Case manager duties

- Make contact with foster parent so you have each other's phone numbers and e-mail.
- Make sure that your foster parent knows that you are there for them. You should be the first person they come to if any issue arises. If you need help, then contact another foster parent. If that still leaves you needing help.
- Make sure they sign up for Yahoo Group, they can do so by emailing: gratefuldogs-subscribe@yahoogroups.com
- Let them know that once the dog is settled a bit, please make a vet appointment for a wellness check and for any concerns they may see (ie loose stools, vomiting, limps, missing vaccines or microchip). Suggest the vet we use that is most convenient for the foster and call the vet to approve the vet appointment and give background on the dog, i.e. vaccine dates.
- Once the vet check is done and the foster parent feels they have a good idea of the dogs likes/dislikes, needs, etc, the dog can be posted. Use 4-6 nice photos (at least one head shot and one full body shot, outdoors is best) and bio and get them posted. The bio should include the dogs age and weight, concentrate on the good but mention the bad, suggest what the foster dog needs for their home. If you are going to require something, like another dog in the home, say so.
- Post on RescueGroup. Once the dog's status is changed to "available" their post will go live.
- If your foster parent is proactive and wants to make changes on his or her own, they can have a foster parent account.
- Once applications come through, you and your foster parent should work together to find the right home for the dog. Every application has to be replied to in a timely manner (within 48 hours).
- If process is slow, keep in touch with foster every week or 2 to check how the dog is doing. Encourage them to take new photos to fresh up the post. There are some ideas here: http://www.gratefuldogsrescue.org/promote-your-foster.html
- Steps for adoption:
    - Meet and greet with whole family including other pets
    - Home check
    - Signed adoption agreement, we need something signed before the dog is left in the new home
    - Donation payment
- Move dog to "Pending" in database, fill in adopter info, send check to accountant, scan adoption agreement and attach to dog's RescueGroup page as a file.