



Serving all of Colorado and Neighboring States

Policy and Procedures Manual (PPM)

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Version 2.8

Rocky Mountain Cocker Rescue, Inc. is a 501(c)(3) nonprofit, charitable corporation.
All donations are tax deductible for income tax purposes.

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Welcome



INTRODUCTION

Welcome

It takes many volunteers with a variety of skills to successfully run a rescue like Rocky Mountain Cocker Rescue (RMCR), so we appreciate your desire to make a difference in the lives of Cocker Spaniels and their people. It is an enormously rewarding effort, but it can also be physically and emotionally demanding. It may well be the toughest job you'll ever love!

RMCR is an all-volunteer business, so we have many activities (e.g., marketing, fundraising, events), not directly involved with caring for dogs but just as critical to our success. If fostering is not an option but want to offer your time, talents and treasures in other volunteer efforts, we welcome you with open arms!

We have built a sterling reputation for RMCR over the years and take great pride in that recognition as it reflects on every single one of us. Did you know RMCR was awarded Parker's Best of 2015 for Charitable Organizations?

Our Board of Directors is responsible for ensuring every volunteer's actions and behaviors are ethical and all decisions are in the best interest of the dogs and our people. We are here to support you as together we save lives! Please reach out to anyone on the Board with questions, suggestions and concerns.

With sincere gratitude for your service on behalf of Cockers in need,

The RMCR Board of Directors

Kathryn P. Glass, President/Founder

Audra J. Bowen, President

Andrea Behr, Human Resources Director

Lisa Gray, Treasurer

Linda Parker, Intake Director

Suzette Compton, Foster Director

Carolyn Pittman, Placement Director

About Us

Rocky Mountain Cocker Rescue, Inc. (RMCR) was founded in Colorado and established as an IRS 501(c)(3) nonprofit, charitable corporation February 17, 2009 by Kathryn Glass, RMCR President. It is managed by a volunteer Board of Directors and has no paid staff.

We are licensed to run a rescue by the State of Colorado and are governed by the Pet Animal Care Facilities Act (PACFA), making us the only legal Cocker Spaniel rescue in the state. To maintain this license, we have rules to follow and are audited annually for compliance.

RMCR networks nationwide with various rescue groups and individuals because licensed, reputable Cocker Spaniel rescues are few and far between. Puppy mills are often disguised as legitimate breeders and hoarders are disguised as rescues. Be aware of these imposters, as they are everywhere.

RMCR fully vets all rescued dogs prior to adoption because it's the right thing to do. It is just one of the things that sets RMCR apart from other rescues and shelters.

[Click here to view the current RMCR organization chart.](#)

Access to Volunteer Forms

All RMCR volunteer forms and other documents are stored on our website www.RockyMountainCockerRescue.org. Contact Andrea@RockyMountainCockerRescue.org to get initial login information.

1. Click on the **Log In** button in the upper-left corner of the website and login with your WordPress user name and password.



2. Next click on the **Volunteer Connection** button.



3. The Volunteer page opens with links to a wide variety of forms.

Code of Ethics

Regulations require all volunteers to sign and date a [Code of Ethics](#) (COE) form annually.

Compliance

All volunteers shall follow the RMCR policies and procedures. Failure to comply may result in denial of future RMCR volunteer opportunities.

Confidentiality

Regulations require all volunteers to sign and date a [nondisclosure agreement](#) (NDA) annually.

Contact Information

Cocker Line: **303-617-1939**

Fax: **303-680-6692** (*inside the RMCR President's home*)

Click here to view current [RMCR contact info.](#)

Click here to view [Who Does What.](#)

Counseling/Education Prior to Relinquishing a Dog to RMCR

Anyone seeking to relinquish a Cocker Spaniel should first be offered educational material and/or verbal counseling. Whenever possible AND in a dog's best interest, RMCR shall help owners keep their dog(s). Examples of materials and tools that may help:

- contact information for reputable companion dog trainers
- behavior modification through positive reinforcement training
- insight into behavioral issues
- health and feeding information
- encouragement to have the dog seen by a veterinarian to rule out medical reasons for any unacceptable behavior

Craigslist

Many owners and/or breeders sell their puppies on Craigslist. While RMCR is rescuing an increasing number of dogs off Craigslist, we are primarily pursuing those who are "free to a good home" or come with a "small rehoming fee". We also do our best to educate the person who listed the dog on Craigslist about the all-too-real dangers of listing their dogs under those circumstances.

Documentation

Per PACFA regulations every dog must have documentation related to all aspects of care from intake through adoption. All written documentation must be stored on our Google Drive in the appropriate location, i.e., the folder with the dog's name. Volunteers who need access shall be granted it by the folder's owner.

Goals and Objectives

- To rescue Cockers from neglect, abuse and abandonment and to accept Cockers from owners who are no longer able or willing to care for their dog.
- To rehabilitate rescued dogs while in foster homes in an effort to restore their health and wellbeing.
- To find responsible, loving, forever homes for the dogs in our care.
- To educate the public about Cocker Spaniels so they can make informed decisions.
- To help owners keep their Cocker Spaniels in their homes when appropriate by providing counseling in how to resolve issues and by referring them to professional trainers within our network.
- To maintain records for rescued dogs to allow reporting to the RMCR Board of Directors and to the IRS and PACFA as required by law.
- To educate animal control officers and shelter staff on how to identify Cocker Spaniels and the special needs and characteristics of the breed to aid in proper placement.

Mission

The mission of RMCR is to rescue, foster, rehabilitate and adopt out Cocker Spaniels into permanent, pre-qualified homes based upon our core values of integrity, reverence for all life and respect for humans and animals while providing excellence in all we do.

Non-Discrimination Policy

Rocky Mountain Cocker Rescue does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation or military status in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, fosters, volunteers, vendors, adopters and supporters.

Puppy Mills and Pet Stores

Our volunteers do not assist wholesale puppy breeders (i.e., puppy mills), pet shops or any other business that seeks to mass produce and sell companion animals.

From a rescue perspective, a commitment to the breed means doing one's very best to avoid actions which encourage others to breed or to purchase dogs from pet stores. All pet stores' dogs come from puppy mills. No reputable breeder would ever sell their puppies to a pet store.

Reimbursement

RMCR provides all the necessary supplies to foster a dog; however, sometimes a dog requires a special diet or something else not provided in advance. If a purchase is necessary, prior approval is required. Contact the RMCR Foster Director, President or VP with

Requests for reimbursement must be received by the RMCR President within 30 days of incurring the expense.

the item description and reason. After the expense is approved, the foster parent may proceed with the purchase and send the receipt(s) to the RMCR President or VP for reimbursement within 30 days of incurring the expense. Every effort is made to reimburse expenses incurred for foster dogs as soon as possible. No one item exceeding \$249.99 will be reimbursed by RMCR due to the amount of paperwork needed. Click here ([IRS Charitable Contributions](#)) to read more.

Personal Expense Records

All volunteers are responsible for keeping a record of all expenses, including receipts, and submitting them to the RMCR President or VP for reimbursement only if the volunteer chooses not to deduct these expenses on their income taxes. Expenses not reimbursed may be deducted as charitable contributions for income tax purposes.

If you itemize your taxes, you might research what you can deduct as an active volunteer with RMCR. Below are some examples you may donate if there were not reimbursed by RMCR:

Volunteers must obtain approval from the RMCR President or VP before incurring responsibility on behalf of RMCR beyond what is authorized in this manual.

- **Mileage:** vet appointments, grooming, home checks, weekend events, meetings, picking up medicine, transports, travel to microchip dogs, delivering supplies, checking on foster dogs. The IRS allows a deduction of \$0.14/mile.
- **Dog expenses:** bones, treats, toys, beds, costumes, sweaters, food, tips for grooms, supplies, shampoo, brushes
- **Other expenses:** printing paper, printer ink, business cards, event/tabling supplies

Responsibility of RMCR Volunteers

Typically the RMCR Board makes decisions according to their individual areas of responsibility; however, RMCR's President is ultimately responsible for all rescued dogs under the care of RMCR and thus has final approval when the right course of action is unclear.

Responsiveness to Inquiries

RMCR volunteers should return phone calls and/or emails within 24 hours of receipt. If business, health or personal issues make that difficult or impossible, please let a Director know immediately. RMCR promotes cross-training and the ability to support one another when necessary.

RMCR Property and Ownership

Any and all RMCR-owned dogs and any and all supplies or equipment provided to the foster/volunteer by RMCR are and shall remain the property of RMCR and must be returned to RMCR upon request.

Any and all dogs relinquished to RMCR are the property and legal responsibility of RMCR until an RMCR Adoption Contract is signed and the adoption fee is paid. Relinquishing owners give up all rights concerning their dog. Once the transfer occurs, RMCR has no obligation to update prior owners on the dog. It's in the dog's best interest to NOT have further contact with the prior owner since it causes confusion and anxiety for the dog.

Sterilization of Rescued Dogs

RMCR supports sterilizing (spaying or neutering) pets. All dogs over the age of five (5) months coming into our rescue must be sterilized prior to adoption. Contracts for puppies under the age of five (5) months stipulate the owner agrees to surgically alter the dog within an agreed-upon timeframe post-adoption, typically 90 days. A \$50 refundable deposit is required in addition to the adoption fee if the puppy is not altered prior to adoption. This deposit is returned when proof of neuter/spay is presented to RMCR.

Where to Send Paperwork

Intake documents, e.g., relinquishment forms, release forms, vet records, rabies certificates, should be scanned and emailed to Intake@RockyMountainCockerRescue.org within 48 hours after accepting the dog.

Do **NOT** give any original paperwork or dogs' records to adopters.

All other paperwork, i.e., contracts, checks, receipts, expense reimbursement requests, must be emailed, faxed or mailed to the RMCR President:

Kathryn@RockyMountainCockerRescue.org

6680 S. Abilene Way
Centennial, CO 80111
Fax: 303-680-6692

INTAKE

RMCR accepts Cocker Spaniels first and foremost from Colorado, but also from other states if a foster home is willing and available. Requests are received via phone, email, online [Request for Rescue form](#) or an online [Dog Relinquishment Form](#). The Intake team reviews the information and responds within 48 hours. We cooperate with other rescue organizations on a case-by-case basis.

Intake Approval

The Intake Director is responsible for approving and accepting dogs into RMCR. The Intake team works with the Foster Director to find an appropriate foster home for the dog and then with the Transportation Coordinator to arrange safe travel for the dog from point of origin to the foster's home (or an agreed-upon drop-off point).

Any volunteer can rescue a dog and bring it into the rescue if all the criteria below are met:

- 1) The volunteer has prior approval from the Intake team except in an emergency.
- 2) The dog must be identified by the Intake team as a Cocker or Cocker mix.
 - Clear pictures of both sides plus the front and back of the dog must be reviewed prior to acceptance. Why? Some dogs arrive with huge tumors not seen in the pictures because the affected body part was not photographed. Attempts are made to ensure dogs are both behaviorally and physically balanced prior to intake to reduce the expense of rehabilitation or, if necessary, euthanasia.
- 3) RMCR must have an available foster home appropriate for the dog's known health and behavior since RMCR does not use kennels or boarding facilities.
- 4) The dog must be accompanied by a document giving legal ownership to RMCR along with any other paperwork available for the dog, most importantly a vaccination record. If at all possible, make sure any and all veterinary records accompany the dog. All paperwork must be emailed immediately to Intake@RockyMountainCockerRescue.org.
- 5) The dog's health and temperament should be such that it can be expected to have a good quality of life with proper care.

Shelter Dogs

If you live in an area where RMCR does not already have an established relationship with the local shelter, you may establish such a relationship on our behalf. Talk to the shelter manager about RMCR and provide them your contact information if they are willing to release a Cocker Spaniel to RMCR when one is admitted.

Some shelters require paperwork be completed by the rescue organization before releasing a dog to us. Ask them to email Intake@RockyMountainCockerRescue.org with details and we will respond.

Colorado has a "no free bite" law. If a dog bites a human and breaks the skin, that dog is classified as dangerous. RMCR should not re-home a dog that is a known biter. The RMCR Board of Directors will decide how to proceed with a dangerous dog or a known biter.

Volunteers shall not accept any dog with a history of biting.

RMCR does NOT typically pay fees to shelters when accepting a rescue dog except when:

- The dog has not been spayed/neutered and a refundable sterilization deposit is required, or
- A shelter can provide vaccinations at a deeper discount than using our vet partners.

When notified by a shelter of a Cocker Spaniel they want to release to us, follow these steps:

- 1) Get as much information as possible about the dog – background, estimated age, weight, temperament, behavioral and health issues, spay/neuter verification, medical history, etc.
- 2) Visit the shelter or have another RMCR volunteer visit and take pictures to confirm the dog is an adoptable Cocker Spaniel or an obvious Cocker mix, i.e., it passed its behavior evaluation/temperament test and does not have any life-threatening illness.
- 3) Email Intake@RockyMountainCockerRescue.org prior to accepting the dog on our behalf to be sure an appropriate foster home is available.
- 4) Ask the shelter representative to submit a [Request for Rescue](#) form, which is required before we decide whether or not to accept the dog. If the shelter staff does not have access to a computer, be sure to let the Intake team know.
- 5) Coordinate with the Intake team the removal and transport of the dog from the shelter.
- 6) Obtain a release form from the shelter as well as medical information and any other paperwork available. Send all paperwork to Intake@RockyMountainCockerRescue.org.

Owner Relinquishments

Typically, owners contact us by phone or email prior to submitting a Dog Relinquishment Form. The Intake team will follow up by requesting recent photos and, if not already submitted, an online [Dog Relinquishment Form](#).

We do not accept owner relinquishments without physically visiting with or reviewing clear, close-up and recent pictures of the dog.

When accepting an owner-relinquished dog, volunteers should exercise understanding and compassion. Sometimes owners are forced into situations beyond their control and are seeking the best way to provide a secure future for their pet. Help the owner feel they are doing what's best for the dog.

IMPORTANT: NEVER go into a stranger's home alone! Take someone with you at all times. This applies to home checks, potential owner relinquishments, adoptions, meet-and-greets and any other occasion requiring a visit to a stranger's home. This is for your safety!

When visiting in person with the owner about the dog(s) in question, review the Dog Relinquishment Form for completeness and accuracy. Some owners do not provide all the specifics about the problems they experienced for fear we won't accept the dog. Volunteers should try to assess the dog's personality and behavior in person.

Do not accept any dog if the dog is aggressive or appears to be seriously ill.

When contacted by an owner who wants to relinquish their dog, follow the steps below:

- 1) Owner relinquishments must be accompanied by a signed [Dog Relinquishment Form](#) which can be found on our website. If they do not have access to a computer, print a hard copy of the [manual form](#) and ask them to complete it.
- 2) Get as much information as possible:
 - a) The dog's likes and dislikes, fears and triggers
 - b) Habits and routines
 - c) General temperament and behavior
 - d) Age, spay/neuter status, vaccination history, health status
 - e) Medical history; if this is not available, ensure the correct and full veterinary clinic contact info is provided
- 3) Do not accept the dog into the rescue if the dog is aggressive or appears to be ill, e.g., lethargic, severe coughing, diarrhea, vomiting; extremely sick dogs may be contagious or seriously ill requiring extensive veterinary care or even euthanasia. Instead, tell the owner RMCR will contact them about our decision, and then inform the Intake team about your experience.
- 4) If, after personal observation, the dog is a good candidate for fostering/adoption and we have all the paperwork as well as a foster lined up, get 3-4 days of the dogs' current food, as well as any items to aid in the transition (toys, blanket, bed, crate, leash, harness/collar, etc.).

Transport

The Transportation Coordinator works with the Intake team to ensure the safe travel of all dogs.

Prior to travel, a Transport Form (download available on the [Volunteer Connection webpage](#)) is completed and emailed to appropriate parties to provide information such as the dog's description; day, time and location of pick-up, drop-off location, etc.

The Transportation Coordinator also assists fosters in finding transportation of dogs to/from various appointments, Cocker Showcases, or marketing events.

Meeting Others

Transporting dogs to a foster home or new forever home may require meeting a new owner, or a transporter at a location other than a home. To make this process as smooth and as safe as possible, it is important to exchange full information with the person you will be meeting.

Some items to consider are:

- What will arrive with the dog, e.g., crate, leash, collar/harness, medication, food, medical records, other papers?
- The model, color and license plate number of all transport vehicles.
- Choose a safe, public place for the meeting. Be sure both parties are clear about the meeting place, time and have clear directions.

- Exchange cell phone numbers or else arrange for a back-up person to be at a phone in case one party is delayed or cannot make the meeting.
- Make sure the dog wears a collar he cannot slip out of and escape. Use an RMCR martingale collar, if possible, or a slip lead.

Crating

Rescue dogs should always be transported in crates. It avoids distractions for the driver, prevents injury to the dog in case of accidents or sudden stops, and ensures the dog cannot dart out of the car through an open door or window. Having the dog confined in a crate is especially helpful if the dog gets car sick.

- Leave the leash or slip lead on the dog while in the crate and ensure the strap hangs outside the door so it can be grabbed prior to opening the crate door.
- A crate also provides a safe and secure way to bring a dog into the foster home, where it can be placed in a secure area and the crate door opened to allow the dog to venture out on its own when ready.
- If you can't use a dog crate in your vehicle, invest in a seatbelt harness for the rescued dog(s) and use it every time the animal is in your vehicle.

FOSTERING

Fosters have one of the most important jobs of all our volunteers. Without fosters, RMCR cannot save any dogs by accepting into the rescue, nor would we be able to place any dogs because most would not be ready for new homes straight from the shelter, streets or relinquishing owner.

The most common question we hear is, "Don't you become so attached that you don't want to give them up?" Yes...and you will, too. Cockers bond quickly with their people. Some dogs will be perfect for you and you will always be given the option to adopt them. Others may be a better fit for someone else. During their stay with you, it will become clear as to the best lifestyle and environment for your foster dog and you will be given the opportunity to help choose that new family and home.

Fosters are engaged in and/or responsible for:

- **Collar and ID Tag:** Ensuring the dog has an RMCR approved (martingale) collar and an RMCR identification tag.
 - The Foster Director has a supply of RMCR ID tags as well as leashes and collars.
 - Check the dog's collar routinely to make sure it fits well and won't accidentally slip over his/her head. Use a martingale collar, which is designed to tighten when the dog pulls, thus preventing the dog from slipping out of the collar and escaping.
- **Microchip:** ensuring the dog is microchipped (scan at vet's office) and contact the Foster Director if a microchip is needed.
 - RMCR has its own supply of microchips through 24PetWatch and will inject one into each dog who is not already microchipped. All new microchips are registered to RMCR; however, the new owners may transfer ownership after an adoption is complete. The Intake Director, Foster Director and Vice President each have microchip kits.
- **Food and Diet**
- **Photos and Bios:** Taking 3-6 clear, close-up, digital pictures of the dog and emailing them along with profile information to Webmaster@RockyMountainCockerRescue.org for posting within seven (7) days after the dog's arrival.
 - The profile information, also known as Foster Dog Details (FDD), includes: approximate age, health status, manners, physical qualities, obedience, characteristics, personality, and behaviors. In other words, anything and everything an adoption applicant would want and need to know about the dog.
 - Sending new photos and profile updates every 90 days, or as requested, during the foster dog's time with you to reflect an accurate portrait of the dog.
- **Vetting and Grooming:** Scheduling [veterinary](#) and [grooming](#) appointments with our approved partners and arranging transport.
 - Administering and documenting any medications on a [Medication Log](#) per PACFA regulations and submitting that log to the Foster Director monthly.

If the dog's name is linked to spay or neuter, microchip, or vaccination records, that name must be used while under RMCR's care. Only new owners may change the dog's name.

- **Events:** Ensuring the foster dog is clean, groomed and available for events. If the foster cannot transport the foster dog, transport will be arranged by the rescue. If the foster dog does not do well in social settings, it is requested the foster stay with the dog at the event.
- **Behavior Assessment:** Evaluating the dog's behavior and temperament. If you see possible issues, immediately notify the Foster Director and/or Coordinator.
- **Training:** Training the dog as needed to make it more adoptable.
- **Adoption Application Process:** Visiting and/or communicating with adoption applicants about the foster dog.
 - Doing [meet and greets](#) with adoption applicants
 - Conducting [home checks](#) with your foster dog, if appropriate
 - Providing accurate and timely feedback about potential adoption applicants to the Placement Director.
- **Post-Adoption Follow-up:** contacting the adopters at least twice during the first month after adoption and reporting the contact to the Post-Adoption Coordinator: the initial contact shall occur within the first three (3) calendar days and a second within seven (7) calendar days of the adoption.

Foster homes are at a premium, therefore moving a dog out of a foster home on short notice is not always possible. If a dog needs to be moved due to its behavior or medical issues, it may be necessary to trade dogs with another foster willing to accept the challenges in working with your dog's issues.

Arriving Home

Before entering your home with a new foster dog, walk the dog around the neighborhood. This enables the dog to relax and relieve himself before encountering a new enclosed environment. This also exposes the dog to an area he will need to know should he get loose and need to find his way back to you.

Dogs coming into rescue are already under stress from either the loss of their owner, neglect, abuse, or time spent on the street or in shelters. They need stability and time to adjust to new people, animals, surroundings and routines. A first instinct of humans may be to hug, love and reassure them. Unfortunately, an attempt to pick up the dog, outstretch your hand, or give a reassuring touch may actually frighten a dog in a new environment. Many dogs need time to adjust and it is best to let them do so at their own pace.

When a dog is anxious or fearful, let him come to you, even though it may take hours or days - possibly weeks. Talk to him, using a calm and gentle tone; avoid quick movements and encourage him with a treat but never force an interaction unless it's necessary for the dog's health or safety.

For much more information, see "[Bringing a Rescue Dog Into Your Home](#)"

Food and Diet

The Foster Director and/or Coordinator is responsible for ensuring you have enough food for your foster dog. Avoid emergency situations by keeping in touch about your supply on a regular basis.

RMCR dogs are fed a complete and healthy diet. A premium dry kibble without wheat, soy or corn is supplied by RMCR unless the dog has special nutritional requirements.

- If a special diet is required due to allergies or illness, it will be either supplied by RMCR or reimbursed if the foster parent must purchase it. Consult with the Foster Director prior to purchasing a special diet.

Dogs should be given two (2) meals daily (in some cases more often for the thinnest, smallest or youngest).

- "Free feeding", i.e., leaving food out all day, is generally not recommended.
- Food should typically be made available for 15 minutes per feeding. If it is not eaten within that time it should be removed. This helps establish a "bathroom" schedule since dogs typically need to relieve themselves 60 to 90 minutes after eating. It also allows you to monitor how much is eaten and observe any issues.
- Some newly rescued dogs will not eat for several days due to stress. Don't worry. Keep putting the bowl down twice daily for 15 minutes each time and the dog will eat when it relaxes and/or gets hungry.

Some dogs have sensitive or easily-upset stomachs, especially if they are stressed. The fastest working remedy is to feed a few tablespoons of canned pure pumpkin (not pumpkin pie mix). Stools should firm up within hours. If the dog is vomiting due to stress, a diet of cooked, white rice and boiled chicken is suggested for a period of time. Dry kibble can be added gradually.

Some dogs (especially strays) have had to scrounge for food and fight to keep what they have found. This sometimes results in a dog that is very protective around food, bones, toys, bedding—anything it considers his and must be protected. Therefore, leaving these items around is not suggested until you have had a chance to observe the dog's behavior. If you discover your foster dog is resource guarding, contact the Foster Director and/or Coordinator immediately for assistance.

Dogs may be fed apple slices (not seeds!), carrots, oranges, ripe tomatoes, canned pure pumpkin, steamed rice, cooked sweet potatoes, cooked green beans, cucumbers and watermelon to name a few healthy options.

Veterinary Treatment & Resources

The dog's health is the most important concern, but second is the cost. If it is an emergency situation, i.e., life or death, and you can't reach the RMCR President, VP or Foster Director by phone, take the dog to one of our [designated vets](#) or to your vet.

Remember, the foster agreement says, veterinary care must be approved first and negligence on your part (door open, gate open, ingesting something poisonous in the home, etc.) is not our responsibility. The dog's welfare comes first, but someone has to pay for that care, which can add up very quickly.

- 1) As part of the Intake Assessment, the Foster Director will send Standard Vet Orders (and any known vet records) to the vet and foster. All dogs should be seen by a veterinarian within five (5) days after arrival to get a complete health exam and receive any required vaccinations unless the dog is exhibiting signs of stress that could lead to aggression. The need for isolation will be determined at that time, but RMCR strongly recommends foster parents isolate a dog with unknown or uncertain health concerns from other dogs in the home. This is especially true for homes with puppies that haven't

had their initial series of shots. The Parvovirus is deadly, very contagious and can remain in the exposed area for weeks.

- 2) If the dog needs to be treated for any illness or condition, such as infected ears or eyes, authorization from the Foster Director is required.
- 3) All rescue dogs should be taken to a veterinarian immediately if the dog is injured or seriously ill. Contact the Foster Director, RMCR President or VP while in route to the vet.
- 4) Heartworm is becoming increasingly prevalent in all states, so RMCR tests all dogs who aren't documented as having a heartworm test within the previous 12 months. If the results are negative, and at the discretion and approval from the Foster Director, a heartworm preventative may be administered. Ongoing preventative treatment is approved by the Foster Director on a case-by-case basis.
- 5) RMCR strongly recommends fosters protect *their own dogs* at their own expense from kennel cough (through the Bordetella vaccination), the canine flu (also a vaccination) and from worms, fleas, ticks, and other parasites through monthly or quarterly preventatives. Inform your veterinarian of your fostering status. Dogs arriving in Colorado from other states may have been treated for kennel cough, worms (hookworms, whipworm, roundworms, and heartworms), fleas, ticks, mange, and other undesirable conditions. Kennel cough is highly contagious and, if not treated, can lead to bronchitis, pneumonia or death. Most of these conditions are detected during the Intake Assessment, but additional precautions are strongly encouraged for everyone bringing rescue dogs into their home.

Foster families are encouraged to discuss their rescue volunteer status with their vet to see if there are opportunities for discounts on services and medications. Tax-exempt status and licenses can be provided by the RMCR Board of Directors.

If a foster dog displays aggressive behavior, contact the Foster Director and/or Coordinator immediately.

RMCR has negotiated deep discounts with some high-quality vet clinics. Whenever possible, rescued dogs should be taken to our [approved veterinarians](#). With proper approval from the Foster Director, these vet clinics will send the bill to RMCR for payment.

Behavior Assessment and Training

The Foster Director and/or Coordinator works with the foster parent to assess the dog's behavior. This assists in making an initial determination for the future home and environment best suited for the dog.

- 1) Every dog is evaluated for temperament, adaptability, reaction to children and other animals, eating habits/preferences, play behavior, crating preferences, resource guarding, house-training, and any unusual behavior. This helps match a dog to a new forever family and preparing new owners to successfully integrate their new dog into the family.
- 2) Foster parents should do their best to provide training and rehabilitation needed for their foster dog(s), including house-training, crate-training and basic commands to help the dog become more adoptable.

- 3) RMCR has a training professional and educational materials to assist all fosters in handling and training their foster dog(s). Contact the Foster Director and/or Coordinator to gain access to our trainer or visit our website for the resources available.
- 4) Fosters should contact the Foster Director and/or Coordinator via email or phone weekly to discuss the dog's progress. Cockers may not show their true personalities until they have settled into their foster or forever homes; updates are important so adoption applicants can receive accurate information. Discuss RMCR's report cards with the Foster Director, which provide valuable information to the Directors as well as potential adopters.

Meet & Greet

All adoption applicants must have a home check performed as part of the approval process. If possible, this home check should be done by the person fostering the dog they are interested in adopting. This allows the adoption applicants to meet the dog prior to making their adoption decision.

The Placement Director will ask a foster parent to call an adoption applicant to discuss the desired foster dog and possibly schedule a Meet & Greet if the applicant is especially interested in the foster's dog or if the Director feels it may be a good fit. The Placement Director may give the foster her impression of the applicant; however, the foster's input is vital to a successful adoption.

During the time spent with the applicant, assess whether or not you would feel comfortable placing your foster dog into their care and provide feedback of your impressions to the Placement Director. **If, for any reason, you feel an adoption applicant would not be a good candidate for adopting a particular dog or any of our dogs, it is your responsibility to let the Placement Director know your reasons.** You are not in the uncomfortable position of turning down the applicant, but your input is an important part of the adoption approval process. Please be completely honest in your assessment of the adoption applicant of your foster dog.

- It is best to introduce adoption applicants (and their dogs) to your foster dog in a public area because it is neutral territory and provides better safety for the foster parent.
- If you have a Meet & Greet at a park, stay in an area where there are other people.
- RMCR's liability insurance does not cover any injuries or damages to potential adoption applicants and/or their dogs while they are inside the foster home. Unless the foster parent has personal liability insurance which covers injuries/damage caused by any dog on the premises, foster parents shall not allow adoption applicants and/or their dogs on the foster's property at any time.
- **No person, specifically females should go into any home alone; please have someone else present. We never intentionally request you visit someone who is dangerous, but be sensible and careful.**
- Interview the applicant as if you were evaluating whether or not to place your own dog with him/her.

- Upon the completion of communication and/or Meet & Greet with the potential adopters, you are required to provide input to the Placement Director. If you don't feel your foster dog is best suited for this adoption applicant, it is your obligation to inform the Placement Director. You should think highly enough of the adoption applicants to consider letting your own dog live with them.

Coordinating a Meet & Greet with an adoption applicant doesn't necessarily imply they are approved or the right family for your foster dog.

Dog/Pet Ordinances

Town/city ordinances often dictate the maximum number of allowable pets in households. It is your responsibility to know your city's ordinances and adhere to the limitations. RMCR is not responsible for fines levied by animal control for exceeding animal limitations.

Foster families should avoid overloading themselves. No home should have more than the number of rescue dogs for which they can provide the appropriate time and attention needed to effectively evaluate, care for, train, and place the dog.

Vacations

Many foster families travel during the holidays and advance notice is needed to make other living arrangements for foster dogs. Please give us as much notice as possible. Foster dogs are not to be boarded or kenneled at facilities unless approved by the RMCR President or VP. Many Cocker Spaniels get stressed and become ill when boarded or kenneled. They should stay in their foster home with a reliable house or pet sitter or be moved to another foster home.

Doggie Day Care and Dog Parks

Due to liability issues, foster dogs are not permitted to attend dog parks nor doggie day care, which includes socialization kennels or daily interaction classes where the foster is not present. Unfortunately, many dogs at the parks are not properly socialized nor supervised and can attack other dogs without provocation. If an injury occurs to one of RMCR foster dogs at either of these forbidden venues, the foster parent will be responsible for any resulting veterinary bills.

ADOPTION APPLICATION PROCESS

Placing a dog into a loving, forever home begins with an Adoption Application followed by an interview, two reference checks, a vet reference check, a home check and, finally, finding a suitable dog matching the applicant's environment and situation.

The same volunteer should not conduct the interview *and* perform the home check. This allows more than one person's perspective about an applicant. The foster parent should also contact the adoption applicant and ask probing questions to determine if a particular dog is a good match. The Placement Director is responsible for contacting the adoption applicant to discuss the outcome of their application, approved or denied.

Phone Interview

After receiving an Adoption Application, the Placement Director conducts a phone interview to follow up on any answers that were unclear and/or unanswered questions. A list of additional questions typically asked during the interview is included in the Appendix, but varies for each adoption applicant. The purpose of this interview is to get to know the applicant and begin thinking about which of our foster dogs may work for them based on their individual lifestyle and living situation.

If the applicant answers training or behavior questions with a methodology which doesn't work well for training or correcting any dog, they are asked if they are open to learning new techniques to correcting and training their dog. If no, this is a red flag that this adoption applicant would not be a good candidate to adopt a rescued dog from RMCR. Bottom line: would you feel comfortable leaving your own dog with this person? If not, their application may be denied.

After a successful phone interview, the Placement Director sends the applicant a pre-adoption packet to peruse while the rest of the process is completed. This packet is stored on our Google Drive.

Reference Checks

The adoption applicant provides two references who are not related to the applicant plus veterinarian contact info. Volunteers assisting the Placement Director make contact and ask questions, such as:

- Have they have seen the applicant interact with dogs or other animals, and, if yes, what were their impressions of that interaction?
- How does the adoption applicant treat other animals?
- Did the adoption applicant ever own dogs?
- Where were these dogs kept?
- Did the reference ever see these dogs in person?
- What was the physical condition of the dogs (groomed and well cared for or matted, sickly and under- or over-weight)?

Most of the time, the references provided to us give glowing recommendations, which is expected. However, there are times when the adoption applicant cannot provide any non-family references or provide their correct phone numbers. If the person has no friends or neighbors

who can vouch for them, this is a red flag. There have been references (both personal and veterinary) stating they would not recommend any dog for the adoption applicant, so it is very important to follow through on all reference checks.

Volunteers who contact the adoption applicant's personal references or vet/clinic shall document their findings and conversations and send this documentation to the Placement Director.

Home Check

Please print and complete this [Home Check form](#) after each home check is completed.

All family members must be present during the home check; if not, reschedule.

The home check is an important step in the application process for both adoption and foster applicants. Home visits are done to verify the adoption or foster applicant's information as part of our application process. Regulations for licensed rescue groups require home checks are performed to guarantee the dog is being fostered and ultimately placed in a suitable home. Home checks are usually performed by an RMCR volunteer; however, volunteers from other rescues, shelters or previous adopters may be utilized as needed.

After the phone interview is completed, the Placement Director assigns a trained volunteer, preferably the foster himself/herself, to do the home check. The volunteer receives the applicant ID number and then either looks up the contact info in our database or requests this info from the Placement Director. The volunteer then contacts the adoption applicant and schedules a visit when all family members will be present. This helps validate everyone wants to adopt a dog and gets the same education about the breed along with the care and commitment required.

If possible, a Cocker should go with the volunteer to the home check so the family can experience having a Cocker in their home if they don't already have one. It is also important to see how the humans and any current pets react to the Cocker to evaluate the dogs' personalities and interactions. If a particular dog is being considered by the adoption applicant, gather as much information as you can about that dog to help you evaluate the home and the family as a potential match for that dog. Review our [pet introductions](#) section for helpful tips.

Each home check is different and should be handled on a case-by-case basis. Care should be taken to be as thorough as possible in order to successfully place the dog into a new forever home. If any doubts exist about a pending adoption, it is critical to share that information with the Placement Director immediately.

Attempt to get a good feel for the family's experiences with current or previous pets; are the children prepared and willing to handle a dog. Getting to know a family's existing pets can be a wonderful tool learning how the family treats animals in general. If their current pets are well cared for and look happy and healthy, then it is probably a wonderful home! Explain it may take many weeks or months for an existing cat and new dog to adapt to life together and the two should not be left alone unattended until the owner is absolutely sure their relationship is safe. Ask the adoption applicant(s) if they have any interest in volunteering or fostering for our organization.

Decision and Appeals

The Placement Director reviews all documentation and contacts the adoption applicant with the final decision. The applicant must always be treated with respect, no matter the outcome of the application.

If approved, the Placement Director will work with the adopter to find a suitable dog.

If denied, the Placement Director typically informs the adoption applicant we do not currently have a dog that would fit well with them or their family. Appeals are submitted by email directly to the RMCR President or VP.

ADOPTION

Approved Adoption Applicant

After the Placement Director has notified the adoption applicant of their approval to adopt a dog, they can immediately adopt any available dog (if it is a good match) or choose to be placed on the waiting list. Submitting an application in advance has its benefits; it takes an average of five (5) business days to complete the Adoption Application process.

A dog is generally not available for adoption immediately upon arrival. Rescued dogs spend their first few days in Intake Assessment to determine if the dog is physically and medically available for placement. Cocker Spaniels are very sensitive dogs and can only endure so many changes within a given period of time; numerous changes often result in undesirable behaviors. Some owner-relinquished dogs are suitable for re-homing almost immediately, but the dog is still first assessed to ascertain any obvious aggression threat.

After a new dog arrives, an approved adopter can schedule a Meet & Greet prior to the dog's availability and announcement for adoption. If it is a good match, the approved adopter will work with the Placement Director to request that dog. After that dog has completed his Intake Assessment and is available for adoption, that approved adopter can immediately adopt that dog IF the Placement Director believes it is a good match based on feedback received from the interview, the foster and the reference checker.

Out of State Adoptions

RMCR rescued dogs will never be placed without a home visit; therefore adoptions outside the state of Colorado are usually not permitted unless a shelter liaison in that area is willing to do a home check for us or if someone within RMCR has friends/family near the adoption applicant and that person is willing and able to do the home check on behalf of RMCR.

RMCR does NOT ship dogs anywhere. If an out-of-state applicant is approved, they must travel to Colorado to meet our rescued dogs and work with the Placement Director as to which dog, if any, is a good fit for their family. If a good match is agreed upon, the adoption process continues and the dog can now travel with the adopter while under their care. Per the RMCR Adoption Contract, if an adopter cannot keep the dog its entire life or the adopter believes its new environment is not the best for the dog, the dog must be returned to RMCR. In this case, the adopter must agree and be willing to travel back to Colorado with the dog.

Adoption Day

The Placement Director is responsible for coordinating the official adoption. Adoptions can be performed at the home of any Director, a Cocker Showcase event, a veterinary clinic, a mutually agreed-upon location convenient for both foster and adopter, or at the adopter's home.

Prior to handing the dog to its new owners, the following must be completed:

- 1) Two (2) copies of the RMCR Adoption Contract must be completed and signed by the RMCR Representative and the approved adopter. One copy is given to the adopter; the other is sent to the RMCR President along with the adoption fee.
- 2) The adoption fee is noted on the contract and must be paid in full unless prior arrangements have been approved by the RMCR President or VP, which will be stated on the contract. The adoption fee can be paid by check, cash or credit card. Note the payment type on the contract.
 - Checks made payable to: Rocky Mountain Cocker Rescue
 - Credit Card: the RMCR Rep must have an RMCR-issued Smartphone device and the related app, e.g., Square, to record and process the transaction
 - PayPal: Send payment to Kathryn@RockyMountainCockerRescue.org
- 3) When a planned adoption day is properly coordinated, all vet records should be kept with the dog and given to the adopter. If copies of the dog's vet records are not available, assure the adopter a complete set of records will be mailed to them after the Placement Director announces the adoption.
- 4) Advise the adopter to get an ID tag with their contact information and attach it to the dog's collar as soon as possible. Also advise them to keep both the RMCR and microchip identification tags on the collar for additional contact information since tags may break or fall off the collar.
 - It is recommended the adopter put all the following on the dog's ID tag:
 - Dog's name & owner's last name, e.g., **Fido Smith**
 - REWARD,
 - NEEDS MEDS, *and*
 - two (2) phone numbers.
 - If the owner only has one phone number, choose another number of someone who knows the dog and owner or the Cocker line, 303-617-1939. Cell phones can be out of range or uncharged causing a delay in locating the owner. "Needs Meds" suggests the dog is not well and hopefully the person who found the dog won't want to keep him.

- 5) Advise the adopter to transfer the microchip registration. Most microchip companies waive transfer fees if a copy of the RMCR Adoption Contract is submitted along with the ownership transfer form. The dog's microchip number should be listed on the RMCR Adoption Contract.
 - Microchip Transfer forms are provided to the new adopter by the Placement Director.
 - If the company name is unknown, several websites such as [Pet Microchip Lookup](#), can be utilized to identify the company by simply entering the microchip number located on the adoption contract.
- 6) Verify the adopter knows the location of the Adoption Packet documents on our website or confirm they received the packet by other means. This packet includes what to do before taking the foster dog inside his new home and how to introduce the dog to strangers.

Giving the Dog a Good Start

The following helps the dog and his new family get off to a good start:

- Written document from the foster describing the dog's personality, characteristics, etc. This usually is discussed prior to the adoption, but it's helpful to have key things written down – especially since people recall only 30% of what they hear.
- Items that should go with the dog to his new home, only to the extent the foster can provide:
 - Favorite toy
 - Enough food dog to last until the new owner can purchase their own food and transition the dog to the new food
 - Something to sleep on or put in a crate that comes from/smells of the foster home
 - Any items relinquished with the dog, although we request they continue to use a martingale collar or the RMCR collar and leash, both of which they may keep.

POST-ADOPTION

As soon as the Placement Director is informed an adoption has occurred, she sends an email to a group of volunteers who conduct all the follow-up activities related to adoptions.

Post-Adoption Packet

The Foster Director coordinates the delivery of the post-adoption packet to the adopters within 10 days following the adoption date. This packet contains, at a minimum, the following documents:

- Letter from President
- Microchip Transfer Form
- Benefits provided to RMCR adopters from third-party agencies

Post-Adoption Follow-up

Post-adoption follow-up is critical to a successful adoption as many new relationships have the potential of failing within the first 30 days if expectations are not met or if issues arise and are not addressed.

After an adoption, the Placement Director sends an email to the Post-Adoption Coordinator who is responsible for following up with the adopter for a total of six (6) months.

For the first month post-adoption, the foster parent is responsible for keeping in touch with the adopter to make sure the adjustment period is going well. We ask that the foster speak with the adopter twice within the first seven (7) days following adoption and notify the Post-Adoption Coordinator of the outcome of those conversation, especially communicating any issues. If there are issues, the foster and/or Post-Adoption Coordinator should be in regular communication with the adopter to help work through them.

At the end of the first month, the Post-Adoption Coordinator assigns another volunteer to maintain monthly contact with the dog's owner via phone and/or email for a period of five (5) months to ensure a successful, permanent placement.

If issues require assistance from the Foster Director and/or RMCR trainer, the Post-Adoption Coordinator forwards all available information to them for follow-up.

HELPFUL INFORMATION

Pet Introductions

Dog introductions are important; if current dogs are in the home and the volunteer is bringing a dog, ask the adoption applicant to leash their dog(s) and meet you outside their home on neutral territory.

There are many factors to consider when introducing pets for the first time. The type of animal, breed, size, gender, age, temperament and health status of each pet all contribute to their initial encounter and possible future coexistence. It is virtually impossible to predict how one pet will respond to another.

Here are some general guidelines for introducing your dog to the existing pets:

- Take your time using a gradual process allowing the dogs to discover and investigate.
- Reassure each pet individually during the introduction.
- Watch for impending fights. Keep in mind that a small pet is in more danger from injury by an extra-large dog than the reverse. Injuries can be deadly, so always be alert and watch for warning signs such as hackles, growling, lip curls, etc.
- Give a frightened pet the ability to escape. Fights can result in intentional or unintentional injury of anyone preventing retreat or blocking the path to safety.
- Consider your own safety when interfering with aroused or fighting animals. Proceed with caution and recognize you could be injured. Keep your dog leashed during the home check if you are not comfortable with the interaction.
- If it is necessary to intervene in a fight, do not reach for the collar since most dogs go for the neck area. Pull the dogs apart using their leashes. If that is not possible, try to grab the dogs by their back legs/hips rather than reaching for the collar. If water is nearby, use it. Dogs often break apart when doused with water. In cases of extreme aggression by either dog, do not proceed; terminate the home check and contact the Placement Director.

Allow adequate time for the initial "get to know you" period. After all the pets are getting along, continue with the home check and allow your dog to be off leash with free roam of the house and yard. Reminder: the purpose of a home check is to thoroughly inspect the home and yard to ensure the rescue dog will be going to a safe and healthy environment.

Cats

Cats having positive experiences with dogs are more likely to welcome a new Cocker. Before introducing a cat to a foster dog, it is important to determine if the dog will harm the cat. Some adult dogs have never seen a cat and may not show any aggression. However, if a dog's predatory instinct toward cats is strong, it is likely to be displayed immediately and with little advance warning. If the volunteer brings a dog to the home check, know the dogs' behavior around cats. Even if there is no reason to suspect a problem, restrain your dog and do not allow the cat to come within the dog's biting range until you are certain there won't be any conflict.

Dogs

A slow introduction of the foster dog with your dog(s) and family members is best. Not much is known about the rescued dog so take it slowly. Have treats, a spray bottle filled with water and a leash handy when introducing dogs. Dogs are often more aggressive when they are introduced on leash, so take the dogs to neutral territory if possible to first meet. If you can't do this, then use your backyard if you feel your dog(s) aren't going to fight. If you have more than one, introduce one at a time in the back yard with the new dog on a leash and yours loose. Walk around the yard as if you are going on a walk. Let the dogs sniff briefly and then say "Treat" and give them a dog biscuit or other small treat as soon as they sit. That is, if the new dog sits. If not, then just give him/her a treat and work on training to sit on command.

After distracting the dogs from each other and rewarding them for being close, walk some more and repeat the sit-and-treat game. Do this several times and then let the new dog loose but dragging the leash. If you feel your dog needs to as well, let it drag a leash. Then, should any squabbling happen, you have a handle. Normally, with treats and a spray bottle to zap a dog who might be pushy or aggressive (use the stream setting rather than the spray), you work through the introduction.

Expect confrontations when giving your dog affection. Limit petting the dogs, both your own and the new dog until their relationship becomes stable. Watch all the dogs' reactions and expect minor squabbles. If two dogs want your attention and they fuss at each other, the petting should end; walk away from them. It is also useful if you're sitting down to have a dog on either side but sitting with their backs to you. Then they're not vying for attention and their faces are away from you and the other dog. Only pet the dogs when they are quiet and well-mannered.

Remember, your new dog may have been lonely and wants your attention, but, of course, your existing dog doesn't want to share you, so expect some jealousy to occur. Frequent exercises using treats remind the dogs that you're the boss: they must sit to earn a treat while getting a reward in the presence of the other dog(s). It helps to end jealousy and the new dog fit in.

Contact the Foster Director and/or Coordinator immediately if you are experiencing any problems with the dog.

If the dog's behavior with children is unknown, take time to introduce the child/children slowly to the dog. Have young children elevated on a lap or a chair or couch. Dogs respect size and if the child is taller than the dog, the introduction usually goes very well.

When the child is released, keep the child under complete control and prevent attempting to hug the new dog, or chasing after it. Screaming children traumatize most dogs as well. Never allow children to hug a dog around its neck. This places the child's face in a very vulnerable position. Ask the dog to sit for attention, and then have the children slowly pet the dog ensuring they keep their face away from the dogs' face.

Here are some additional suggestions:

- When you bring a rescue into your home, put one drop of vanilla extract on the back of its neck and above the tail – as well as on each pet in your home. Do this **before** they meet. It gives them all the same "over scent" and can help the introduction phase.
- Foster families should not place a new arrival (rescue) with their own dog(s) until both have had time to adjust to the change, the personality of the rescued dog has been

observed, and the foster is certain the rescued dog does not have a contagious disease or parasites that could harm resident dogs.

- Rescued dogs should not be left alone with resident dogs/animals for any length of time, especially during the first days. Rescued dogs should NEVER be left alone with children until the adult foster has thoroughly evaluated the dog's behavior. RMCR recommends the use of crates and baby gates. Not all fosters are professional evaluators; however, it is wise to know the basics. Learn how to evaluate a dog's behavior by contacting the Foster Director.
- Rescued dogs should be provided with a bed/crate in a quiet area, with food and water available. Typically, a sectioned-off area of the home should be made available. This should be an area where the likely initial "accident" will be okay. The crated dog can then be placed in the area and the door of the crate opened. The dog will leave the crate when he is ready.
- If the rescued dog is not current on vaccinations, it must be taken to a licensed veterinarian at the first possible opportunity as soon as the dog settles in and relaxes. It should be isolated from the foster's other resident dogs until it has been checked by a veterinarian.
- Not everyone has an area of their home where new dogs can be isolated. If resident dogs contracts an illness from the foster dog, RMCR will work with the foster to remedy the situation.

Safety Precautions

- Rescued dogs should not be allowed off lead or out of a fenced area without restraint nor left outside without supervision. Cocker Spaniels will often bark when left outside unattended and some have been known to jump or climb quite tall fences, so never leave a rescued dog outside alone for more than a few minutes.
- If a dog must be left alone for a period of time, it should be crated or in a safe, secure area of the house, NOT the garage or outside.
- Foster parents should supervise interactions of the foster dog with people and other dogs, and especially with children. No one should force attention on a dog – and the dog should not be placed in a situation that is frightening to him. No dog should ever be left unsupervised with young children or with larger dogs.
- Size matters. A pet python, an alligator, poisonous snakes, large dogs, coyotes and even Red Tailed Hawks and large owls are hazards to small Cocker Spaniels. Smaller Cocker Spaniels should not be outside without an adult human bodyguard. Be careful at public dog parks if there is no play area for small dogs. Being stepped on or fallen on by a 100-pound or larger animal or human if you weigh only 10 pounds can be fatal.
- One of the most effective safety measures for Cocker Spaniels is a fence. A secure fence is one that keeps the Cocker Spaniel in and hostile critters out. The reason for a fenced yard is to increase the size of the dog's safe play area, give them a place to relieve themselves and to allow them off a leash.
 - Wire fences include welded wire, chicken wire and chain link. Cocker Spaniels can climb welded wire and chain link fences.

- Invisible fences use an electrical device around the dog's neck which gives a shock to the dog when getting too close to the fence line. Invisible fences keep nothing out and thus are about as useless as a wooden split rail fence.
- Wooden fences include split rail, picket and privacy.
- The last type is concrete block.

HELPFUL RESOURCES

- [RMCR-approved Veterinarians](#)
- [Coprophagia \(eating stools\)](#)
- [Crate Training](#)
- [Deaf Dog Training and Hand Signals](#)
- [House Training](#)
- [Marking Territory in the House](#)
- [Poisonous Foods](#)
- [Poisonous Plants](#)
- [Puppy mill survivors: helping them adjust to life outside a cage](#)

Pet Insurance

Adoption families should consider pet insurance to protect their pet. The average cost of monthly insurance premiums is \$40. If a Cocker contracts Cancer, IBD or another chronic condition or disease, treatment can add up into the thousands of dollars very quickly.

Some pet insurance providers are below:

- Pets Best: <http://www.petsbest.com/>
- VPI: <http://www.petinsurance.com/>
- ASPCA: <http://www.aspcapetinsurance.com/101>

CHANGE LOG

<i>Ver</i>	<i>Date</i>	<i>Change</i>	<i>Description</i>	<i>Pg</i>
2.0	Aug 20, 2014	Final Version	New Format, Page Layout, Index	
2.1	Jan 29 2015	Update Intake Section	Shelter paperwork can be given to any Board Member	11
2.2	Feb 7, 2014	Update Adoption Section	Better define Pre-/Post-Adoption Packets	24
2.3	Feb 8, 2014	Update Foster Section	Add PACFA Medication Log Requirement	14
			Add Foster Dog Details Definition	14
			Foster will do two follow-up calls/emails for one week post-adoption	14
			Dogs will be available, clean, and groomed for events	14
			Change from 48 hrs to 5 days for vetting after arrival	17
			Change "may ask a foster" to "will ask..." to contact potential adopter of their foster dog	18
			Clarify insurance liability for having adoption applicants inside a dog's foster home	18
			Fosters will provide input about adoption applicant to the Placement Director	19
2.4	Feb 14, 2015	Search and Replace	Remove all references to "Records Coordinator"	
			Adoption Events are now "Showcases"	
			ToDo: All forms in appendix	
2.5	Feb 23, 2016	Annual Updates	Complete modification of format and content	
2.6	Apr 17, 2016	Updated links	Corrected some links to docs on our Volunteer Connection web page	
2.7	May 31, 2016	Updated vet list		