence to these guidelines, procedures and policies is mandatory and will result in the establishment of uniform standards within the Organization.

2.1 Risk Management as a Volunteer

As a volunteer, I understand and acknowledge that participation in volunteer activities may involve certain risks. These risks include, but are not limited to, physical injury, property damage, or emotional distress. I recognize that despite the efforts of CBRR&R and its volunteer staff to minimize risks, accidents, injuries, or unforeseen events may occur during the course of my volunteer work. I accept and assume full responsibility for any and all risks associated with my voluntary participation.

Volunteers will be required to sign a volunteer/foster agreement which will release, waive, and discharge the organization, its volunteer employees, representatives, and affiliates from any and all claims, demands, actions, or causes of action arising out of or in connection with my volunteer work. I agree to abide by all safety guidelines, instructions, and protocols provided by the organization and to use appropriate caution and judgment during my volunteer activities.

2.1.1 Follow the Guidelines, Procedures and Policies to Reduce Risk

CBRR&R minimizes risks by providing adequate insurance, setting operating guidelines, procedures and policies, and educating Volunteers and Adopters. All CBRR&R Volunteers must follow the guidelines, procedures and policies listed below. Failure to follow these puts rescued dogs in jeopardy, opens the Organization to unacceptable risks, and threatens the loss of our reputation. Ignoring these may subject the volunteer to loss of ability to volunteer with CBRR&R.

2.2 Dog Temperament Evaluation - a critically important and ongoing process!

2.2.1 Initial Evaluation

In all cases, every dog that is potentially coming into the rescue must first be evaluated for temperament, health and adoptability. All dogs will be evaluated for temperament by a trained Volunteer, and an evaluation form completed ([forms listed in Resource Center](#)). It is suggested photos and if possible video be taken.

CBRRR does not accept dogs with histories of harm towards humans, property, and animals.

CBRRR does not accept dogs with histories of harm towards humans, property, and animals. It is not the policy of this organization to accept or re-home known dangerous dogs. CBRR&R provides assessment tools to Volunteers. This will support the initial determination of the dog's temperament based on its history and observed behaviors presented at the initial meeting..

2.2.2 Ongoing Evaluation

Evaluation continues after a dog enters a foster home and more varied situations are encountered.

2.3 Initial Contact with Surrender

Notice that a CBR needs rescue or relief may come from many sources: a shelter, an owner, a veterinarian, social media or another rescue worker. The contact may be in the form of a phone call, email, text, social media or through the CBRR&R owner surrender process. As a CBRR&R Volunteer you may be contacted by a third party based on your area code. You should notify the Regional Director in your area to discuss if the dog is a candidate for CBRR&R and determine who will return the call with the person or organization holding the dog *within 24 hours*. This "first contact" is critical and lends credibility to CBRR&R. A prompt, courteous, helpful phone call is often appreciated by the shelter worker or owner. This simple, short communication establishes that there may be a "safety net" for this dog and support for the people already involved.

2.3.1 Initial Contact Guidance

The Volunteer making the initial contact should, at a minimum, ask the following questions:

- What is the reason for the call?
- If there is offending behavior, and it could be resolved, would the owner keep the dog?
- Does the owner want general or behavioral information about Chesapeake Bay Retrievers?
- How long can the dog stay in its current location (owner home, shelter, etc.?) (You are trying to find out, for example, if the dog is in immediate danger of euthanasia, if the dog is sick, if the desperate owner will be placing the dog in a shelter tomorrow if you can't help, etc.)

- Has the breeder of the dog been notified? Reliable, reputable breeders will often take back, foster and place their own dogs; alternatively, they will help you find a home for the dog from their lists of people looking for dogs.

At the end of the conversation, contact your Regional Director and discuss whether the situation is a rescue owner surrender or a training/management problem. If there are questions about behavior or obedience issues you may suggest that the owner contact a professional dog trainer and/or behaviorist in the area. You may also need to make a judgment whether the time frame for intake of this dog is urgent/immediate or a non-emergency.

Volunteers should urge owners surrendering their dogs to CBRR&R to be responsible for spay/neutering, updating the dog's vaccinations and heartworm testing prior to surrender. Volunteers can direct them to our website to complete the [surrender request form](#).

Prior to a Volunteer rescuing any dog (either from a shelter or owner-surrender) with the intent of bringing the dog into rescue with CBRR&R, the Volunteer must coordinate with the RD to determine whether the dog will be accepted into rescue, to secure appropriate foster space and to make sure transport is arranged.

2.3.2 Shelter Relations

Shelter workers are often a wonderful resource for us and it's important to build relationships.

When communicating with a shelter regarding a dog to be taken into CBRR&R, you will ask for :

- Shelter dog evaluation and observations.
- Vaccination / Vet Records (often Shelter will vaccinate upon entry to facility)
- Shelter will sometimes ask us to provide our TID Number or Nonprofit Organization information.

2.3.3 Adoption Options

Our website offers an [Adoption Options](#) page in order to provide assistance to shelters and owners who wish to rehome their dogs without relinquishing the dogs to CBRR&R. With approval and guidance by the Regional Director, the Adoption Options page can be used as a tool to delay intake of a dog for which rescue is needed, but foster space is unavailable. All dogs posted should be spayed or neutered.

2.4 Dog Intake

Usually, the process begins with a Surrender request or a call from either a shelter/owner - and means there is a dog that needs our help.

Breeder: If there is breeder information available, have the owner contact them. Many times the breeder will still be listed on the microchip.

Obtain Vet Records: We must obtain as many facts about that dog as possible. This includes information such as age, health concerns, vaccinations, spayed/neutered, undesirable issues, bite history, and red flag behaviors and why the surrender is wishing to surrender the dog.

All dogs considered for intake into CBRR&R will be assessed for adoptability, which includes assessment of temperament, medical condition and rescue program resource availability. The owner of record will be interviewed and a complete history of the dog obtained if possible. Intake & evaluation forms are located under the [Resource Center](#) to be used to gather information about the potential dog coming into rescue.

Elements of the dog's history may include:

Dog's Health Status

- Wherever possible, obtain Immunization records (DHLPP, Rabies, Bordetella, Lyme, Worming, Heartworm test).
- Ideally all records would include dates of administration, nature and results of treatments; and all medical history information for acute and chronic conditions should be described. Conditions include but are not limited to oral health, epilepsy, allergies, special food needs, ear infections, UTIs, organ maladies, injuries, thyroid problems, amputations, Progressive Retinal Atrophy, hip issues, arthritis: pain issues to be described with treatment efforts and treatment results.
- Wounds, positive heartworm conditions, malnutrition, fractures or other treatment needs shall be detailed.
- Spay/neuter status to be indicated. If an animal is not a candidate for altering, a reason shall be specified. Veterinarian recommendations will be adhered to in this matter.
- All medications to be listed by name, dose, frequency, and duration.
- Tattoo or microchipping information to be described.
- Reason for surrender.

Dog's Temperament Status:

- Nail clipping, grooming, car riding, veterinary office visits, boarding (kennel or elsewhere). Reactions which may include biting, attempting to bite or cowering, reacting negatively to men and/or women, children, other animals, hats, loud noises, etc., together with examples and an explanation as to what the contributing circumstances were and what the eventual outcome was.
- Kennel guarding, food or toy aggression behaviors shall be described
- Obedience training, and behavioral intervention shall be detailed.
- Unpredictable behaviors shall be described.

It is essential that all dogs evaluated for intake, transport, and later adoption be carefully initially assessed and then continually reevaluated in accordance with the CBRR&R Aggressive Behavior Policy.

This policy is printed in full in Section 3 of this manual and is available in the [Resource Center](#).

2.5 Transporting / Taking Possession of Dog

2.5.1 Transport Volunteers

Volunteering to help get a dog to foster care or to its new home is a critical task in rescue. Transport volunteers often drive around 4 to 5 hours roundtrip, sometimes longer. Transport Volunteering is an easy way to help a dog in your area without a long-term commitment.

The dog's entire trip must be arranged before the dog begins moving. All transport Volunteers must have taken and passed CBRR&R's online [Volunteer Training Course](#) before being allowed to transport dogs. Transport volunteers will follow all the rules and policies of CBRR&R. Contingency plans for transportation glitches should be available.

All transport volunteers will have a proper [Hold Harmless / Assumption of Risk](#) document signed before transport. There will be no exception to this policy.

All members of the transport team should have copies of the [Quick Transport Guide](#) also located on the [Resource Center](#) page.

2.5.2 Dog Handling Safety

Transporting a rescue dog is not like transporting your pet. It takes weeks, even months, for a dog to truly settle into a home and form a relationship with a human. When you pick up a dog from a shelter, owner, or foster home, you must use all safety methods to avoid a dog escaping, an injury, a bite, or a messy clean-up. Every new dog is a flight risk.

Plan for the unknown. If transporting a newly rescued dog, be prepared for all scenarios. You may be asked to transport a dog that has motion sickness, anxiety or a dog that's a known runner. Under-socialized dogs who've never ridden in a car may find the experience frightening.

- Provide two means of control for the dog outside of its car or crate, such as a harness and flat collar (both with leashes attached) or a flat collar with leash plus a slip lead.
- Don't grab the dog's collar.
- Leave your pet home.
- Keep food, treats, and toys out of sight.
- Open car doors slowly, grab the leash before getting out of the car.
- Do not unclip your lead until the next volunteer has clipped on their lead.
- ID your transport dog. Use a tag, or in the absence of a tag, use masking tape on the collar and write a phone number with a Sharpie marker.
- If you are picking the dog up from the owner or shelter, make sure the RD has sent a surrender form for e-signature or obtain a Shelter or Owner Release Form stating that you, in your capacity as a Volunteer of CBRR&R, are legally in possession of the dog.

- If available, request veterinary and registration records from the owner or shelter.
- Give updates to the transport team at point of transfer or at end of transfer or when any issues arise along the way (like a delay in your departure)

2.5.3 Transport Equipment

- A secure crate of the appropriate size for the dog
- Collars - ideally a variety including
 - Flat collar - useful as a 2nd collar and for attaching ID
 - Martingale collar - this is a limited slip collar and gives some measure of control over the dog
 - Choke chain or pinch collar - these give more control over the dog
- Harness: use only if it can be fitted properly. A poorly fitted harness is worthless
- Leads: both clip-on and slip lead. A slip lead is helpful as it is easy to put on and gives good control
- Treats
- Water and bowl
- Heavy gloves
- Wipes, paper towels, and plastic bags
- Towels and blankets
- A file for paperwork traveling with the dog to his next destination

Tips: You Need More Than One Leash During transport. Use two leashes: a clip-on leash clipped to a flat collar or well-fitting harness and a slip lead or martingale collar with leash.

It's your job to keep a CBRR&R dog safe. Please ask your transport coordinator if you need something to keep you and the dog safe.

In summary, you have a huge responsibility to the rescue dog you are transporting, whether you are part of a multi-leg, multi-state transport plan or simply transporting a dog from the shelter to the vet, vet to home, or home to forever home. Please keep them safe. Protect them from injury or illness. This life has been saved by a rescue. It is precious cargo.

2.6 Care of Foster Dogs

All Fosters must have taken and passed CBRR&R's online [Volunteer Training Courses](#) before being allowed to foster dogs. Fosters will follow all rules and policies of CBRR&R's Operating Guidelines for Fostering with Chesapeake Bay Retriever Relief and Rescue.

All Fosters will have a proper [Hold Harmless/Assumption of Risk](#) document signed before fostering. There will be no exception to this policy.

Dogs will be fostered for a minimum of 2 weeks.

Our dog foster program is designed to help dogs get a second chance at finding a home, a chance they may not have received at a shelter. Many of the dogs who need foster

homes require extra care and attention. In a loving foster home, every dog can get the attention needed to find a forever family.

Foster homes are asked to care for the dogs and transportation to and from veterinary appointments as needed. Care for foster dogs includes feeding according to diet needs, exercise, playtime, and positive socialization.

Although fostering is a lot of work, it is a very rewarding experience. Participating in this program, you are saving lives and helping many different types of dogs find the families they've been longing for. Through fostering, we can work together to save a life.

2.6.1 Medical Care and Precautions

Dogs with an unknown medical history, new to CBRR&R, should be isolated from residents and other dogs and will be taken to a veterinarian as soon as possible for examination, required vaccinations, and tests listed below. All CBRR&R dogs should have the following basic veterinary care, provided by the surrendering owner or shelter or by CBRR&R:

- Heartworm / Lyme / Ehrlichia / Anaplasmosis test
- Spay/Neuter
- Testing for internal parasites and treatment, if necessary
- Immunizations: DHLPP-C, Rabies, Bordetella
- Microchip - register to rescue later transferred to adoptive owner

This list represents the minimal veterinary items required for CBRR&R dogs. All CBRR&R dogs will be spayed or neutered before adoption or with a spay-neuter addendum in the adoption contract. If a veterinarian determines there is a medical reason why they cannot undergo surgery, the dogs may be left intact, and an addendum is added to the adoption contract.

All CBRs that are heartworm-free will be started on a heartworm preventive. The type of heartworm preventative should be the type that kills the additional worms. Dogs determined to be heartworm positive will be treated according to veterinary recommendations. CBRR&R recognizes heartworm preventative as an acceptable treatment. Examples are **Heartguard Plus** or **Interceptor**. The heartworm status of all CBRs must be revealed to the potential adopter.

2.6.2 Guidelines for Fostering

CBRR&R doesn't have a physical shelter and depends on foster homes to care for dogs until suitable homes are found for the dogs in their care.

CBRR&R accepts both full-blooded Chessies and Chessie mixes into our rescue. We thank you for your interest in fostering one of our dogs. These guidelines will provide you with more information regarding the foster process and procedures.

What is the difference between a foster home and a foster-to-adopt home?

A foster home provides a temporary home for an animal before adoption. A foster

home may be provided for a few days, weeks or months depending upon the need of the rescue dog. Providing foster care is a very personal way to contribute to saving the lives of a homeless animal. Fostering helps the rescue learn more about a dog so that placement can be made in the very best home possible. Socializing the dog in a home environment and getting it used to being around family members and other pets provides for a better chance for adoption success. Whatever the reason a dog is in rescue, these dogs need some extra love and care before they can be adopted and you have the opportunity to help in this process.

A foster to adopt home is one in which you are fostering an animal with the intent to adopt the Animal if you feel it is a good fit in your home. The Foster-to-Adopt Program allows approved applicants to take an animal into their home to monitor the dynamic with other pets and make sure the addition to the family is a positive experience for everybody involved.

Requirements for Fostering

In order to be accepted into foster program, applicants must have an approved [foster application](#), a home visit with CBRR&R volunteer, have completed volunteer training program and a signed foster agreement and or [Hold Harmless/Assumption of Risk](#). There will be no exception to this policy.

Should you be renting your property, you must have written permission from your landlord before you can foster any of our rescue dogs. Before a foster dog comes into your home, any animals that you may have in your home must be up to date on their vaccines.

The most important skills you will need as a foster are love and compassion. We are always pleased to find foster parents with some experience with Chessies, but this is not a requirement to foster with us. Foster parents are responsible for providing treats, bedding, toys, and other things needed for daily care. CBRR&R will provide reimbursement for basic items such as food, veterinary care and medications that may be necessary for the foster animal during your fostering period.

Your regional director team will remain in contact with you, as you learn more about your foster dog. If you have any questions or concerns, please contact your regional team for assistance.

At the end of the foster period, CBRR&R welcomes your participation in the adoption process, and interviews with the potential new adopters. You will be asked to write a profile of your foster dog to share with interested parties as the dog is advertised on our website and on social media. Of course, sometimes that process is streamlined if you find that you don't want to part with your foster dog. **We call that a Foster Fail and unlike most failures, this fail makes us happy.**

Be assured that CBRR&R supports its fosters and adopters every step of the way. Once an official adoption is made, the adoptive family and dog are forever a part of our rescue family and news about each of our former rescues is both welcome and strongly encouraged.

Getting Acquainted with your New Foster Dog

Your new foster dog has come to a strange place. We don't always know what the dog's history is when he comes to rescue and eventually to you.

- Your foster dog needs to decompress and take some time getting comfortable in his new home.
- For at least 3 weeks, your new dog's life should be incredibly simple and boring. Keep the demonstrative affection to a bare minimum, talk to him and do a little training. A nice calm and quiet beginning is essential. Read the [3-3-3 Rule](#)
- If necessary, have a safe place to isolate your foster from your own animals until they have been successfully and slowly introduced.
- Plan on feeding separately to mitigate possible problems.
- Have a daily routine or schedule planned out prior to the dog coming to your home. This should include regular bathroom breaks, mealtimes, some crate time, short walks in quiet places throughout the day and, finally, bedtime. Routine is the key. Leadership from you and calm predictability without intense stimuli is what your dog needs most as he gets used to his new environment.
- Have a crate set up for your new dog – a place that he can go to feel safe. The door doesn't have to be closed. A crate isn't meant to be a place of punishment. Since you may not know for sure if he is housebroken, a crate is a good place for him to sleep at night.
- Your new dog will do best if he isn't expected to meet a lot of new people at first. He needs to get used to you and your family, your home and your yard.
- Make sure your dog is initially secured in a fenced area or crate until he has been properly introduced to new people. You don't know how he will react to strangers.
- Outside doors should not be opened until your dog is secured.
- It is a good idea to keep a short leash on your new dog in the house. Better to grab a leash than grabbing a collar.
- Until you know your dog better, it is best to keep him on a long line or within a fence when out in your yard with you. He should never be left outside unsupervised.
- When you take your dog for a walk, consider a double leash. Choose a well-fitting collar or use a harness. You need to pay close attention to your dog and watch his reactions.
- Choose a peaceful place to walk without a lot of people, other dogs or serious distractions.
- Don't try to change your dog's name while fostering. You don't want to confuse him more!

- Don't compare your foster dog with a previously loved dog. Remember every dog is different and every one of our rescues comes with its own quirks, fears and behaviors.
-

Other Considerations

- You are responsible for making your foster dog as adoptable as possible. Training him to respond to commands, walking on a loose leash, crate training and possibly housebreaking him are all expectations of a foster and foster family.
- Most importantly, we want your foster dog to be fully integrated into your family so that he feels comfortable and loved.
- While CBRR&R will cover the cost of vet care, you are responsible for taking your foster dog to a vet for vaccines and whatever treatment may be necessary.
- Frequent communication regarding your foster's progress, including any problems encountered, is part of fostering with CBRR&R. We are here to cheer your successes and to help with any issues.
- Should you be going out of town without your foster dog, you must notify CBRR&R beforehand. Should your foster be housed or transported by car with a friend or family member, that person needs to execute an [Hold Harmless/Assumption of Risk](#) agreement. There will be no exception to this policy.
- Housing your foster dog at a kennel requires prior approval from your regional team.
- CBRR&R relies on our foster parents to enable us to continue our mission of rescuing our Chessies and finding them the best homes possible. We can't do it without you and we thank you for your willingness to bring one of our rescues into your home and heart.

2.6.3 Bites or Aggression AFTER a dog has been accepted into rescue

Considerations

The policy below has been developed to help the foster understand and deal with these issues. Once CBRR&R legally owns the dog, we incur liability for that dog's actions.

Aggression

Required training: is Available in the [Resource Center](#)

Fosters should make every effort to help their dogs to acclimate to their new environment by minimizing the stress on their dog as much as possible. It is encouraged that every foster dog be given at minimum a few days to settle before

introductions to new people outside of the immediate family are attempted. During the adjustment period, access and introductions to children and other pets should only be attempted under strict supervision and control. Give the dog time to understand and adjust to the home routine before introducing changes that could bring on stress and aggression. At the same time, keen observation is needed so that signals of stress the dog may be exhibiting are not missed that could erupt into aggression or bite occurrences.

When aggression is apparent, documentation of the events that led up to and contributed to the behavior should be noted. If a foster dog is exhibiting aggression, the dog's access to children and other animals must immediately be prohibited. If at any time the dog exhibits any aggression an [incident report](#) must be completed immediately to notify the BOD . If at any time a foster home feels that they are unable to cope with or correct the aggression, the CBRR&R Board of Directors (BOD) must be notified immediately so that a determination of the dog's future can be discussed and decided. Normal procedure will include an independent evaluation of the dog by another CBRR&R member or competent professional. Upon review of all available information the BOD will advise one of the following courses of action:

- Support by another CBRR&R member to assist the foster with the dog, if all parties are willing and the BOD is in agreement.
- Immediate removal and transfer to another CBRR&R foster home that is better able to work with the dog (may include short term boarding at a kennel, and or a professional trainer)
- Euthanasia

Procedures for an existing foster should the Foster Dog Bite

In the event that a legally owned dog of CBRR&R is involved in a bite incident at any level, the following procedures must be strictly followed. First and foremost, take all necessary steps to secure the dog in a safe location so that further injury is not possible. If needed, immediately seek medical treatment for the bite victim and seek assistance from your local animal control or law enforcement to accomplish this. Under no circumstances should the dog be approached by anyone other than law enforcement or animal control if the dog is still exhibiting aggressive or agitated behavior.

Fill out the Online [Incident Report](#) form and **Immediately** report the occurrence to your local RD. The Incident report goes automatically to the bod@cbrrescue.org.

The following steps should also be followed:

- Obtain statements from the victim and witnesses as to how the incident happened. These statements shall include the date of the incident, name of the dog, the name, address and phone number of the person giving the statement, whether they are a witness or the victim and as much detail as possible.

- If any governmental agency such as animal control or law enforcement was also involved, the agency report should also be obtained.

This paperwork along with any and all other paperwork that is in the foster home's possession pertaining to the dog foster home's possession should be scanned and sent electronically to CBRR&R (bod@cbrrescue.org) or via overnight mail (cost reimbursable to the member) to the CBRR&R Administration Office. Any inquiries from the media should be referred to a BOD member or the CBRR&R Administrative Office.

Unless, already dictated by local law, it is the foster (in consultation with the RD) discretion as to whether the dog should be immediately euthanized after a bite incident. However, if not euthanized immediately, and not governed by local law, the final disposition of the dog will be determined by the CBRR&R BOD. If the dog's disposition is in the control of the BOD, one of the following determinations will be made:

- The dog will remain at the current foster home and will receive support by another CBRR&R member to assist the foster home with the dog. This determination will only be made with the written agreement of all parties and with the BOD is also in agreement.
- Immediate removal and transfer to another CBRR&R foster home that is better able to work with the dog (may include short term boarding at a kennel)
- Immediate Euthanasia

****Note** that ANY bite occurrence will require immediate isolation of the dog and notification to the CBRR&R Board of Directors for review. There will be no exceptions to this policy.**

Consequences for non-compliance with this policy

All members need to be aware that this policy and procedures are in place to protect the organization, the members and the public from liability. We recognize that there will be situations where an individual member will disagree with the determination of the organization; however, there will not be any compromise on this policy.

If any member decides to act in a manner contrary to this policy that member accepts full responsibility and liability for the dog. Additionally, they understand that they will be immediately and permanently removed from membership with CBRR&R and have any other CBRR&R fosters in their possession removed.

Questions?: As with all policies of CBRR&R please contact a Board of Directors if you have any questions at (bod@cbrrescue.org).

2.7 Reimbursement of Expenses for CBRR&R Dogs

Reimbursement Policy

April 25, 2019

CBRR&R operates on a limited budget funded largely by adoption fees and donations from private individuals. Overhead is kept to an absolute minimum with Members donating resources, time, and work. All office facilities are also donated.

The Organization makes every effort to reimburse Members promptly for approved expenses, and in the order in which they are submitted but it must be understood that the highest priorities will be paid first. Regrettably there may be instances where delays occur due to limited funds. In such cases the patience of the Members will be greatly appreciated.

Reimbursement will be in accordance with Section 402 of the Not-For-Profit Corporation law of the State of NY Section 501 (c) (3) of the Internal Revenue Code. Notifying the Treasurer of upcoming, anticipated needs for reimbursement and providing estimates of these expenditures will facilitate budgeting of CBRR&R funds and hasten reimbursements.

Priorities:

1. Fees for releasing dogs in kill shelters or life-threatening situations.
2. Commercial transport costs to transport dogs in kill shelters or life-threatening situations to foster homes.
3. Health issues that immediately affect the well-being of the dog. These include heartworm testing and treatment, internal parasites, physical injuries.
4. Other CBRR&R - mandated health care items, such as immunization and spay/neuter.
5. Health Certifications for transport.
6. Other expenses as finances allow.

Requirements:

1. The dog must be legal property of CBRR&R. A Surrender Form signed by a CBRR&R Member or a shelter release document showing that the dog is legally owned by CBRR&R must be on file in the CBRR&R Treasurer's Office before reimbursement requests will be honored. In cases where there may not be a third party involved, the Member may sign the dog into rescue.
2. The person requesting reimbursement will be a CBRR&R Member in good standing or a Foster Home serving pursuant to a Foster Waiver on file in the CBRR&R Treasurer's Office.
3. A request for payment must include the CBRR&R Member's name, address, and phone number and the name and Dog Identification Number (from website) of the rescue dog(s). The receipt or invoice must include the dog's name, the member's names and type(s) of services rendered.
4. For situations outside the above, a formal request for determination may be submitted to the Board of Directors in collaboration with the Regional Director

Authorized Limit for Reimbursements per Dog

- Basic Veterinary Care
 - \$750.00
- Reimbursement of expenses above limit will require:

- Approval from the Regional Director for expenses above the basic limit and not to exceed \$750.00. This includes commercial transportation fees for necessary transport for the dog's care and/or fostering.
- Approval from the Regional Director and the Treasurer for expenses from \$750.00 up to \$1,500.00.
- Approval from the Board of Directors for expenses more than \$1,500.00.

Expenses incurred above the basic limit and without obtaining the above-described approval prior to incurring such expense may, at the sole discretion of the Board of Directors, be denied reimbursement.

Reimbursable expenses

The following items do not require additional approval as long as the dog is within the authorized monetary amount:

- Spay or neuter.
- Rabies, DHLPP, Bordetella, canine influenza and lyme disease vaccinations.
- Full series of puppy vaccinations.
- Any other vaccination required by law.
- Deworming.
- Euthanasia.
- Heartworm/Lyme/Ehrlichia/Anaplasmosis testing.
- Heartworm preventative (not calculated in determining authorized monetary amount).
- Flea preventative (not calculated in determining authorized monetary amount).
- Microchipping with registration being in the name of CBRR&R or one or more of its Members.
- Cremation.

The following items may be allowed but will require approval from the Regional Director:

- Emergency Boarding for more than 5 days.
- Surgery other than spay/neuter.
- Transportation costs to move a dog to a shelter in a life-threatening situation.
- Any item that increases the dog's total bill more than the authorized amount.

Reimbursement procedures

- Submit receipts or invoices via the online [Invoice Submitter](#) and list the services performed. All receipts, bills, invoices must clearly show the name, address and phone number of the Member who is responsible for the rescue dog, as well as the name of the dog(s).
- Invoices generated directly by the veterinarian require a regional director or volunteer to add in the invoice submitter.
- In some cases, accounts will be established and CBRR&R billed directly by the veterinarian. For each account of this type a Member will be assigned to liaise with the veterinary office. This person will ensure that CBRR&R is accurately billed.
- Direct billing accounts are subject to the stated reimbursement procedures. If the procedures are not followed, the veterinary office liaison person will be notified. If problems cannot be resolved or continue to occur, the account violating the procedures will be closed.
- CBRR&R, at its sole discretion, may refuse reimbursement of expenses or issuance of a donation receipt for a donation in kind for any such request which is received by the Treasurer later than six (6) months after such date of service or donation.

Emergency Veterinary Care

- If medical costs exceed the allowed amount and the situation is NOT an emergency, an estimate must be submitted in advance to obtain authorization for the proposed veterinary care. A request should be made through the Regional Director. The request for additional funds will then be forwarded to the Board of Directors for approval. In all cases the applicant will be informed if the estimate is approved and if not, why it was disapproved. Appeals can be made directly to the Board of Directors.
- Aspects that should be considered before any emergency treatment takes place are:
 - The adoptability of the dog
 - Foster home availability
 - Prognosis for the dog
 - Quality of life for the dog
- If medical costs exceed the allowed amount and are for services outside the customary ones, special fundraisers will need to be held.

2.8 Adoption of CBRR&R Dogs

CBRR&R Volunteers will screen homes prior to placement of rescued dogs. CBRR&R provides interview questions and Home Visit forms for use in this process. Volunteers are strongly encouraged to meet adoptive families in the home of the adoptive family. Phone and email screening is encouraged to keep open the lines of communication between the foster home and the adoptive family. It is the responsibility of CBRR&R Volunteers to obtain a completed Adoption Application from every prospective adoption family. Results of the home visit will be entered into the Volunteers website or in a regional folder.

It is important to keep control of the situation and be able to say “no” to people who aren’t suitable or ready for a Chesapeake Bay Retriever. The adoption of a CBR is not something that should be decided one evening or on the basis of one conversation by either party - the fostering member or the adoptive home.

In placing a dog, common sense needs to be employed; for example, place a hunting dog where he can hunt, and a mellow, affectionate dog known to be good with a family with a family. Potential adopters should not be misled into believing that they will be allowed to adopt a particular dog. The fostering and Regional team members will have final approval of the adoption of their foster dog by a potential adopter.

CBRR&R dogs are to be placed only in homes that provide humane treatment, adequate nutrition and health care, and a healthy, safe environment at all times. CBRR&R dogs are to be placed only in homes where owners provide appropriate supervision, confinement and training and prevent dogs from running at large or presenting a nuisance or danger to the public. CBRR&R dogs are to be placed only in homes where owners supervise interactions between children and the dog. Homes that provide sturdy fencing (not invisible) are preferred. Homes that intend to enroll the dog in obedience classes are preferred.

Please see the [Adoption Contract](#) for the complete terms of adoption.

Adoption Contracts will be completed on all dogs placed by CBRR&R Volunteers before a dog is rehomed. In all situations where any bite history, health situation or other known element exists, CBRR&R dogs are to be placed under the Adoption Contract with the Addendum-Disclosures page completed to fully disclose all issues related to the dog.

An adoption fee will be collected for most adopted dogs. Examples of dogs that may have no or a reduced adoption fee are seniors and special needs dogs. Written requests for fee waivers for other situations other than those noted, must be submitted to the Board of Directors via email. Any variation to an adoption fee will be noted in the adopter's home record.

CBRR&R Volunteers who adopt a foster dog are expected to pay the same standard adoption donation which would be requested of a non-member adopting the foster dog and enter into a standard Adoption Contract. Adoption of a foster dog by a CBRR&R Volunteer must be approved by the Regional Director(s) of the adopting CBRR&R Member and of the foster home.

Original owners and breeders may be asked to be responsible for expenses incurred by CBRR&R in caring for dogs in the eventually the dog is returned to them.

All information regarding previous owners of CBRR&R dogs shall be redacted from all Vet records or other information regarding the dog to be provided to the adopter. Pedigrees of CBRR&R dogs can be provided to adopters so long as all information regarding owners and breeders, including registration numbers, has been redacted. Registration papers will NOT be provided to adopters. According to AKC Procedures for Registration: "The American Kennel Club does not provide registration service for dogs acquired from Protective Leagues, Humane Societies or similar organizations. Also, when a dog is turned over to a Humane Society or similar organization, it should be understood that AKC papers will not be transferred."

3.0 Aggressive Behavior Policy

Overview

When evaluating a potential CBRR&R foster, there is no decision that will be more difficult, involved and emotional than having to determine the disposition of a dog with confirmed aggression issues and/or bite history. This policy is presented as a tool to assist the volunteer in evaluating whether the dog can safely be accepted as a foster of CBRR&R and the behaviors that must be considered and classified during an evaluation.

CBRR&R's Aggressive Behavior Policy states "CBRR&R does not accept dogs with histories of harm towards humans, property, and animals.

"For aggression issues without bite history or aggression that did not lead to injury, it will be the member or volunteer's responsibility to determine from their findings whether the dog can safely be accepted as a foster.

As is the case with all matters of policy, please contact a Board of Directors representative, or your Regional Director if you have any questions or concerns regarding a specific dog or this policy in general.

Aggression

Under no circumstances will CBRRR accept dogs with histories of harm towards humans, property, and animals.

The types of aggression in this section are only for information.

Understanding Aggression

The information provided is based on the [Clinical Animal Behavior Service at UC Davis Veterinary Medicine](#) “[The Truth about Aggression and Dominance in Dogs](#)” . All members and volunteers are urged to review and understand the complete documentation that can be found on the [Resource Center](#) website.

Common types of aggression

- Fear aggression: Many commonplace human behaviors are threatening gestures to dogs, but their reactions are oftentimes very subtle and easily missed by most people. Anything that can cause your dog to feel distressed or uneasy can elicit an aggressive reaction. Such things include: sustained eye contact, pressure over the top of the head, lifting the dog, bending over the top of a dog, certain force-based training techniques, or trying to take something of high value away from the dog.
- Territorial aggression: Dogs can react aggressively when a person comes into an area that it regards as its home. There is often a basis of anxiety in dogs that have territorial aggression.
- Possessive aggression: When aggression is directed toward a person that the dog views as approaching something of high value (food, toys, family members).
- Redirected aggression: When the dog is frustrated by the inability to reach an object or person that elicits its aggression and instead acts aggressively toward a person that is within reach.
- Dominance aggression: True dominance aggression is very rare. Most often aggressive acts are based out of another type of motivation. Usually what is assumed to be dominance aggression is actually based out of fear or anxiety.

Bite Policy pertains to requests to surrender to rescue.

- **When dealing with dogs with a bite history, it is imperative that this policy be strictly adhered to.**

- For the purpose of this policy, no distinction is made between whether the bite history is confirmed (member has spoken with someone that actually saw the behavior) or reported (no firsthand account available).
- **Under no circumstances** will CBRR&R does not accept dogs with histories of harm towards humans, property, and animals.
-
- All members must note that CBRR&R **will not** accept or foster any dog that has any bite history.
- Transports performed by CBRR&R members of a dog with any bite history is strictly prohibited.
- **THERE WILL BE NO EXCEPTIONS TO THIS RULE.**

Consequences for non-compliance with this policy

All members need to be aware that this policy and procedures are in place to protect the organization, the members and the public from the liability. We recognize that there will be situations where an individual member will disagree with the determination of the organization; however, there will not be any compromise on this policy.

If any member decides to act in a manner contrary to this policy that member accepts full responsibility and liability for the dog. Additionally, they understand that they will be immediately and permanently removed from membership with CBRR&R and have any other CBRR&R fosters in their possession removed.

Questions?: As with all policies of CBRR&R please contact a Board of Directors if you have any questions at bod@cbrrescue.org.

Section 4: General Volunteer Policies - excerpt from 2008 Member manual

CBRR&R Volunteers, when acting as an agent of CBRR&R, may not rescue dogs with the intention of relinquishing custody of the dog to another rescue group, without prior approval of the Board of Directors. If it is necessary for a dog to be turned over to another rescue group, a Transfer Form will be completed and sent to the Treasurer.

Under no circumstances will insurance coverage be applied retroactively. An action of this nature which does not receive prior approval of the Board of Directors is viewed as misrepresenting CBRR&R and could constitute fraud. If another program wishes your help and you choose to offer it, understand that you are required to represent yourself as an agent of that organization and not CBRR&R. CBRR&R retains no accountability for actions or outcomes when an individual or group misrepresents themselves as an agent of the organization.

CBRR&R Volunteers are not covered by CBRR&R insurance if they are acting as agents of other rescue organizations. This means that CBRR&R Volunteers are not covered by the insurance policy when dealing with dogs belonging to other organizations.

The CBRR&R Homes and/or Fostering List, Volunteer List, Membership List and information pertaining to the source of funds are resources intended solely for the use of CBRR&R. Other organizations may not draw upon these resources. This means that another organization may not call upon you, when you are acting in the capacity of a CBRR&R agent, to volunteer for them. As an independent operator, anyone has the right to devote their time as they choose. The intent of this CBRR&R Policy is to clarify that CBRR&R can only cover and support Volunteers/Members in matters of liability and reputation when they are acting as an agent of CBRR&R.

It is prohibited to relinquish a dog to another group if the dog has been accepted by a Volunteer working under the auspices of CBRR&R.

CBRR&R can only support its Volunteers while they are handling dogs for CBRR&R and Volunteers with multiple affiliations must be clear about which organization they are working for at any given time.

Volunteers may not distribute CBRR&R assets including, but not limited to, adoption applications, documents, web pages, etc. to the public or, without prior approval of the appropriate Regional Director, to members of other rescue organizations.

CBRR&R Volunteers must list dogs belonging to CBRR&R on the website. Dogs may also be listed elsewhere providing CBRR&R ownership is clearly stated. A dog may not be co-owned by two or more rescue groups.

CBRR&R Volunteers may not turn away qualified prospective adopters. If a Volunteer wishes to keep a dog, usual adoption practices shall ensue.

Section 5: Using the Website

- **You must create a login and password to use the website.** Active volunteers will have

their own password which may not be shared for the protection of potential homes and the organization as a whole.

- When logging in, use the “**Login with Google**” button.
- Please familiarize yourself with the website. It contains most of the tools needed to perform the various aspects of rescue.
- Your regional leader will ask for you to have a specific security level assigned allowing you access to specific tasks. They may also wish to have a branded email assigned to you. Both of these requests are made to the website administrator team.
- Please watch the Website Online Training Modules on how to navigate the website via online learning
 - Website Training Videos are available in the [Resource Center](#)
 - Website Training videos are in the [RD Volunteer Toolkit](#) in our Google drive
 - Website Training videos can also be accessed via the CBRR&R [YouTube Training Channel](#)

Section 6: Documents, Forms, and Handouts

All forms can be found:

- ☐ RD Volunteer Toolkit (Google Shared Drive)
- ☐ CBRR&R Website > [Resource Center](#)
 - ☐ 6.1 [Dog Evaluation Form Shelter](#)
 - ☐ 6.2 [Dog Evaluation Form In-home Owner surrender](#)
 - ☐ 6.3 [Hold Harmless Assumption of Risk Form](#)
 - ☐ 6.4 [Dog Gift Information Intake Form Online](#)
 - ☐ 6.5 [Owner Surrender Form Online](#)
 - ☐ 6.7 [Incident Reporting Form Online](#)
 - ☐ 6.8 [Home Visit Report Form Online](#)
 - ☐ 6.9 [Foster Application Online](#)
 - ☐ 6.10 [Adoption Application Online](#)
 - ☐ 6.11 [Quick Transport Guidelines](#)
 - ☐ 6.12 [Official Dr. Ian Dunbar Bite Scale](#) *Dr. Ian Dunbar*
(Informational Only - to be used only for fosters dogs in rescue who later bite)
 - ☐ 6.13 [The Truth about Aggression and Dominance in Dogs](#) *UC Davis Veterinary*
 - ☐ 6.14 [3-3-3 Rule](#) *Rescue Dogs 101*