

Crest-Care Inc.
Chinese Crested Breed Rescue
POLICY AND PROCEDURE DOCUMENT
Revised May, 2009

I Policies

A. Membership

1. Board of Directors

The Crest-Care Board of Directors consists of a President, Executive Vice President, First Vice President, Second Vice President, Secretary and Treasurer. The board may create new positions in addition to those existing, should the need arise.

- a) President- Responsibilities include but are not limited to Rescue Liaison, ACCC Liaison, Membership Directory maintenance, and Fundraising.
- b) Executive Vice President- Responsibilities include but are not limited to Representative Application Coordinator, and Crest-Care I List maintenance.
- c) First Vice President- Responsibilities include but are not limited to Adoption Application Coordinator, Representative Map maintenance, and Fundraising Chairperson,
- d) Second Vice President- Responsibilities include but are not limited to Ebay Transactions, Assigning of Numbers to incoming rescues, and DNA List maintenance.
- e) Secretary- Responsibilities include but are not limited to taking Minutes/ filing Board Meetings, Written correspondence, and Website maintenance.
- f) Treasurer- Responsibilities include but are not limited to handling the receipt and disbursement of treasury funds, financial record keeping, and income tax preparation.

2. Coordinators

Each District of the United States and Canada has a Coordinator(s) who is responsible for the assigned area. A Coordinators duties include, but are not limited to:

- a) To help guide and direct Representatives within their district
- b) To be familiar with and abide by the Crest-Care Policies and Procedures, and to update Representatives within the district of any changes or additions.
- c) To be familiar with the appropriate Crest-Care Inc. Forms (i.e....Prospective Owner Application, Adoption Contract, Representative Application, Release Form etc...)
- d) To keep in contact with the Adoption Application Coordinator as to which applicants are approved or denied to adopt a Crest-Care dog.
- e) To make the Rescue Liaison aware of any dog within the district that comes into rescue.
- f) To coordinate rescues within the district (i.e.....arrange transportation, foster care etc.. with the Rescue Liaisons help if needed).
- c) Screening applications (i.e....Prospective Owner Application, Representative Application) in a timely fashion.
- d) To make the Board of Directors aware of any dog within the district that is in need of veterinarian care in excess of \$250.
- i) To support the cause of Crest-Care inc. to the general public.

3. Representatives

Representatives make up the general membership of Crest-Care Inc. Their duties include but are not limited to:

- a) To be familiar with and abide by Crest-Care Policies and Procedure.
- b) To determine their level of involvement in rescue (i.e. helping with

- transportation, fundraising, fostering, etc...).
- c) To assist their area Coordinator whenever possible in all facets of rescue.
- d) To communicate with their District Coordinator and provide information as requested.
- e) To not hesitate to contact their District Coordinator or Crest-Care Board of Directors if they have any questions and/or concerns. (i.e....Prospective Owner Application, Adoption Contract, Representative Application, Release Form etc...)
- f) To support the cause of Crest-Care inc. to the general public.

B. Rules of Conduct

All members of Crest-Care Inc. agree to abide by our Constitution and Bylaws as well as Policy and Procedure. All members will be respectful of other members and put the welfare of Crest-Care Inc. and its dogs FIRST and FOREMOST. Members agree to respect the confidentiality of adopters, those surrendering a dog, member information and the crest-care1@yahoogroups.com list. Members agree to abide by their state and local laws governing dog rescue.

1. Sanctions

- a) Any member found to be acting in a manner contrary to Crest-Care Inc. Constitution, Bylaws, or Policy and Procedure Document can be sanctioned in a manner deemed appropriate by the Board of Directors, as per the Crest-Care Inc. Constitution/ Bylaws.

2. Expulsion

- a) Any member may be terminated by expulsion as determined by the majority of the Board of Directors of the Corporation with or without reason as deemed that member is not upholding the Articles of Incorporation, Mission Statement, Constitution/Bylaws, Policies and Procedure, or charges of animal cruelty/ inhumane treatment of animals

C. Rules and Regulations

1. Financial Aspect

- a) Adoption Fee

Our adoption fee schedule consists of a sliding scale based on the dogs approximate age....

 - Dogs determined to be under 1 year of age, adoption fee \$350.
 - Dogs determined to be between the ages of 1-3 years of age, adoption fee \$300.
 - Dogs determined to be between the ages of 4-6 years of age, adoption fee \$275
 - Dogs determined to be 7 years of age and older, adoption fee \$225

will be collected prior to, or at time of rehoming. The funds will be immediately sent by the foster family directly to the Crest-Care Inc. President..
- b) Vetting

Crest-Care Inc. will be responsible for all approved veterinary care of Crest-Care Inc. dogs. Any veterinarian care above \$195 but less than \$251, MUST have prior approval from the Coordinator in charge of that dogs district. Any veterinarian care in excess of \$250 MUST have prior approval from the Crest-Care Inc. Board of Director's. (amt is per the duration the dog is in foster care- not per veterinarian visit)
- c) Fundraising

Any members interested in helping with fundraising should contact the First Vice President.
- d) Donations

Any/all donations should be sent directly to the Crest-Care Inc. Treasurer.
- e) Shelter Fees

Crest-Care Inc. will pay customary shelter fees associated with the rescue of a Chinese Crested in need.
- (f) Reimbursement for Expenditure: All bills for reimbursement should be submitted as soon as possible after the procedure/expenditure. Bills not submitted within 30 days will be considered a donated by the member, or will need Board of Director approval for payment. Representatives

are not authorized to cash or retain adoption fees to offset expenses unless authorized in advance by the board of directors.

Legal Aspect

- a) Working with other groups
It is Crest-Care Inc. policy to work with all reputable rescue organizations and individuals to help Chinese Cresteds in need.
- b) Incoming Dogs
All incoming dogs must be accompanied by a Crest-Care Inc. Owner Release Form unless the dog is from a shelter. Crest-Care Inc. will not take in any dog that is under contract to be returned to its breeder.
- c) Fostering
It is required by Crest-Care Inc. that in order to foster a dog, one must be a member in good standing and able to provide for the safety and well being of a Chinese Crested placed in their care. One must be able to provide a foster dog with a safe, clean environment, proper food, exercise, training and veterinary care. One must be familiar with the breed, and able to evaluate temperament. One must be willing and able to keep accurate records and communicate with the area Coordinator and the Crest-Care Board of Directors.
- d) Transporting/ Shipping
Only Crest-Care Inc. members or approved volunteers may transport a Crest-Care Inc. dog. All Crest-Care Inc. dogs that are being transported must have on a collar with the phone number of a Crest-Care Inc. member and be restrained for their safety, either through being crated or the use of a safety harness (no exceptions). A leash should travel with all dogs being transported as well. Adopters are responsible for all shipping fees if a dog is flown. Crest-Care Inc. will pay for shipping of dogs within our organization when needed for foster care, at the discretion of the Board of Directors..
- e) Adoption
Dogs are available for adoption to all citizens of the United States and Canada who are 21 years of age or older, who apply for adoption, pass the screening process and home visit.
- f) Transferring to another Rescue
Transfers of Crest-Care Inc. Dogs to other rescue organizations can be done at the Board of Director's discretion. A Transfer Form will be provided by the Board and must be completed by the member transferring the dog. The signed form MUST be returned to the President of Crest-Care Inc..
- g) Owner Returns
In the event a dog comes into Crest-Care Inc. as a stray, from a shelter, or directly from its previous owner, and the previous owner requests return of the dog, if the dog has NOT been rehomed, the dog may be returned at the discretion of the Crest-Care Board of Directors (veterinarian reference and home visit screenings passed). In this event the owner is responsible for any investment Crest-Care has in the dog, and will arrange and pay for transportation in a timely fashion.
- g) Breeder Returns
In the event a dog comes into Crest-Care Inc. and the breeder is identified by way of microchip, tattoo, or AKC papers the Crest-Care Inc. Board of Director's is to be notified. The board will then contact the breeder to see if they would like Crest-Care to confidentially place the dog, or if they would like the dog returned. In the event they want the dog returned they will be required to provide the Board of Directors with their veterinarian information, and have a home visit conducted. If the dog is to

be returned they will also be responsible for reimbursing Crest-Care Inc. for any investment Crest-Care has in the dog, and will arrange and pay for transportation back to the breeder in a timely fashion.

D. Education

It is the responsibility of each Crest-Care member to provide education about the Chinese Crested Breed. This includes but is not limited to shelters, individuals that own a Chinese Crested and seek assistance with a dogs care, as well as the general public when appropriate.

E. Crest-Care Documents

Members are required to be familiar with, and use Crest-Care Inc. Documents and Forms. This includes but is not limited to the following documents: Owner Release Form, Prospective Owner Application, Representative Application, Adoption Contract, Crest-Care Record Keeping Form.

II Procedures

A. Education

Crest-Care members are encouraged to provide education about the Chinese Crested Breed, in order to ensure the integrity of the breed.

1. Shelters

- a) Members are encouraged to provide shelters they contact with a letter of introduction, explaining Crest-Care Inc., and the manner in which they are available to help shelters in assisting those in need (sample letter of introduction is in the files area, for member use if desired).
- b) Members are encouraged to educate shelters in the different variations within our breed, and their special needs, in order to assist shelters in being able to identify, and care for our breed.
(variations within our breed can be seen at the crest-care.net website)
- c) Members are encouraged to request that shelters supply those that adopt Chinese Crested's, directly from the shelter, with information on Crest-Care Inc., so that those who adopt can reach us with any questions they may have about the breed.
- d) Members are encouraged to keep a list of shelters they contact, and to recontact them often, as the rate of employee turnover can be high.

2. Owners

- a) Members are encouraged to help Chinese Crested Owners with questions they have regarding care of the breed.

3. Public Events

- a) Members are encouraged to attend rescue events within their area when possible, so as to take advantage of an opportunity to educate the general public about Crest-Care Inc., Chinese Crested Breed Rescue, as well as to make contact with other local canine rescue groups.

B. Locating a Chinese Crested In Need

It is the responsibility of each Crest-Care member to help locate Chinese Crested's in need of rescue. Crest-Care Inc. will NOT purchase dogs in order to get them out of a perceived unhealthy situation, as this promotes the market for additional Chinese Cresteds. If the situation is perceived as dangerous for the dog, and the legal owner of the dog is unwilling to turn the dog over to rescue, then the authorities should be contacted by the member, to be made aware of the situation. Members of Crest-Care Inc. will not misrepresent themselves in order to

obtain a dog that is perceived as in an unhealthy environment (excluding any private individual rescues where Crest-Care Inc. is not represented. Crest-Care Inc. will follow all civil and local laws to protect both dogs and the parties concerned.

1. Newspapers

- a) Members are encouraged to check their local newspapers often in an effort to locate any Chinese Cresteds in need of rehoming
- b) Members are encouraged to offer to take the dog into Crest-Care Inc. if there is no charge for the dog, and a foster home is available.
- c) Members are encouraged to make any advertisers selling a Chinese Crested Dog aware of Crest-Care Inc., and offer to take the dog into rescue should they be unable to sell the dog. Members should also encourage the advertiser to carefully screen any persons coming forward to purchase the dog, in an effort to prevent the dog from possibly being purchased by a puppy mill for breeding purposes. (Members need to seek and receive veterinarian information on the dog- and notify their Coordinator so we can ascertain the health and temperament of the dog)

2. Internet Mail

- a) In the event one is e-mailed information concerning a dog needing rescue, one is to contact their area Coordinator , as well as the Crest-Care Inc. Rescue Liaison to make them aware of the dog.

3. Internet Rescue/Adoption Sites

- a) Members are encouraged to check Internet sites that list dogs in shelters available for adoption.
- b) Members are encouraged to write to any shelters that have Chinese Crested's listed, especially if they are kill shelters. Members should copy their area Coordinator and the Crest-Care Liaison in on the letter.

4. Local Shelters

- a) Members are encouraged to keep in contact with their local shelters so they are more likely to be contacted in the event that a Chinese Crested arrives at their shelters.

C. Transporting Dogs

Members are encouraged to ask for help transporting when needed, and to participate in transporting, Chinese Crested in need when possible. Members MUST make provisions for safe transport of the dog (collar, leash, water, crate). Members transporting dogs into Crest-Care Inc., are responsible for securing as much information about the dog as possible. In the case of an owner turning a dog over to Crest-Care Inc. the member transporting the dog MUST secure a signed copy of the CREST-CARE OWNER RELEASE FORM. Members are responsible for KNOWING and FOLLOWING all transportation protocol (found in the file area of crest-care1)

1. Incoming Dogs

- a) Members who transport are responsible for securing as much information as possible about the dog (veterinary records, temperament etc.)
- b) With the exception of dogs coming to rescue directly from a shelter, ALL incoming dogs MUST be accompanied by a signed Crest-Care inc. Owner Release Form.

D. Shipping Dogs

Shipping of a Crest-Care Inc. dog by air is supported when it is found to be in the best interest of the particular Chinese Crested in need. This includes, but is not limited to dogs that need to be shipped by air to a foster home, as well as dogs being flown to their adoptive homes.

1. Shipping dogs to their adoptive homes

- a) When the foster determines their dog is a candidate for shipping by air, it is the fosters responsibility to make all shipping arrangements. Direct flights are preferred. The person adopting the dog is financially responsible for all costs

involved in the shipping. This includes the cost of the flight, the health certificate, and the crate. If the foster chooses to use their own crate the adopter is responsible for shipping it back to the foster.

- b) The person adopting pays ALL COSTS associated with shipping of the dog directly to the foster shipping. The costs are not to come out of the Crest-Care Treasury.
- c) In the event a dog is shipped and the adoption does not work out, Crest-Care Inc. will NOT reimburse the adopter any shipping fees or costs that the adopter incurred.

2. Shipping rescue dogs to Crest-Care Inc.

- a) In the event that a dog in dire need of rescue is located, and no foster home within the membership exists within a reasonable driving distance, the Board of Directors will determine if it is financially possible for Crest-Care Inc. to pay any fees directly associated with shipping the dog to the nearest member able to foster. This is after all attempts to arrange for the dog to be taken in by another rescue organization has failed. If the funds exist Crest-Care Inc. will immediately reimburse the member shipping the dog. In the event the funds do not exist the member shipping will be reimbursed when the dog is adopted, or sooner if funds become available.

3. Shipping dogs within Crest-Care Inc.

- a) In the event a dog within Crest-Care Inc. needs to be shipped to another member able to foster the dog until it is adopted, Crest-Care Inc. will pay any fees directly associated with shipping the dog.
- b) The Member who is in possession of the dog should bring the reason for the need of transfer to another member, to the direct attention of their area Coordinator and the Crest-Care Board of Directors. Every effort will be made to transfer the dog to another foster home that does not involve shipping. This includes but is not limited to seeking out reliable, reputable, volunteers outside of Crest-Care Inc. that are willing to help with transportation.
- c) In the event that a foster home is not located within a reasonable distance, and transportation via land cannot be arranged, the dog will be shipped to the nearest foster home able to take the dog. The Crest-Care member transferring the dog, will contact the Treasurer so they can make the necessary financial arrangements.

E. Veterinary Care

It is the policy of Crest-Care Inc. to provide each dog within our organization with veterinary care consisting of, but not limited to altering, Rabies and DHPP inoculations, fecal check, heart worm check and heart worm preventative, as well as a dental cleaning if needed. Fosters are authorized to spend up to \$195. for the above services. Any additional medical care needs prior approval of the area Coordinator's or the Crest-Care Inc. Board of Directors. Coordinator's can authorize veterinary care up to a total of \$250.

Any veterinary care over \$250 requires prior approval of the Board of Directors, with the exception of a life or death emergency. In the event of a dog needing emergency care the representative should seek immediate veterinary assistance for the dog (cost limited to \$500, if a Board of Directors has not authorized further treatment. The Representative should apprise a Crest-Care Board of Directors and their area Coordinator of the situation as soon as possible. In Trauma situations (i.e. a broken leg) the dog should be treated for comfort only, until the Board of Directors, the Representative and the attending Veterinarian can discuss, and decide on the proper course of action in regard to treatment. No Crest-Care Inc. dog is to be euthanized without the prior approval of the Crest-Care Inc. Board of Directors, unless the attending veterinarian deems that the dog is in severe pain, and that the illness or injury is untreatable.

1. Arranging Veterinary Care

- a) Members are encouraged to seek affordable veterinarian care.
- b) Members fostering should make every attempt to obtain as much information and documentation on the dog as possible, including asking for and calling the surrenders

veterinarian for inoculation and health records for the dog, PRIOR to taking the dog into rescue.

- c) If there are no veterinary records for an incoming dog, and the identity of the veterinarian cannot be established, then the dog will be inoculated for Rabies and DHPP, regardless of any verbal assurance from the previous owner that the dog is up to date on inoculations.
- d) Members are encouraged to contact their veterinarian as soon as possible to arrange for an appointment for a dog in their foster care.

2. Standard Veterinary Visit

- a) If deemed appropriate by the attending veterinarian the foster dog should be inoculated (see schedule of inoculations in file area at crest-care1), fecal and heart worm checked and teeth inspected during the first veterinary visit, unless the dog is not well enough to be inoculated, or paperwork exists to show that the dog is up to date on the above veterinary care. An appointment should be made during the first visit to have the dog altered if intact. Once the heartworm test comes back negative the dog should be placed on heartworm preventative medication as soon as possible. In the event the veterinarian feels the dog requires additional veterinary services the foster is to ask for an estimate of what the services will cost. Representatives are authorized to spend up to \$195 total, per dog for veterinary care during their duration in rescue.
- b) If veterinary care will be in excess of \$195, but less than \$251, the Representative is to contact their area Coordinator for permission to have the services performed. If the total of veterinary care will be in excess of \$250 the Representative must contact the Crest-Care Inc. Board of Director's for authorization to have the services performed.

3. Emergency Veterinary Care

- a) In the case of a medical emergency the foster is to seek IMMEDIATE veterinary care for the dog .
The foster is to notify their area Coordinator and the Crest-Care Inc. Board of Director's of the emergency as soon as possible, after seeking veterinary care to stabilize the dog, and treat the dog for pain., so that treatment can be discussed with the attending veterinarian PRIOR to treatment beginning. In the event the attending veterinarian deems the situation a life or death one, and recommends treatment be started immediately, in order to save the dogs life, and the Representative attempts to, and is unable to reach a member of the Crest-Care Board of Director's, they should have the dog treated (limited to \$500 until a member of the Crest-Care Board authorized additional funds) .
In the case of a medical emergency, involving trauma, that is NOT life threatening the foster is to seek IMMEDIATE veterinary care for the dog. In Trauma situations (i.e. a broken leg), the dog should be treated for comfort only, until the Board of Director's, the Representative, and the attending Veterinarian can discuss, and decide on the proper course of action in regard to treatment.

4. Euthanasia

- a) ONLY In the event an attending veterinarian determines that a foster dog is in severe pain due to an injury or illness that is untreatable, the foster has the authority and responsibility to have the dog humanely euthanized.
If a Crest-Care Inc. dog is not in severe pain due to an untreatable injury or illness, the dog is NOT to be euthanized without prior approval of the Crest-Care Inc. Board of Director's.

F. VETERINARIAN REIMBURSEMENT/PAYMENT

It is the policy of Crest-Care Inc. to reimburse members for all authorized veterinarian care performed on Crest-Care Inc. dogs when the proper paperwork has been submitted. Paperwork should include an itemized veterinarian statement for services rendered with the name and number of the foster dog, as well as the name of the Crest-Care Representative. Reimbursement will be made prior to the dog being rehomed if funds exist in the Crest-Care Inc. Treasury. In the event funds do not exist, reimbursement will be made as soon as possible, after the dog has been rehomed and the adoption fee has been collected.

1. Reimbursement to Members

- a) Members should submit all itemized receipts for authorized veterinary services, directly to the Crest-Care Inc. Treasurer for reimbursement, after making a copy for their own personal

records. The name and number of the foster dog as well as the Representative must be included on the receipt.

G. Direct Payment to the Veterinarian

Direct payment to the attending veterinarian can be made for approved veterinary services when the Treasurer is in possession of the invoice (dogs name, number, members name on the invoice), the funds exist within the Crest-Care Inc. Treasury, and the veterinarian is willing bill Crest-Care Inc. Note: It is the MEMBERS responsibility to inform the Treasurer of the date of service, foster dogs name, number, veterinarian information , total for services and that payment is to be made directly to the veterinary office.

H. FOSTERING

It is required by Crest-Care Inc. that in order to foster a dog one must be a member in good standing and able to provide for the safety and well being of a Chinese Crested placed in their care. One must be able to provide a foster dog with a safe, clean environment, proper food, exercise, training and veterinary care. One must be familiar with the breed, and able to evaluate temperament. One must be willing and able to keep accurate records and communicate with the area Coordinator and the Crest-Care Board of Director's in regard to the dogs care and general well being. One must have a love and respect for the breed as a whole, and be able to make a commitment to care for a dog in their foster care until the dog is rehomed. One must have a fenced in yard, or provisions in place for the safety of the dog when exercising and eliminating waste (i.e....walking the dog on a leash). At no time may a foster be tied or chained to a stake, line, or structure for the purpose of exercise or elimination. Electronic/invisible/underground fencing is not permitted.

Fosters must be able to place the best interest of the dog first and foremost at all times. Fosters must be able to make arrangements for transfer of a dog in their care to the adopting home. Fosters must be committed to following up on the dogs progress once they are placed, and to provide the Crest-Care membership with updates on how the dog is doing, over the course of its first year in its new home. Fosters have final say in regard to which APPROVED home their foster is adopted out to.

1. Volunteering to foster a Chinese Crested

- a) Members should communicate to their area coordinator their ability and willingness to foster dogs in need (long and/or short term foster).
- b) Members should communicate their ability and willingness to foster a specific dog, when a foster home is sought, via the crest-care1@yahoogroups.com list.
- c) Members MUST NOTIFY the Crest-Care Inc. Rescue Liaison when they obtain a dog. They are encouraged to provide the Liaison with as much information on the dog as possible, and send in the Release Form they collected in the event the dog was surrendered by a private person or rescue. If the dog was released from a shelter the shelter paperwork will suffice, and should be sent to the Liaison. (Rescue Liaison is the Crest-Care Inc. President)

2. Caring for the Chinese Crested

- a) Members should obtain as much information as possible about the dog, including any veterinary records. In the event that the dog's breeder can be positively identified (microchip, tattoo, AKC papers, or contract) the foster is to immediately contact the Crest-Care Board of Director's. The Board of Director's will notify the breeder that a dog of their breeding is in rescue and will make them aware of our Breeder Return Policy.
- b) Members must obtain and keep on file a signed copy of the CREST-CARE INC. OWNER RELEASE FORM, and send the original to the Crest-Care President (the only exception is a dog coming into Crest-Care Inc. directly from a shelter, or directly to the member as a stray).
- c) Members should make an appointment for veterinary care as soon as possible after obtaining a foster. All dogs must be up to date on inoculations, heart worm checked, fecal checked, placed on heart worm preventative and altered prior to placement. Members should keep an itemized copy of all veterinary care.
- d) Members should ensure that while in foster care the dog is maintained in an adequate manner so as to maintain good health, well being, and appearance.
- e) Members should communicate any medical problems to their area Coordinator and the Crest-Care Board of Directors.
- f) Members are encouraged to seek assistance for any behavioral issues that they need

assistance with. They are encouraged to ask their Coordinator, the Crest-Care Board of Director's and the general membership for assistance if needed.

- g) Members are required to keep a file on each foster dog consisting of **COPIES** of the Owner Release Form or shelter paperwork, all veterinary receipts, and the Adoption Contract.
- h) Members are encouraged to assist their area Coordinator and other Coordinator's within Crest-Care Inc. when asked, with screening Prospective Owner Applications, so that the dog in their care will be adopted out to an appropriate home where the Chinese Crested will thrive.
- i) Members are to keep the identity and location of the person releasing the dog, and adopting the dog confidential, with the exception of their area Coordinator, the Crest-Care Inc. Board of Director's and the Rescue Liaison.
- j) Members are encouraged to join the crest-care1@yahoogroups.com list when possible.
- k) Members are to provide a description of their foster, along with a photograph so the dog can be listed for adoption at the Crest-Care Website within 30 days of obtaining the dog. If there are extenuating circumstances on why the dog should not be listed, notify the Board of Directors.

I. ADOPTION APPLICATION PROCESSING

All persons interested in adopting a dog must fill out and submit the Crest-Care Inc.

Prospective Owner Application Form either via USPS mail or electronically. The Adoption Application Coordinator must have a copy on file of all applications. The area Coordinator or designated Representative is responsible for screening the application. The screening must consist of telephoning the applicant's

veterinarian (if the applicant has ever owned an animal), as well as their personal references. If the applicant passes the veterinarian screening protocol and their personal reference is positive, then the applicant should be told that they are approved to adopt A dog, PENDING their passing a home inspection. They should also be told that the home visit will be

conducted when a suitable dog is located. If assistance is needed in locating a member to conduct the home visit, that need should be communicated to the general membership via the crest-care1@yahoogroups.com list. In the event there isn't a member close enough to conduct the home visit an appropriate volunteer outside of the organization will be sought by the Area Coordinator in accordance with Crest Care standards. Approved homes

(pending a home visit), should be posted to the Crest-Care list, in an effort to locate a dog that may be a suitable match to the applicant.

J. ADOPTION

All Crest-Care Inc. Dogs must be up to date on inoculations, heartworm tested negative, and altered PRIOR to adoption. Only through full disclosure to the potential adopter should a Chinese Crested with health problems, or behavioral problems be placed. A dog that is a KNOWN BITER, OR THAT HAS AGGRESSIVE TENDENCIES SHOULD NOT BE ADOPTED OUT. If a dog is an aggressive biter the area Coordinator and Crest-Care Board of Director's should be notified, so that together with the foster they can determine what the appropriate course of action is for the particular dog.

Individuals interested in adopting MUST fill out and submit the Prospective Owner Application. In order for an applicant to be approved to adopt, their Prospective Owner Application must pass the screening conducted by a District Coordinator or appointed Representative of Crest-Care Inc. Their veterinarian must be contacted and information received must meet the screening requirements set forth by Crest Care Inc. The Applicant

must also have a home visit conducted by a Crest-Care member or appointed volunteer. NO CREST-CARE INC. DOG WILL BE ADOPTED OUT TO A HOME THAT HAS NOT BEEN VISITED AND PASSED INSPECTION BY A MEMBER OR APPOINTED VOLUNTEER. Foster homes have final say as to which approved applicant the dog in their care is adopted out to. Adopters must be financially capable of providing proper care for a rescue dog for the remainder of the dogs life. Adopters must have general knowledge of the breed, or willingness to learn through a Crest-Care representative.

Adopters must provide proper diet, routine medical care, vaccinations, and have proper equipment (i.e. leads, collar, clothing, crate of proper size, toys etc.). Adopters must sign the Crest-Care Adoption Contract, and keep a copy for their own personal records. Adopters must maintain all requirements on the contract as agreed. Adopters must pay the scheduled adoption fee, and any fees associated with

shipping the dog, should the dog need to be shipped. In the event the adopter can no longer keep a dog they MUST contact a Representative of Crest-Care Inc., so that the dog can be returned to Crest-Care. In the event the dog needs to be shipped to a Representative, expenses incurred will be the responsibility of the adopter. UNDER NO CONDITION IS A CREST-CARE DOG TO BE PLACED INTO ANOTHER HOME WITHOUT THE WRITTEN CONSENT OF THE CREST-CARE BOARD OF DIRECTORS.

1. Foster Responsibilities

- a) The foster is responsible for having the approved applicant fill out and sign the CREST-CARE ADOPTION CONTRACT, once they have fully explained the contract to the applicant. Fosters are encouraged to seek assistance from their Coordinator if needed. The ADOPTION CONTRACT MUST BE SIGNED AND IN THE POSSESSION OF THE FOSTER PRIOR TO THE DOG BEING PLACED. Two copies of the contract should be made. One is to be submitted to the President of Crest-Care Inc. and the other to the adopter.
- b) The foster is responsible for collecting the adoption fee PRIOR to the dog being shipped, or UPON DELIVERY of the dog if they are transporting the dog to the adopters home. UNDER NO CIRCUMSTANCES IS A DOG TO BE REHOMED WITHOUT THE ADOPTION FEE BEING COLLECTED PRIOR TO, OR AT THE TIME OF REHOMING.
- c) The foster is to provide the adopter with any records in their possession concerning medical care provided, and vaccination records., with the exception of any records that identify the previous owner of the Chinese Crested. Any registration papers are NOT to be presented to the adopter.
- d) The foster is responsible for letting the Crest-Care Inc. President and the Rescue Liaison know that a foster dog in their care is being rehomed.
- e) The foster is responsible for sending the Crest-Care Inc. President a copy of the foster dogs paperwork consisting of : Crest-Care Inc. Owner Release Form, or shelter paperwork, any registration papers that came with the dog, and a copy of the Adoption Contract.
- f) The foster is responsible for sending the adoption fee DIRECTLY to the Crest-Care Inc. President. The name and number of the dog, and the foster should be included with the payment.
- g) The foster is responsible for keeping a copy of the following paperwork for each dog that they have had in their care: Owner Release Document, or shelter paperwork, veterinary receipts, Adoption Contract.

h) Adoption Follow Up

- a) The foster is responsible for contacting the adopter on a regular basis to make sure that the dog is adjusting well to its new owner and environment.
- b) Fosters are encouraged to update their Coordinator, the Board of Director's, as well as the general membership on the dogs progress during the first year of its adoption, and thereafter when the opportunity presents itself.
- c) It is the responsibility of the foster to notify their Coordinator, and the Crest-Care Board of Director's of any problems the dog is having in it's new home, so that a solution to the problem can be sought.

