

TOLLER RESCUE Inc.

INTAKE POLICY

POLICY: There will be a procedure to assure that Tollers in need of rescue are appropriately and expeditiously brought into the TRI program.

GENERAL CONSIDERATIONS—

1. With respect to breeder determination, every effort will be made to identify the dog's breeder and work with that breeder in determining the placement that is in the dog's best interest.
2. Expanded Policies and Procedures in regards to Locating, Identifying and rescue of Tollers in need can be found in the policy: TRIlocatingpolicy.

PROCEDURE:

Regional Coordinator Member	1. Obtains information about the dog, including breeder, if known. Contacts Intake Chairperson or Regional Coordinator
Regional Coordinator	2. Contacts Intake Chairperson
Regional Coordinator	3. If breeder is known, contacts breeder to discuss dog's status
Regional Coordinator Member	4. If appropriate, conducts or arranges for a personal visit to determine breed status. See P&P TRIlocatingpolicy for details
Regional Coordinator Member	5. If dog is Toller, screens for potential adoptability, utilizing information gathered both personally and from TRI Intake form (Attachment #1)
Regional Coordinator	6. Locates a foster as appropriate (e.g., if dog is in need)
Regional Coordinator Foster Member	7. Arranges for pick up and transport of Toller to Foster home
Regional Coordinator Member	8. Obtains necessary releases (TRI Profile & Release, or TRI Surrender form)
Regional Coordinator Member	9. Places dog in foster home
BOD	10. Makes final determination as to whether the dog is a Purebred Toller or a Toller mix.
Regional Coordinator Member	11. Keeps Intake Chairperson in the loop (steps 3-9)

Regional Coordinator BOD designee	12. Assures that Toller is given permanent identification, preferably either Home Again or Avid microchip. "Owner" listed will be the TRI address and Secretary's phone first. The adopter's name will be added when the dog is placed.
Regional Coordinator BOD designee	13. Assures that the dog has been: <ul style="list-style-type: none"> A. Spayed/Neutered B. Vaccinated as required by TRI P&P C. Tested for Heart Worms and other parasites D. Arranges for HW and flea preventive for Foster home. (Foster may volunteer to donate) If any other procedures are required and total bill (including microchip) will go over 500.00, seeks BOD approval prior to having vet perform the procedure(s).
Board of Directors	14. In respect of vet bills exceeding 500.00, discusses alternatives with experts. Makes decision on procedure.
Treasurer	15. Insures all bills for each rescue have detailed receipts Pays bills for rescues in a timely manner
Intake Chairperson	16. Insures all paperwork is forwarded to TRI, and sends a copy to the Secretary
Regional Coordinator Intake Chairperson	17. Insures that photos of rescues and Bios and updates are sent in a timely fashion to the webmaster
Webmaster	18. Places each rescue on the "Our Tollers" page along with their Bios

Date:

Updated: 4/20/09

1/18/10
