

OVERVIEW FORMS/PROCEDURES FOR RESCUERS

Immediately when you get the dog in your possession,

- Scan the dog for a microchip. Make sure you scan all over - sometimes there is more than one chip. Contact your Regional Advisor with the number if you find a chip.
- Take pictures from both sides and of the face and forward them to the Webmaster for posting on the Web Site
- Contact WRAP Treasurer for a WRAP Rescue number. All dogs taken into WRAP will be assigned a number which will follow the dog on all paperwork. This number must appear on all forms and on all receipts for which reimbursement is requested.

For each Rescue Dog you must have:

1. SIGNED OWNER INTERVIEW & RELEASE FORM
2. SIGNED WRAP RELEASE OF VETERINARY INFORMATION
3. SIGNED NEW OWNER APPLICATION
4. SIGNED ADOPTION AGREEMENT AVID MICROCHIP REGISTRATION FORM completed with new owner's name as contact one, rescuer's name as contact two and Barbara Henderson's information as Veterinarian
5. CHECK FOR THE ADOPTION FEE MADE PAYABLE TO WRAP.

When the dog goes to his new home you will need to provide a packet of information which should include:

1. Written profile of the personality of the dog while in foster, observations of the foster parent, etc
2. Health information, feeding information
3. Background information on where the dog came from, how he came into rescue, etc.
4. Collar and leash provided by WRAP from Northwind Designs

Reimbursement for Expenses

If you are requesting reimbursement for out of pocket expenses, you must submit receipts for each item to the WRAP Treasurer. These can be sent in either when the dog is placed or at any time while the dog is with WRAP. Automatically approved expenses are listed in the Policies and Procedures. Any expenses beyond those listed must have prior approval by your Regional Advisor/WRAP Treasurer or WRAP Board Member. A copy of the pre-approval e-mail must accompany the request for reimbursement. When requesting reimbursement for mileage you must provide the Started from physical address as well as the destination physical address.

Home Visits

While we provide a form for home visits, we do not require they be done if, in the opinion of the rescue volunteer, such a visit is not necessary. Cases where a home visit may not be needed: rescuer has personal knowledge of the adopting family, adopting family has previously adopted from WRAP successfully, etc. If the rescuer is unsure of whether or not a home visit needs to be done, they should contact their Regional Advisor.

Importance of keeping contact information up to date

From time to time it is imperative that rescuers can be reached quickly to address an emergency situation. Therefore it is important that any changes in information be given to

1. the webmaster
2. your regional advisor
3. other rescuers and breeders in your area with whom you regularly coordinate rescue efforts and information

Timely Response

It is also important that Rescuers respond quickly to a request to turn a dog into WRAP, a lost dog, a dog in a shelter or a stray dog. While immediate response is wonderful, it is *expected* that all inquires will be answered *and acted upon* within 24 hours. If you cannot do so, it is your responsibility to immediately contact your regional advisor and hand the issue over to them.

Rescuers who, for whatever reason, do not respond or who consistently hand off problems in their area will be removed from the official published rescuer list. Their help is still valuable but those who are on the published list must be able and willing to quickly react to address rescue issues.