



CABOT

ANIMAL SUPPORT SERVICES

Finder Foster Protocol

Created May 4, 2021

Purpose:

This document defines the policy and procedures for transitioning a community member to a foster specifically for a pet they have found.

Materials, definitions, and references:

- Finder Foster - a community member who has completed the First 48 program and who would like to foster while a new home is located.

Responsible for:

- Actively trying to find the owner of the pet
- Bringing the pet back to the shelter if the owner is found
- Bringing the pet back to the shelter for surgery if the owner is not found
- Fostering in accordance to the [Dog Foster Handbook](#) or [Cat Foster Handbook](#)
- Found Foster - the pet that the Finder Foster brings to the shelter
- Actively - currently in the process
- CASS - Cabot Animal Support Services

Scope and Responsibilities:

This policy applies to all CASS staff and volunteers responsible for intakes.

Policy:

CASS employees and volunteers will onboard Finder Fosters using the following procedures

Finder Foster Eligibility:

To qualify as a Finder Foster and Found Foster, the community member and pet must meet the following criteria:

Finder Foster:

- must have completed the First 48 program
- must continue to actively look for the owner of the pet using the methods laid out on our [Found Pets](#) webpage
- must have filled out the [foster information form](#)

Found Foster:

- The Found Foster must have been found within Cabot city limits

Procedures:

If the finder would like to foster a found pet:

- The finder will need to fill out the [foster information form](#) in the lobby (can be done on the iPad or on a personal phone via the QR code)
 - The foster onboarding team will get in touch with the finder and explain the foster program.
- Add the finder as a person on the shelter software

- Schedule an appointment for them to bring the pet back for intake if the owner is not found
- Give them a copy of the foster handbook ([Dog](#) or [Cat](#))

At the conclusion of the First 48 program:

- The finder will be contacted to determine if they have been able to locate the owner and a staff member or volunteer will fill out the [After the First 48](#) form in accordance to their answer.
- The finder will bring the pet back for their scheduled intake appointment if they did not find the owner
- The pet will be intaken in accordance with intake protocol and issued a collar (martingale for dogs and breakaway for cats) with identification tag and a leash or carrier.
- Make sure the following is completed prior to sending the pet home:
 - Foster Finder fills out a [foster contract](#)
 - Copy the Foster Finder's drivers license
 - Place the original of the contract and copy of the drivers license in _____
 - Make sure the foster has all materials they need to foster. If not, issue them whatever they need and fill out the [Equipment Rental form](#).
 - Send them out the door!