**Application for Foster Care Program**

*For staff use only.*

Date Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home interview by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dog Trial:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved as FCP:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dogs 4 Diabetics has a diverse need for foster care providers for our canine partners.

We are therefore looking for an array of people with a variety of home environments.

Please fill out the following form as completely as possible. If your application is approved,

a D4D representative will conduct a home interview to further discuss the program with you.

Thank you for your interest in our Foster Care Program!

**Primary Care Giver:**      **Other household members and ages****:**

**Address****:**     **City/State/Zip:**

**Telephone:** **Home:**       **Email:**

**Work:**      **for(name):**       **Work:**     **for(name)****:**

Are you available for foster care year round, seasonally or other?

Are you primarily interested in short-term care (1-4 wks), long term care (4 wks and up), or open to either?

What is your experience in working/living with dogs?

Are you willing to use a dog crate? ………………………………………… [ ]  Yes [ ]  No

How many hours per day would the dog spend alone without people(average)?

Are you able/willing to take a dog to work with you? ……………………... [ ]  Yes [ ]  No

Where would the dog be when alone? ……………………………………. [ ] House [ ] Outdoors [ ] Garage/Other:

Do you have a securely fenced yard? …………. **[ ]  Yes** (Fence height:      ) **No** **[ ]**

Do you have an enclosed dog run? ……………... **[ ]  Yes** (Fence height:       ) **No** **[ ]**

Do you have a pool?………………………………….. [ ]  **Yes No****[ ]**

Please list any dogs currently in your home *or that you have had in the past*:

 Breed Age Gender Spayed / Neutered When Owned Kept In/Out/Both? What became of this dog?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|       |       |       | [ ]  Yes [ ]  No |       |       |       |
|       |       |       | [ ]  Yes [ ]  No |       |       |       |
|       |       |       | [ ]  Yes [ ]  No |       |       |       |
|       |       |       | [ ]  Yes [ ]  No |       |       |       |

List all other animals in or at your residence, if cats are they inside or outside?

Are you able/willing to take the dog on public outings while in your care as instructed? [ ]  Yes [ ]  No

Are you able/willing to transport the dog to and from our facility as needed? [ ]  Yes [ ]  No

Signed:      Date:

 **Please read and sign the following Volunteer Agreement.**

I have agreed to support the non-profit and tax exempt purposes of Dogs for Diabetics, Inc. (D4D), by helping and assisting with various activities in furtherance of the mission of D4D, and agree as follows:

I am undertaking these activities on an entirely voluntary basis, and I acknowledge I will receive neither financial compensation nor guarantee of placement of service dog for any services that I may perform for D4D. I agree to abide by all instructions, guidelines, policies and procedures presented to me by D4D staff or supervisory volunteers, whether in written documents or other means.

I understand that I am not authorized to represent D4D in any official capacity (i.e., in the news media, at public events or in the general public) without prior permission.

I agree to arrive on time for assigned volunteer work. In the event of an emergency or prior urgent commitment, I agree to give 24-hour notice to the Volunteer Services Manager. I understand that if I arrive for my work shift under the influence of alcohol or illegal drugs, or if I engage in any disruptive or inappropriate behavior, I will be asked to leave the premises and be terminated as a D4D volunteer. No personal use of donated items or D4D property is permitted without D4D’s prior approval. I agree to return to all items owned or provided by D4D, including all originals and copies of documents and electronic data, to D4D promptly upon termination of my volunteer services. D4D may at any time monitor and audit my use of its information systems, and I agree that I have no reasonable expectation of privacy with respect to my use of those systems.

If in the course of my activities for D4D, I receive or have access to information in any form that is of a secret, confidential or private nature with respect to D4D, its business, services, employees, clients or suppliers, I agree I will not, unless authorized in writing by D4D, disclose in any way (including over the Internet) to any unauthorized persons, or use for any unauthorized purposes, any such information at any time. I understand this is not intended to protect information already in the public domain or information that is demonstrated to have been developed independently.

D4D has my permission and the perpetual right (without prior notification or compensation of money, services or goods to me) to use, reproduce, display, broadcast, publish and distribute any and all photos or videos taken of me to promote D4D or to publicize any event. I understand and agree that all prints, film and negatives of such photos and videos are the sole property of D4D.

While D4D is concerned with the safety and well-being of its volunteers, I acknowledge that my activities for D4D may involve dealing with animals, using equipment, driving vehicles and other potentially hazardous activities, and that I am solely responsible for exercising caution and good judgment. I understand and voluntarily assume all risks of injury, loss or harm associated with these activities. On behalf of myself and anyone claiming by, through or under me, I forever release and discharge D4D and its agents, officers and employees from, and I forever waive, any and all claims, causes of action and liabilities of any kind in connection with any such injuries, loss or harm.

I authorize D4D to seek emergency medical treatment for me in case of injury, accident or illness. In the event that I do not wish D4D to seek emergency treatment for me, I can request a waiver of emergency treatment form. I understand that, in the event that I am injured or contract any illness while acting as an unpaid D4D volunteer, I am not covered by D4D’s worker’s compensation insurance or any other D4D employee benefit.

If I fail to abide by the terms of this agreement, I understand that I will be terminated as a D4D volunteer. I also understand that I may at any time be removed from my position as a volunteer at the sole discretion of the Volunteer Services Manager or any other D4D employee.

Name of Volunteer:       Date:

Signature:       Date:

Parental Signature:       Date:       (Required if participant is under 18 years old)

**The following extract from Dogs for Diabetics, Inc. (D4D) Policy and Procedures Manual is provided for**

**your information.**

**Code of Conduct Section 125**

D4D has been established to fulfill a mission that aids and uplifts the community through the training and

development of dogs to assist persons with a potentially life threatening disease. In performing these tasks,

D4D is committed to operate with high ethical standards, comply with laws and regulations and avoid any real

or perceived conflicts of interest. Additionally, D4D will also work to provide safeguards to its staff,

volunteers and dogs, to assure a safe, productive and positive experience in its training activities and other

associations. Of special importance, D4D is committed to provide a safe and uplifting environment to all

youth associated with the organization, either as placement candidates, volunteers or family members of foster

care or volunteers. The following principles have been listed to provide guidance to all staff, volunteers and

program participants:

**General Standards**

1. D4D will consider applicants for its medical alert dogs regardless of race, sex, religion, national origin

or any other categories protected by law.

2. D4D expects all persons to conduct themselves in a professional manner and to treat others with

respect, fairness and dignity. D4D will not tolerate harassment or discrimination in behavior,

comments, e-mail or other messaging that contributes to an intimidating or offensive environment. .

3. D4D aims to provide a safe experience to all, avoiding injury and illness due to factors within its

control. Staff and volunteers should be aware of any situations that may be harmful to others, and

work to resolve any situations that meet these objectives.

4. D4D will provide an environment free of Alcohol and Illegal Drugs. We expect staff and volunteers

to avoid using or being under the influence of alcohol, and to not use, possess, sell, provide or be

under the influence of illegal drugs, while working in any capacity at D4D activities. An exception is

allowed for the consumption of alcohol during non-business D4D social events.

5. D4D will protect and safeguard in prudent fashion, the assets and resources donated for its use. This

will include its dogs, cash, equipment and any other items provided for its use in fulfilling its mission.

Each of these resources will be managed with prudent controls and oversight.

6. D4D staff and personnel will interact with donors, sponsors and other program suppliers in a fashion

that avoids the appearance or intent of any unethical or compromising practice in their

communications, actions or relationship.

7. D4D staff will avoid actions that create the appearance or actual conflict of personal and

organizational interests.

8. D4D staff will demonstrate loyalty to the organization by following the lawful instructions of

management, using reasonable care and granted authority.

9. D4D staff and volunteers will handle confidential and proprietary information with due care and

consideration of ethical and legal requirements.

**Standards for working with Youth (below the age of 18)**

1. Any staff, volunteer, parent or other person with a history of any behavior that would indicate any

potential inappropriateness for interaction with youth may not interact directly with youth in an

instructional, advisory or supervisory capacity.

2. All youth must be supervised by a qualified adult.

3. Youth will not supervise other youth, without a qualified adult present.

4. Youth should not be worked with in private settings with a single D4D adult staff member or

volunteer. A parent, guardian or other adult should be present with the D4D staff member or

volunteer and the youth.

5. D4D will not permit or tolerate any inappropriate behavior towards any youth volunteer, placement

candidate or family member, including:

a. Any type of sexual activity

b. Abusive, harassing, intimidating, offensive or coercive language or behavior

c. Or the advocacy of any of the above.

6. D4D will consider the presence of very young children or infants, incapable youth handlers and nonfamily

children in the home, in foster care, day care or permanent placement decisions.

7. D4D dogs may not reside within a home containing a person that D4D staff determines presents a

danger to the dog, or may be endangered by the presence of a dog.

**Standards of Dress and Demeanor**

1. Dress should be appropriate to the activity being performed. Training of dogs and volunteers will

generally provide for casual dress, including jeans, shorts and T-shirts. Halter tops, or provocative

clothing of any type are not appropriate.

2. Appearances to groups in order to promote D4D and demonstrate the skills of its dogs, should

generally incorporate business casual dress. D4D logo’d shirts are appropriate for both training and

public appearances.

3. All inter-personal actions and communications, including language used in training and public

appearance should be appropriate to the circumstances and reflect positively on D4D, its staff and

volunteers.

**Policy for Reporting of Adverse Incidents or Complaints**

**The following policy is in place regarding the reporting of any adverse incidents or complaints**:

1. Any adverse incidents or complaints, involving staff, volunteers, placement candidates, graduates or

other members of the public will be reviewed by a committee of D4D senior management for

evaluation and resolution.

2. The incident or complaint should be reported in writing to the Executive Director. If the complaint

involves the Executive Director, the complaint may be reported to another officer of the corporation,

such as the President, Vice President, Treasurer or Chairman of the Board of Directors.

3. A record of each incident or complaint will be maintained and summaries provided to the Board of

Directors on a periodic basis.

**Acknowledgement:**

I have read the Code of Conduct and the Policy for the Reporting of Adverse Incidents or Complaints and

agree to abide by the standards that have been established.

Name:       Date:

**DOGS 4 DIABETICS**

**EXPECTATIONS OF FOSTER CARE PROVIDERS**

**OBJECTIVES:** Dogs 4 Diabetics (D4D) relies on its foster care providers to:

* nurture and love a foster care dog or puppy.
* provide the foster care animal with a safe home environment.
* keep the foster care animal healthy and safe.
* if prescribed, conscientiously treat the foster care animal with medications and procedures.
* keep the foster care animal under control through the use of approved techniques.
* when requested, return the foster care animal (sometimes within 24 hours) to D4D for appointment, permanent placement or to reunite with primary custodian.

**All D4D foster care providers are expected to:**

1. be approved for foster care through a process of training, application, home visit and a dog trial. After all information is reviewed, programs manager, foster care coordinator and/or foster care program leader will either approve or disqualify the applicant. Every applicant who undergoes the application process is not guaranteed approval.
2. schedule a home visit with the D4D foster care program leader or the programs manager. This requirement is for the safety and feasibility of dog care and management within the home. If the applicant is denied foster care status due to structural conditions in the home, D4D will give recommendations and the applicant can re-apply when conditions improve.
3. be a positive representative of D4D, and have your foster dog wear their D4D jacket when ever accessing the dog in public. (NOTE: care of the jacket is the foster providers responsibility and if lost there will be a $100 replacement fee)
4. have no convictions of animal abuse or neglect.
5. notify D4D two weeks in advance(if possible) if they wish to take the dog outside the bay area, D4D will need to approve. If approved, D4D needs to have a contact number and details of the trip.
6. attend a 80% of foster care training meetings for ongoing education purposes and socialization outings.
7. demonstrate reliability by returning phone calls and/or emails in the same day or within 24 hours, and picking up or dropping off a foster dog when requested.
8. within reason, a foster care provider should do everything in their power to commit to the estimated timeframe requested for a given dog. This commitment is required to minimize transferring the foster dog to many different homes.
9. transport the dog safely to and from D4D. Foster dogs should not be left alone in a car. Dogs may NOT be transported loose or on tie down/cross tie in the open bed of a truck or allowed to stick their head out of the window. *You may have heard controversy over the danger to children and animals with some passenger side airbags. In some incidences, accidents triggering these airbags have injured and even killed small children and animals. Although we do not have knowledge of any D4D dogs ever being injured, we advise having dogs that ride in cars that have front seat passenger airbags to lay on the back seat floorboards, the back seat if there is not adequate room on the backseat floorboards, or on tie-down on the passenger floor at a level which will be below an activated airbag.*
10. use D4D approved training and management techniques when working with or caring for your foster dog.
11. provide an environment free of dogs with a history of behaviors that could hamper the welfare or behavioral development of the foster care dog.
12. provide direct supervision when the foster care dog is with other dogs or young children.
13. keep the foster dog inside as a house dog, and do not allow the foster dog on furniture.
14. provide a safe and reasonable home environment free of harmful debris, toxic chemicals, or other potential hazards.
15. Fill out a foster behavior record and return to foster care program leader in a timely manner. Reports are due on the 1st of each month.
16. keep all pet companion animals current on their vaccinations and flea control and provide D4D with proof of vaccinations and flea control. Providers are given flea control for the foster dog.
17. keep the foster dog **on a leash, tie down, drag-line, or in an exercise pen (all require supervision) or in a crate** **(should always be used when dog is left unsupervised)** in the home for the **first two weeks of foster care**. Some dogs may require continued confinement after this time period, while others may be given limited freedom in the home as they demonstrate (by their behavior) that they are trustworthy in that environment.
18. put the foster dog on regular relieving schedule: Provide a method to care for and relieve the dog at least every 3-4 hours during the daytime. Dogs must be relieved on leash at all times.
19. feed and medicate the dog per D4D instructions.
20. be willing to house a variety of classifications of dogs with varying temperaments
21. be able to walk and control potentially large, active dogs on leash with use of a head collar.
22. keep foster dogs on leash in any unfenced (even remote) areas. Dog parks are considered potentially hazardous venues and are **NOT ALLOWED** for foster care dogs.
23. be willing to walk and exercise the foster dog on a daily basis.
24. leave the dog in a safe, harm free environment. When in the foster care provider’s backyard to relieve or play, the dog should be accompanied by the foster care provider in order to monitor the dog’s behavior and relieving habits. Dogs should not be left unsupervised in fenced yards. Foster dogs may be left alone in approved dog runs, unless the dog is vocal. If the dog is vocal, it will be necessary to crate the dog inside the home when unsupervised.
25. securely fence swimming pools, spas and other bodies of water to prevent unsupervised access by the dog. Do not leave dog unattended in the area. If the pool has a secure cover that an animal cannot get under if walked on, the pool is considered safe for a dog to be around.
26. provide **only** D4D approved toys (see current toy policy). Do NOT allow the foster dog to have access to rawhides, tennis balls, stuffed animals or squeaky toys – these toys can cause gastrointestinal obstruction and/or obsessive tendencies.
27. notify the foster care program leader of any behavior problems that arise.
28. notify D4D immediately in case of **EMERGENCY OR ILLNESS.** After-hours **emergency vet care** will be paid by D4D but **pre-authorization is required when possible**.If departure from home is immediate, the provider should call D4D from the emergency clinic for the on-call D4D vet to consult with the emergency clinic vet. **Life-saving measures do not need authorization** **prior to treatment**. The provider should call 925-246-5785 and follow the emergency directions on the message if no one answers.
29. not hold D4D liable for any damages to property that a foster care dog may cause. D4D requires that people who participate in our programs provide reasonable care and supervision of dogs in their care.

**Guidelines for individuals with multiple dogs:**

1. The total number of dogs allowed in any D4D foster care home will vary with each individual’s home situation. An appropriate dog will be placed in a home with other dogs.
2. Approval for more than one foster dog in a given household must be given by the foster care advisor or other qualified D4D staff person associated with the foster care program.

I have read and discuss the following expectations.

Name of foster applicant:       Date:

Name of D4D Staff Date:

***All applicants to foster care a D4D program dog must be approved by an authorized D4D staff person***.

Tetanus Waiver

Dogs4Diabetics feels it is important for all staff and volunteers to be current on their tetanus vaccinations, particularly if they will be handling animals. If a member of the staff or volunteer has questions about the tetanus vaccination he or she is encouraged to consult a physician, at his or her own expense, to decide whether or not to be vaccinated against tetanus.

I have read, understand and agree to the above. Furthermore, I release Dogs for Diabetics from all responsibility that may occur because of my not being vaccinated against tetanus. I understand that whatever decision I make regarding a tetanus vaccination is my own decision and is made at my own risk.

Name:       Date:

Parent/Guardian:       Date:

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