VERNON COUNTY HUMANE SOCIETY

www.vchumane.org

POLICIES PROCEDURES AND OPERATIONS

for the

Vernon County Humane Society, Inc.

February 2006
TABLE OF CONTENTS

Section I: General Operations ................................................................. 3
Section II: Intake of Animals ................................................................. 3
Section III: Feeding Dogs ................................................................. 8
Section IV: Medicating Dogs ................................................................. 8
Section V: Cleaning Inside Dog Kennels ............................................. 9
Section VI: Cleaning Outside Dog Runs and Yard ............................... 10
Section VII: Feeding Cats ................................................................. 11
Section VIII: Medicating Cats ............................................................. 11
Section IX: Cleaning Cat Cages .......................................................... 12
Section X: Placement of Animals ......................................................... 13
Section XI: Referral Services ............................................................... 16
Section XII: Grooming ........................................................................ 17
Section XIII: Payment of Fees ............................................................. 17
Section XIV: Lost and Found ................................................................. 17
Section XV: Mandatory Spay and Neuter ............................................ 19
Section XVI: Special Requests ............................................................. 19
Section XVII: Animal Rescue and Control .......................................... 19
Section XVIII: Natural Disasters .......................................................... 19
Section XIX: Quarantined and/or Dangerous Animals .......................... 20
Section XX: Animal Bites; Injuries at the Shelter .................................. 21
Section XXI: Volunteers ................................................................. 21
Section XXII: Employment ................................................................. 24
Appendix A: Copy of Intake Log Sheet ............................................................. 26
Appendix B: Copy of Animal Intake Form ....................................................... 27
Appendix C: Copy of Cage Card ................................................................. 28
Appendix D: Copy of Animal Surrender Agreement ..................................... 29 & 30
Appendix E: Copy of Animal Surrender Agreement for Law Enforcement ........ 31 & 32
Appendix F: Copy of Pet Temperament and Evaluation Form ....................... 33
Appendix G: List of Humane Organizations in the Vernon County Area ........... 34
Appendix H: Copy of Medical Record ......................................................... 35
Appendix I: Copy of Medication Form ........................................................ 36
Appendix J: Copy of Pet Adoption Application ............................................. 37 & 38
Appendix K: Copy of Pet Adoption Agreement ............................................ 39 & 40

Copy of Adoption Agreement (Barn Cat) .................................................... 41 & 42
Appendix L: Copy of Animal Transfer Form ............................................... 43
Appendix M: List of Veterinary Clinics and Veterinarians in Vernon County .... 44
Appendix N: Copy of Foster Care Agreement .............................................. 45 & 46
Appendix O: Copy of Animal Bite Order .................................................... 47
Appendix P: Copy of Volunteer Information Form ....................................... 48
Appendix Q: Copy of Volunteer Log Sheet .................................................. 49
Appendix R: Copy of Shelter Manager Duties and Responsibilities .................. 50 & 51
Appendix S: List Board of Directors and Shelter Staff ................................ 52
I. GENERAL OPERATIONS

General. The Vernon County Humane Society Animal Shelter is operated by the Vernon County Humane Society, Inc. The hours of operation are designed to ensure that all the animals are properly and humanely cared for and that the public has adequate and ample opportunity to conduct business at the Vernon County Humane Society Shelter (hereafter “Shelter,” “Animal Shelter” or “VCHS”).

A. Location. The physical address of the Animal Shelter is 1150 Nelson Parkway, Viroqua, Wisconsin 54665.

B. Telephone. A telephone is available for outgoing calls at the Animal Shelter. When no one is available to take incoming calls, they are serviced by a voicemail, and messages are regularly retrieved. The telephone number is (608) 637-6955. The fax line is (608) 637-6775.

C. Business Hours. The Shelter is open for all animal-related services daily by appointment.

D. Visiting Hours. The Shelter is open for visiting and adopting animals during the following hours: Saturdays 12:00 - 4:00 p.m.; Tuesdays 12:00 – 4:00 p.m.; Thursdays 5:00-8:00 p.m.; any other time by appointment.

E. Holiday Hours. The Shelter is open for all animal-related services and visiting and adopting animals on all holidays except Thanksgiving, Christmas, and New Year’s Day. On all other holidays, the hours for operation are as set forth above.

F. Emergency Service. The shelter staff will promptly respond to animal emergencies 24 hours a day, every day of the year. Any situation is considered an emergency in which an animal is in danger or is creating a danger, and staff will make every effort to help connect callers with the appropriate law enforcement agency. There is a List of Law Enforcement Contacts on the bulletin board in the office.

G. Owner Requests for Euthanasia. The Shelter does not perform euthanasia for citizens requesting it for their pets. Callers are referred to their veterinarian.

H. Public Relations. Establishing good public relations with community members and the media creates a favorable and lasting impression. Each time a pet is adopted from the Shelter, a perception of the Shelter and the Vernon County Humane Society is carried into the community. Adoption-related activities can promote the Shelter as a caring, professional and successful facility.

II. INTAKE OF ANIMALS

General. Accurate and consistent record keeping and tracking of all animals housed at the Vernon County Humane Society Shelter are essential for overall control and evaluation. Intake of animals falls into two categories – owner surrenders and strays. Policies and procedures for each follow.

A. Whether an Owner Surrender or a Stray, there are certain procedures that apply to all:

1. Collars. Each dog should be fitted with an appropriate-sized collar. When a dog is walked, choke collars or gentle leaders should be used.

2. Kennel/Cage. Place the animal in an appropriate kennel or cage with a bowl of fresh water and food. Nursing mothers and their young are housed together. Puppies and kittens from the same litter may be housed together, at the discretion of the Shelter Manager.
3. **Shelter Identification.** Each animal is assigned an intake number. The intake number is recorded on all applicable documentation (Animal Intake Form, Cage Card, etc.).

4. **Processing Paperwork.** Make sure that all information is recorded appropriately on the Log Sheet, on the Intake Form, Initial Observation and Evaluation Form, Cage Card and animal’s folder.

   a. **Log Sheet.** Every animal that comes into the Shelter is assigned a number and a corresponding folder. If an animal leaves the Shelter on one day and is brought back in the next day, he is treated as a new animal and is assigned a new intake number. Document the date, description of the animal (including breed, color, sex, and whether or not the dog is altered), the vaccination given, and tag number, if any. Information regarding vaccinations is added to the Log Sheet. The final disposition of the animal is also recorded on the Log Sheet, along with the individual’s name if returned to owner (hereafter “RTO”) or adopted. *(A copy of the Log Sheet is attached as Appendix A.)*

   b. **Animal Intake Form.** The intake of all animals is handled on a three-part form called an Animal Intake Form. Document all available information on the Animal Intake Form. The Animal Intake Form and the Surrender Form are placed in a folder marked with the animal’s name and intake number. The yellow copy of the Animal Intake Form will be completed and submitted to the Treasurer after final disposition. The pink form is placed on the animal's cage or kennel. *(A copy of the Intake Form is attached as Appendix B.)*

   c. **Cage Cards.** Cage Cards are filled out when the animal is available for adoption and attached to the front of each cage or kennel. It provides interested adopters with a general description and profile of the animal. The Cage Card is completed by staff. *(A copy of a Cage Card is attached as Appendix C.)*

B. **Owner Surrenders** - Owner surrenders are taken on a limited basis, only if there is room at the Shelter, and only if the animal is determined to be adoptable by the Shelter Manager or appointed staff.

   1. **Owner Surrender Form.** Every individual surrendering an animal must sign a statement that ownership of the animal is relinquished to the Shelter. In every case, staff must ask the person to sign the form. The Surrender Form also attests to the knowledge of the individual as to whether the animal has bitten a human or other animal within ten (10) days of surrender, per Wisconsin State Statutes. *(A copy of the Owner Surrender Agreement is attached as Appendix D.)*

      Shelter staff will make certain that individuals surrendering their pets understand that relinquishment is final and the animal will not be returned to them. Those individuals will not, depending upon the circumstances of relinquishment of the animal, be banned from adopting animals in the future. They will, however, be required to go through the entire adoption process.

   2. **Surrender Fee.** Surrender fees are $50 for adult (4 months or older) dogs and cats that are up to date on all shots. A reduction of $25 will be made if the animal is already altered. Surrender fees for a litter of kittens or puppies is $10/animal. However, 50% of the litter fees are refundable if proof of the mother’s spay surgery is given to the shelter within 2 months of surrender. Commercial surrender fee is $109.50 per animal. The surrender fee for any animal surrendered by an owner where the animal was impounded by Law Enforcement is $50, regardless of being altered or not. *(A copy of the Owner Surrender Agreement – for Law Enforcement is attached as Appendix E.)*

   3. **Personal Property.** Any toys, blankets, collars, etc. that are brought in with the dog or cat become the personal property of the animal, and should be recorded on the Intake Form. The dog or cat may feel more comfortable when he has something with him that he recognizes by smell. When removing the items from the kennel or cage for cleaning purposes, be sure to keep them separate so
they can be returned to the animal. If the dog or cat is subsequently adopted, those possessions are given to the new owner.

4. **Initial Observations and Evaluation.** An initial observation and evaluation is performed on the animal by qualified appointed staff and appropriately noted on the Initial Observation and Evaluation Form. The animal **must** pass the evaluation before he is considered for acceptance to the Shelter. If the animal is entered into the Shelter, a separate behavior evaluation will be administered after the dog has acclimated to the Shelter, with a minimum of 4 days prior to administration of the evaluation but possibly longer. If the animal does not pass the initial observation, the animal is not accepted to the Shelter, except at the discretion of the Shelter Manager.

5. **Behavior Evaluation for Dogs.** A behavior evaluation is currently under development. Once the evaluation has been finalized, all shelter animals will be evaluated according to the following schedule:

   a. Once the dog has had a chance to acclimate to shelter routine (at least 3 days, but preferably within the first week), a behavior evaluation is performed by designated staff or volunteers.

   b. Further evaluations will be performed as determined by the Shelter Manager.

   c. Any results will be kept in the animal’s file and made available to potential adopters.

   d. In addition to the behavior evaluations, all dog walkers and handlers of the dogs, including staff, will complete a short form to keep track of the dog’s attitude and demeanor, his spirit, condition of feces, etc. *(A copy of the Pet Temperament and Evaluation Form is attached as Appendix F.)*

6. **Vaccination Information.** If the individual surrendering the animal has vaccination information, that information is made available to the Shelter at the time of the animal’s acceptance and entry to the shelter, and placed in the animal’s file. If no vaccination information is available, the surrendered animal, upon arrival, receives the Shelter’s standard vaccinations, as shown in Section II.B.9.

C. **Strays -** Dogs and cats are admitted by the Shelter Manager or trained staff, the Vernon County Sheriff’s Department, or the City of Viroqua Police Department.

1. **Secure Animal.** Immediately secure the animal in a cage or kennel or on a leash prior to initial inspection, and follow handling procedures specific to dangerous or injured animals when applicable.

2. **Check for Identification.** Check crates and transport vehicle for any identification, such as license, ID tag, or Rabies tag. Check the animal for branding, and ears and inner thighs for tattoos. Check for a microchip using the scanner. Remove the collar, if applicable, and check for identification information on its underside.

3. **Document Information.** Document all information found on the animal, including the date and where found, type, sex, tag and/or microchip number, and color of collar, on the Intake Form and on the Log Sheet.

4. **Initial Observations and Evaluation.** An initial observation and evaluation is performed on the animal by qualified trained staff and appropriately noted on the Pet Temperament and Evaluation Form. Physically inspect the animal, and document the physical description in the appropriate areas on the Animal Intake Form, Intake Log, and Pet Temperament and Evaluation Form. Any injuries or symptoms of illness are documented on the Evaluation Form. Document any behavior problems or observations relayed by the citizen or County or City officials, if applicable. If an animal shows signs
of severe neglect or abuse, it is brought to the attention of the Shelter Manager, who, in turn, notifies the Vernon County Sheriff’s Office. Note any observable behavior that requires special handling on the Cage Card or Kennel Card.

5. **Behavior Evaluation for Dogs.** All shelter animals will be evaluated according to the following schedule:

   a. Once the dog has had a chance to acclimate to shelter routine (at least 3 days, but preferably within the first week), a behavior evaluation is performed by designated staff or volunteers.

   b. Further evaluations will be performed as determined by the Shelter Manager.

   c. Any results will be kept in the animal’s file and made available to potential adopters.

   d. All observations will be noted on the animal’s Pet Temperament and Evaluation Form. (*A copy of the Pet Temperament and Evaluation Form is attached as Appendix C.*)

6. **Animals Outside Vernon County.** In situations where a stray animal is found outside Vernon County, staff should inform the person finding the animal to call the Sheriff Department in the county in which the animal was found, and report their find. Staff could also suggest they call the Humane Organization closest to where the animal was found to report the animal. (*A List of Humane Organizations in the Vernon County Area is posted in the office and attached as Appendix G.*)

7. **Animals Without Identification.** Animals without identification are held for ten (10) days to give owners time to reclaim their animals. Every effort is made to find the owner during this time, as discussed in Section XIV of these Policies and Procedures. On the 11th day, the animal is available for adoption, unless designated otherwise by the Shelter Manager.

8. **Inform Media.** Shelter staff and designated volunteers notify at least two media sources for each stray animal. They also cross-check the Lost and Found forms at the Shelter.

9. **Vaccinations/Treatments Upon Entry.** All healthy animals are vaccinated and treated within 48 hours of their entry to the Shelter (by Shelter staff, unless otherwise indicated), as follows:

   a. **All Dogs, Cats, Puppies and Kittens 8 Weeks or Older** receive one distemper series vaccine. Kittens will receive at least 1 booster 3-4 weeks after the initial vaccination.

   b. **All Dogs, Cats, Puppies and Kittens** are de-wormed with a broad-spectrum wormer for hookworms, roundworms, and whipworms. If tapeworms are seen or suspected, the worm medication needs to also be effective against tapeworms. No fecal exam is required prior to medication.

   c. **All Dogs and Cats 4 Months or Older** receive a Rabies vaccination by a licensed veterinarian as soon as possible after the 10 day holding period is over. No animal will be moved to Adoption Areas without a Rabies vaccination.

   d. **Animals are Treated for Fleas and Ticks.** All animals are treated with Frontline, Frontline Plus or comparable flea product. Follow manufacturer’s directions, paying particular attention to the weight of the animal and treatment of puppies and kittens.

   e. **Pregnant Animals** are de-wormed, treated for fleas and ticks, and receive a Rabies vaccination, but other vaccinations are withheld until after birthing.
f. **Unhealthy Animals** are not vaccinated until examined by a licensed veterinarian, treated and healthy.

g. **Record the Date, Vaccinations and Treatment Given** on the animal’s Intake Form and Medical Record, along with your initials. *(A copy of the Medical Record is attached as Appendix I.)*

h. **Other Vaccinations and/or Special Medications** may be administered depending upon the health and condition of the animal.

i. **Follow-Up Vaccination Procedures.**

   i) Puppies and Kittens Eight Weeks or Older receive additional distemper vaccines at 3-4 week intervals until about 16 weeks of age.

   ii) Puppies and Kittens up to Three Months are de-wormed every two weeks, or as necessary.

10. **Injured Animals.** The Police Department or the Vernon County Sheriff’s Department may transport an injured stray animal to the Animal Shelter. In those cases, the officer will first attempt to contact the Shelter Manager, and if s/he’s unavailable, contact other Shelter Staff or member of the Board of Directors of the VCHS. A list of the Shelter Manager, Shelter Staff and the Board of Directors of the VCHS is kept up-to-date, and posted at the Animal Shelter. The person contacted will call a licensed veterinarian for examination immediately. A list of local veterinarians is posted in the office for reference. Injured or sick dogs may be held for observation at the veterinarian’s office or in a foster home, as directed by the Shelter Manager. *(A List of Veterinary Clinics and Veterinarians in Vernon County is attached as Appendix M.)*

11. **Spay and Neuter the Animal.** The Vernon County Humane Society has adopted a mandatory spay and neuter policy for all animals prior to adoption. All dogs, cats, puppies, and kittens shall be spayed or neutered upon veterinarian recommendation unless the health of the animal would be compromised by the surgical procedure. In such cases, spay/neuter surgery will take place as soon as the health of the animal permits.

12. **Outdoor Exercise Yard for Isolation Dogs.** The smaller sized yard directly behind the garage is designated for Isolation Dogs. No dog housed in the Dog Isolation Room is allowed into the Outdoor Isolation Exercise Yard until it has gone beyond the first five (5) days of its ten (10) day isolation time period. After five days, the Shelter Manager shall determine if a dog is to be allowed outside. Because these dogs can only reach the Exercise Yard by being removed from their indoor run, and led out of their room, down the hall, and through the garage with a collar and leash, it is important that only shelter staff (or someone specifically authorized by the Shelter Manager) handle these dogs. The health and temperament of the dog, its risk of escape, and how well it responds to a leash and collar will all be factors as to whether or not a dog will be allowed outside during its ten day isolation period.

13. **Outdoor Exercise Yards for Adoption Dogs.** While staff is working at the shelter, dogs housed in the Dog Adoption Areas can be put in one of the Outside Exercise Yards (one dog per yard.) The smaller sized yard directly behind the garage, however, is for isolation dogs only. Every effort should be made to rotate dogs to allow each one to get some exercise. Under certain circumstances, 2-3 dogs at one time are allowed to socialize together in an outdoor exercise yard, but **ONLY** after the Shelter Manager has evaluated the dogs and is assured that they are compatible playmates.
III. FEEDING DOGS

General. Though a dog’s stay at the Vernon County Humane Society Shelter is temporary, it is important that he is provided a regular feeding schedule of the highest quality food that Shelter finances permit. The VCHS has entered into a contract with Hill’s Pet Nutrition, Inc. to feed Science Diet to the animals. Science Diet food is delivered weekly per the contract. At least two staff members are to be trained in the nutritional information provided by Hill’s as per the contract.

A. Feeding Procedures. The animals are fed dry food according to the instructions provided. Dogs are fed the proper amount of food based on the size and physical condition of the animal.

1. Adult Dogs of Normal Weight are fed twice a day. Half of their portions are fed in the morning and the remaining half in the evening.
2. Obese or Overweight Adult Dogs are fed smaller portions twice a day.
3. Underweight Adult Dogs, Bitches and Puppies are fed larger portions twice a day, or more often depending upon the circumstances.
4. Other Special Needs Dogs are fed as indicated on the Food Prep Room Bulletin Board.

B. Quantity of Food. The amount of dry dog food recommended by Science Diet for healthy adult dogs aged 1-6 years is listed in the chart below. It is understood that the chart is a guide only and that individual variations may be indicated.

<table>
<thead>
<tr>
<th>Weight of Dog</th>
<th>Dry Food Amount per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 lbs.</td>
<td>1/2 to 2/3 cups</td>
</tr>
<tr>
<td>10 lbs.</td>
<td>3/4 to 1-1/8 cups</td>
</tr>
<tr>
<td>20 lbs.</td>
<td>1-1/3 to 1-3/4 cups</td>
</tr>
<tr>
<td>40 lbs.</td>
<td>2-1/4 to 3 cups</td>
</tr>
<tr>
<td>60 lbs.</td>
<td>3 to 4-1/4 cups</td>
</tr>
<tr>
<td>80 lbs.</td>
<td>3-3/4 to 5-1/4 cups</td>
</tr>
<tr>
<td>100 lbs.</td>
<td>4-1/2 to 6-1/4 cups</td>
</tr>
</tbody>
</table>

C. Water. All dogs are given fresh water at every shift and water bowls refilled when necessary. Sterilize water bowls between shifts if the water is appreciably dirty.

D. Incoming Strays. All incoming strays are fed and watered immediately, as there is no way to know when they last ate.

IV. MEDICATING DOGS

General. To prevent the spread of disease and to provide animals with the best possible medical care while in the care of the Vernon County Humane Society Animal Shelter, dogs are inoculated against certain diseases within 48 hours upon entry into the shelter. They are also de-wormed and treated for fleas as described in Section II.B.9. Other types of medical treatment are administered on a case-by-case basis.

A. Medical Record. Beginning with entry into the shelter, a medical record is maintained for all animals, including information on inoculations, de-worming and flea treatment. This information tracks the dates an animal is scheduled for a distemper inoculation, de-worming and flea treatments and also provides pet adopters with a complete medical history of the animal while housed at the shelter. The medical record is kept in the animal's file and is made available to potential adopters. It stays with the animal, whether he’s returned to his owner or adopted. (A copy of the Medical Record is attached as Appendix H.)

at the shelter. Such treatment could include medications for an ear infection or a skin disorder. This information is recorded by staff for each dog receiving medication on the Medical Record and the form is initialed each time the animal is treated. (A copy of the Medication Form is attached as Appendix I.)

C. Vaccinations Within 48 hours of Entry. All healthy animals are vaccinated within 48 hours of their entry to the shelter, as described in Section II.B.9.

D. Follow-Up Vaccinations. Follow-up vaccinations are administered as described in Section II.B.9.

E. Intestinal Parasites. Common types of worms found in dogs are roundworms, hookworms, whipworms, and tapeworms. Dogs are treated for roundworms and hookworms upon intake. If warranted, a fecal sample will determine if another type of parasite is present and what type of treatment is needed.

F. Change in Medications. Any switch or change in medications for any dog requires the prior approval of the Shelter Manager or attending veterinarian.

G. Administration of Medications. Medication may be administered in pill or liquid form. Medication instructions are on the Medication Form, and must be followed as written.

V. CLEANING INSIDE DOG KENNELS

General. Not only does a thorough and effective cleaning of the Animal Shelter prevent the spread of communicable diseases, but it creates a better environment for animals, staff, and visitors. Animals enter the Shelter from different locations with unknown medical histories and varied past exposure to disease. Cleaning dog kennels correctly ensures a healthy, less stressful stay.

All dog kennels should be cleaned and disinfected during the morning cleaning shift. The products to use, and the rotation of the disinfectants, shall be determined by the Shelter Manager, explained in detail to cleaning staff and substituting volunteers, and visibly posted at the Shelter.

A. Remove Dog from Inside Kennel. Open the guillotine door and let the dog into the outside kennel, and then close the guillotine door.

B. Remove all Blankets and Toys. Place soiled blankets in a laundry basket and place all toys by the sink to be washed and disinfected. Blankets that are only slightly "used" may be reused by the same dog.

C. Remove all Food and Water Dishes. Empty the water into the inside kennel, and deposit any leftover food into the trash can (lined with the larger black plastic bags). Fill the sink half full of hot water, add detergent and 1/2 cup of bleach.

D. Remove Solid Waste. Rid the kennel of all solid waste, such as feces, clumps of hair, and dry food on the floor. Using the pooper scooper, place the solid waste in the large “toilet” by the side door in the dog adoption area.

E. Spray the Kennel with Water. Thoroughly spray the entire kennel with plain water using the pressure washer system on the “HI” wand setting. Hose down the walls, floors, kennel beds, and all sides of the kennel wires, including the doors, hinges and latches. Tough to clean portions may need to be washed using the “TURBO” wand setting. Please follow posted instructions concerning the proper use of the pressure washing system.

Note: The Pressure Washer is designed for COLD Water only. Hot water will cause the safety pressure valve to release, and there will be water everywhere. It is also important to turn the unit off, and press the trigger on the gun to relieve the pressure in the hose when not in use. If the unit is subjected to high temperatures and is
left on extensively, the seals in the unit and the seals in the hose reel will need to be replaced.

F. **Fill Dispensing Unit** with disinfectant. Verify that there is adequate disinfectant in the dispenser. If more is needed, follow posted instructions for mixing.

G. **Spray the Kennel with Disinfectant.** Thoroughly spray the entire kennel area with the disinfectant using the pressure washer system on the “LO” wand setting. It may take a few moments for the disinfectant to siphon into the hose and reach the wand. The disinfectant must remain on all surfaces for a **minimum of 10 minutes.** Be sure to disinfect both the top and bottom of the kennel bed.

H. **Wash Dishes and Toys.** Wash the dishes and toys using the small scrub brush marked for dishes, thoroughly rinse with plain hot water, and place in the dish rack to air dry.

I. **Rinse the Kennels.** After the disinfectant has set for at least 10 minutes, thoroughly spray the kennels with water using the pressure washer system on the “HI” wand setting. **Remember to check the drain traps for hair, food, etc. and remove the clog if necessary.**

J. **Squeegee the Floor.** Dry the floor as much as possible using a large squeegee, directing the water to the back trench.

K. **Blankets, Pads.** Place a clean blanket or pad on the kennel bed.

L. **Fresh Water.** Place a clean dish of fresh water in the kennel.

M. **Food Dishes, Treats, Toys.** Place the food dish in the kennel. **For feeding instructions, please refer to the section on Feeding Dogs in Section III.** In the morning, each dog receives an appropriate toy and, occasionally, a treat. The dogs do not receive a toy at night; night time is for sleeping.

N. **Bring Dog Back In.** Open the guillotine door and let the dog inside, and then close the guillotine door.

O. **Medicate Dogs.** At this time, medicate any dogs as instructed. **Check the Medical Record for specific instructions. Please refer to the section on Medicating Dogs in Section IV.**

P. **Clean Outside Runs and Yard.** After all of the dogs are back inside, feces should be removed from all of the outside runs and the yard. **Morning shift will disinfect the outside runs, evening shift remove feces only.** Be sure to note any blood or worms in the stool, loose stool, or diarrhea by leaving a note for the Shelter Manager.

Q. **Lights and Radio.** During the daytime, the radios are left on. Since animals hear much better than we do, please keep that in mind when setting the volume on the radios. After the evening cleaning shift, the lights and radios are turned off.

**VI. CLEANING OUTSIDE DOG RUNS AND YARD**

**General.** The outside dog runs are cleaned of feces at the end of each shift.

A. **Clean-Up During Visiting Hours.** When dogs are in the outside runs or in the yard on Saturdays and during other visiting hours, any feces should be removed as soon as possible.

B. **Best Time to Disinfect.** The best time to disinfect the outside runs is in the morning, after the inside cleaning is finished and once the dogs are returned to their inside kennels. This allows plenty of time for the
runs to dry before the next shift.

C. **How Often to Disinfect Outside Runs.** Outside runs are disinfected during each morning cleaning shift. Exercising an animal in a confined area without routine disinfecting contaminates the area and the subsequent animals.

D. **Use the Extra Length of Hose on the Outside of the Runs.** After depressurizing the pressure washing system, the wand can be removed from the hose using the quick disconnect, the extra length of hose can then be installed between the wand and the original hose. This will provide sufficient length to reach all outside dog runs.

E. **Fill Dispensing Unit** with disinfectant. Verify that there is adequate disinfectant in the dispenser. If more is needed, follow posted instructions for mixing.

F. **Spray the Runs with Disinfectant.** Spray all the outside runs thoroughly, including the walls and fencing. There is no need to rinse off the disinfectant. Let the areas dry fully before putting the dogs into the runs.

### VII. FEEDING CATS

**General.** The cats are fed Science Diet dry food. Cats are fed after cages have been cleaned.

A. **Feeding Procedures.** Dry cat food is provided for cats on a free-feeding basis, because they tend to eat several small meals during the day. Be sure that the cat food dishes are placed as far away as possible from the litter pan.

B. **Special Needs.** Kittens and nursing queens are fed kitten food. Obese cats are fed either “light” food, or less dry and canned food. Cats with known kidney or other problems are fed a special diet as recommended by a licensed veterinarian. Cats with upper respiratory infection or poor appetite are fed a type of food that promotes eating that is recommended by a licensed veterinarian. It may be warmed in the microwave to enhance its smell.

C. **Water.** All cats and kittens are given fresh water at each shift, and water bowls are refilled when necessary.

D. **Incoming Strays.** All incoming strays are fed and watered immediately, as there is no way to know when they last ate.

### VIII. MEDICATING CATS

**General.** To prevent the spread of disease and to provide animals with the best possible medical care while in the care of the Vernon County Humane Society Animal Shelter, cats are inoculated against certain diseases within 48 hours of their entry into the shelter. Other types of medical treatment are administered on a case-by-case basis.

A. **Medical Record.** Beginning with entry into the Shelter, a medical record is maintained for all animals, including information on inoculations, de-worming and flea treatment. This information tracks the dates an animal is scheduled for a distemper inoculation or for de-worming and flea treatment and also provides pet adopters with a complete medical history of the animal while housed at the shelter. The medical record is kept in the animal's file and is made available to potential adopters. It stays with the animal, whether he’s returned to his owner or adopted. (*A copy of the Medical Record is attached as Appendix H.*)

B. **Medication Card.** A brightly colored note on the Cage Card identifies cats receiving medical treatment at the shelter. Such treatment includes medications for Upper Respiratory Infection, ear mites, a skin disorder,
etc. This information is recorded by staff for each cat receiving medication and initialed each time the animal is treated. *(A copy of the Medication Form is attached as Appendix I.)*

C. **Vaccinations Upon Entry.** All healthy animals are vaccinated upon entry to the shelter, as described in Section II.B.9.

D. **Follow-Up Vaccinations.** Follow-up vaccinations are administered as described in Section II.B.9.

E. **Upper Respiratory Infection.** Upper Respiratory Infection (“URI”) is a highly contagious air-borne infection. URI quickly debilitates cats in a shelter environment. Sneezing and runny eyes are some symptoms of URI. FURI is a self-limiting disease in adult cats. However, secondary infections can occur in adult cats, and kittens are more at risk from the disease. A licensed veterinarian may prescribe antibiotics to combat the infection. Infected cats are quarantined and are not allowed to interact with the other cats in the shelter.

F. **Change in Medications.** Any switch or change in medications for any animal requires the prior approval of the Shelter Manager or attending veterinarian.

G. **Administration of Medications.** Medication may be administered in pill or liquid form; some medications need to be administered with food. Medication instructions are on the Medication Form, and must be followed as written.

**IX. CLEANING CAT CAGES**

**General.** Not only does a thorough and effective cleaning of the Animal Shelter prevent the spread of communicable diseases, it creates a better environment for animals, staff, and visitors. Animals enter the Shelter from different locations with unknown medical histories and varied past exposure to disease. Cleaning cat cages correctly will ensure a healthy, less stressful stay.

*All cat cages should be spot cleaned at least once daily, generally in the evenings, and cleaned and disinfected at least once daily, generally by the morning cleaning shift. The products to use, and the rotation of the disinfectants, shall be determined by the Shelter Manager.*

A. **Spot Cleaning.** All cat cages are spot cleaned at least once daily. Keeping articles in the cage that smell “familiar” to the cat lessens stress.

1. **Remove the Cat.** Let the cat out of the cage to exercise and play in their designated room, or place the cat in a portable cat carrier. Disinfect the carrier after each use to prevent the spread of disease. Some cats are allowed to interact with other cats during the cleaning process, at the discretion of the Shelter Manager.

2. **Remove the Blanket or Towel and Toys.** Shake the blanket or towel over the garbage can to remove any spilled litter or food. When the blanket or towel is considerably soiled, place it in a laundry basket. Otherwise, set it aside to put back into the cage later. Place toys with the blanket or towel. When a toy is soiled, however, place it by the sink to be washed and disinfected.

3. **Remove all Food and Water Dishes.** Empty the water dish, rinse it and set it aside. Check the food dish and add more dry food as necessary. When the food dish is contaminated with litter, empty it and place it by the sink to be washed and disinfected.

4. **Remove the Solid Waste.** All waste is removed from the litter pan and placed in the garbage can. Add one scoop of clean litter, 2 scoops if the box is shared with another cat. If the litter pan is excessively dirty, empty the entire contents, set the pan aside to be washed and disinfected, and use a clean litter pan.
5. **Remove any Debris from Cage.**

6. **Replace “Familiar” Articles.** After the cage is clean, put the litter pan back in the cage; add the cat’s basket, blanket, or towel, filled food and water dishes, and toys.

### B. Cleaning and Disinfecting

All cat cages should be cleaned and disinfected at least once daily, generally by the morning cleaning shift.

1. **Remove the Cat.** Let the cat out of the cage to exercise and play in the Shelter, or place the cat in a portable cat carrier. Disinfect the carrier after each use to prevent the spread of disease. Some cats are allowed to interact with other cats during the cleaning process, at the discretion of the Shelter Manager.

2. **Remove the Blanket or Towel and Toys.** Shake the blanket or towel over the garbage can to remove any spilled litter or food. When the blanket or towel is considerably soiled, place it in a laundry basket. Otherwise, set it aside to put back into the cage later. Place toys with the blanket or towel. When a toy is soiled, however, place it by the sink to be washed and disinfected.

3. **Remove all Food and Water Dishes.** Empty the water and food dishes and place them by the sink to be washed and disinfected.

4. **Remove the Solid Waste.** All waste is removed from the litter pan and placed in the garbage can. Wash and disinfect the litter pan. To the clean or a new litter pan, add one scoop of clean litter, 2 scoops if the box is shared with another cat.

5. **Disinfect and Scrub the Cage.** Remove any loose litter from the cage. Mix disinfectant and water in a small bucket, following manufacturer's instructions. Use a clean, soft cloth to wipe down the cages. Be sure to rinse out the cloth in the disinfectant mixture thoroughly before washing the next cage.

6. **Replace Items in Cage.** Replace all cage items including bedding, a clean litter pan, food, fresh water, and a toy.

### C. Central Vacuum System

The Shelter has been equipped with a Central Vacuum System that can aid in keeping cat areas clean. By plugging the provided hose into the wall plate, the vacuum unit in the garage automatically turns on. **ONLY** use this unit to vacuum up DRY material. Unplug the hose when not in use, as the unit in the garage will continue to run, and excessive use will shorten its lifespan. If you go to use the system and you can hear that someone else is currently using it in some other location, you must wait until they are done. It is designed to be used by one person at one outlet at a time. It is also necessary that the dirt collecting canister on the lower half of the vacuum unit in the garage be emptied periodically.

### X. PLACEMENT OF ANIMALS

#### General

Adoptable domestic animals housed at the Animal Shelter leave in one of three ways: they’re returned to owners, adopted or transferred to a breed rescue or other humane shelter. A fourth option, the Foster Program, exists to rehabilitate sick, injured and poorly behaved pets so they can be placed. It is the goal of the Vernon County Humane Society Shelter to find a loving, responsible and permanent home for every adoptable dog and cat.

#### A. Return to Owners

- Persons claiming a stray animal as their own must provide evidence of ownership, such as a bill of purchase, pictures that document ownership over time, (i.e. puppy through adult pictures), proof of Rabies vaccination or licensing, and/or medical records. Furthermore, pet owners will have to pay...
applicable fees to reclaim the animal. The owner's name, address, and telephone number and the date of return are noted on the Animal Intake Form.

1. **License Data.** All license data must be added to the Log Sheet and Animal Intake Form.

2. **Rabies Certificate.** Animals over the age of 4 months are required by State Statute to be vaccinated for Rabies. A valid Rabies Certificate or County Rabies Tag must be presented at the time an animal is reclaimed by its owner. Owners unable to provide proof of rabies inoculation must pay a refundable deposit. This deposit will be refunded if the owner provides proof of Rabies vaccination within ten (10) days of reclaiming their animal.

3. **Boarding Fees.** For each night the animal is housed at the Shelter, a boarding fee is charged. Owners of unaltered pets are encouraged to spay or neuter their animals. Boarding fees are posted at the shelter.

B. **Adoptions** - Guidelines for adoption procedures and the handling of Adoption Applications ensure that potential adopters are given an equal opportunity to adopt from the Vernon County Humane Society Shelter. Staff is responsible for following adoption procedures, for reviewing Adoption Applications, scheduling home visits when necessary, and for handling Adoption Agreements and fees. The following procedures are designed to help place an animal in a suitable home.

1. **Application.** Potential pet adopters must complete an Adoption Application, and must reside in the home where the animal would be placed. No one is permitted to complete an Adoption Application on behalf of a potential pet adopter. Under extenuating circumstances, exceptions to this rule may be made by the Shelter Manager. This information provides staff with a better understanding of the pet adopter's past animal history and the environment in which a new animal would be placed. *A copy of the Pet Adoption Application is attached as Appendix J.*

2. **Family/Household Members.** Because the decision to adopt a lifelong companion is a big step in one's life, all family and household members must participate in the selection of a pet. It is also required that dogs in current households meet the shelter dog before the adoption process is finalized. Under extenuating circumstances, exceptions to this rule may be made by the Shelter Manager.

3. **Adoption Applicants.** All individuals or families who has met the adoption guidelines, completed an Adoption Application are considered Preference may be given to the order in which the applications were received, but what is in the best interest of the animal is paramount. Shelter staff review each application to determine if the individual is able, emotionally and financially, to provide a permanent, stable, and loving home for a pet.

4. **Back-up Applicants.** If the animal is adopted, staff call back-up applicants to inform them of the adoption and encourage them to revisit the shelter. Any pending applicants are notified that the animal has been placed and notations to this effect are made on the application. There may be occasions where an application is pending because other family members need to visit the selected pet, need authorization from rental property owners or for other reasons. Applicants are given until close of the second day on the selected animal to complete the needed steps.

5. **Denying an Applicant.** Shelter staff carefully reviews each application. The adoption may be denied for a variety of reasons. These may include an individual appearing unstable, someone who does not agree to abide by the adoption conditions, or someone with a poor track record with the shelter or staff. Justification for the denial is given to the individual and, if handled tactfully, can be an excellent opportunity to educate. Staff writes the reason for denial on the application. A file folder of denied applicants is kept up-to-date at the shelter.
6. **Adoption Agreement.** Staff review with the applicant the costs and responsibilities of pet ownership, including a thorough discussion of the adoption rules. Adopters are required to carefully read the Adoption Agreement and affix their signatures to this document indicating agreement to its terms, conditions, and health exam requirements. A staff member witnesses and dates the Agreement. The pet adopter receives his or her copy of the Agreement. The original Agreement is kept in the pet’s file at the shelter.

7. **Payment of Adoption Fees.** Adoption fees vary and are posted at the Shelter. The Vernon County Humane Society, Inc. accepts cash, personal checks and MasterCard or VISA.

8. **Sterilization of the Animal.** The Vernon County Humane Society strives to ensure that the animals placed for adoption do not contribute to companion animal over-population. All animals will be spayed or neutered prior to adoption unless the health of the animal does not permit such surgery.

9. **Medical Record.** Upon adoption, the animal’s Medical Record is provided to the new owner. If an animal’s medical history exists from a previous owner, any reference to the previous owner, including the address and telephone number, must be removed prior to the release of such medical information.

10. **Forms.** The Log Sheet and Intake Form are updated to record the date of adoption and the name, address, and telephone number of the adopter. Evaluation and temperament forms are offered to the new owner.

11. **Refunds.** No matter how careful the shelter is in attempting to match the right pet with the right family, there are occasions where animals are returned to the shelter. Adoption fees are non-refundable, except at the discretion of the Shelter Manager. Those fees are considered a donation.

12. **Animal Returns.** For adopted animals returned to the shelter at any time, staff records the information on the Log Sheet. The adopter must return the Rabies tag, the Rabies Certificate, and any other information pertinent to the returned animal that was given to him or her at the time of adoption. At the Shelter Manager’s discretion, another animal may be chosen to adopt within a 30 day limit.

C. **Transfer to Breed Rescue or other Humane Organization** - In an effort to keep the animal population under control at the VCHS, purebred animals are oftentimes transferred to breed rescues. At times, other humane organizations will accept qualified animals. (*A copy of the Animal Transfer Form is attached as Appendix L*)

D. **Foster Program** - The Vernon County Humane Society has a Foster Program for those animals who cannot or should not be housed at the shelter. The Foster Program is an avenue to rehabilitate “special needs” animals and house animals too young for adoption. (*A copy of the Foster Agreement is attached as Appendix N*)

E. **Euthanasia** - The Vernon County Humane Society strives to demonstrate a respect for quality of life for its animals. The Vernon County Humane Society Shelter operates as a no-kill facility. The shelter does not euthanize animals to make space for other animals. Although euthanasia is the final act of kindness that we can show a critically ill, seriously injured, or dangerous animal, it is viewed as an alternative, only after very careful consideration, and **always** as a last resort. It is the policy of the Vernon County Humane Society that animals to be euthanized are handled with respect and sensitivity, and protected from stress, fear, discomfort, and pain.

1. **Authorization Procedures.** The decision to euthanize animals is made on a case-by-case basis. When deemed necessary for medical or behavioral reasons, and approved as indicated below, animals are humanely euthanized.
2. **Medical Reasons.** Critically ill or seriously injured domestic animals may be euthanized prior to conclusion of the 10-day holding period (the normal time allotted for owners to reclaim their pets). Those situations need immediate consideration and require approval by the Shelter Manager and attending veterinarian.

3. **Behavioral Reasons.** The decision to euthanize dogs and cats for behavioral reasons requires approval by the Shelter Manager, in consultation with the shelter veterinarian and shelter staff. Twenty-four (24) hour prior notification by the Shelter Manager to the Board is required. Questions or concerns of the Board should be brought to the attention of the shelter manager within the time limit indicated. Under no condition may an animal that is under consideration for euthanasia for behavioral reasons be released from the shelter for adoption or foster whether it be to the public, volunteer, or staff member.

4. **"Authorization to Perform Euthanasia" Form.** Prior to euthanasia, an "Authorization to Perform Euthanasia" Form (provided by the veterinarian) must be completed by the Shelter Manager and witnessed by the attending veterinarian. The Form attests to the fact that the animal has not bitten anyone within the past ten (10) days. The Form states the reason for, and date of, the euthanasia, and is signed by both the Shelter Manager and the recommending veterinarian. *If* an animal *has* bitten someone within the past 10 days, the attending veterinarian must ensure that the head and remains of the animal are processed in accordance with the State Rabies Control Statute. A copy of the Authorization to Perform Euthanasia Form will be placed in the animal’s file.

5. **Where the Animal will be Euthanized.** The euthanasia is performed at the veterinary clinic whenever possible. If, however, a dog is euthanized inside the Shelter, it will be done in the Medical / Intake Room.

6. **Humane Disposal.** The remains will be humanely disposed of by the Veterinary Service Provider.

**XI. REFERRAL SERVICES**

**General.** Unfortunately, the Vernon County Humane Society Shelter is not equipped nor staffed to handle all animal situations. However, we do our best to refer those inquiries to others who may be able to help, as follows:

A. **Wildlife Animals.** Inquiries about wildlife animals are referred to the Coulee Region Rehabilitation Center at (608) 483-2610, the Department of Natural Resources, or the appropriate agency, if one is available.

B. **Rehabilitation.** Animals in need of rehabilitation services not provided at the Shelter are referred to the Coulee Region Rehabilitation Center at (608) 483-2610, the Department of Natural Resources, or the appropriate agency, if one is available.

C. **Live Trap Rental.** Live trap rental is available from the Vernon County Humane Society Shelter with a refundable deposit of $20.00. Some area businesses may also rent live traps.

**XII. GROOMING**

**General.** Simply stated, clean animals are more adoptable than dirty animals. They are also more comfortable and generally healthier, all of which makes for a positive image to potential pet adopters. Shelter Staff or volunteers who
wish to bathe and/or groom the dogs and cats may do so whenever possible. For animals whose fur is severely matted, the services of professional groomers are used.

XIII. PAYMENT OF FEES

General. No animal may leave the Shelter unless all fees are paid, including, but not limited to, adoption fees, boarding fees, vaccination fees, mileage for transporting the animal to the Shelter (in return-to-owner cases), and fines.

A. Receipt. At the time money is received for a transaction, a receipt is completed. The receipt shows the name of the person making the payment, the date, method of payment, amount of the transaction, and initials of the shelter staff receiving the money. The original of the receipt is given to the payer, the yellow copy is inserted in the animal’s folder and retained at the Shelter, and the pink copy remains in the booklet. The amount, method of payment, and check number are recorded on the Intake Form.

B. Checks. Checks should be made payable to the “Vernon County Humane Society or VCHS.”

C. MasterCard/VISA. The Vernon County Humane Society accepts MasterCard and VISA with a $20 minimum purchase.

D. Deliver Money to Treasurer. The Shelter Manager is responsible for ensuring money is delivered to the Vernon County Humane Society Treasurer on a weekly basis.

XIV. LOST AND FOUND

General. It is the goal of the Vernon County Humane Society Shelter to return all strays entering the Shelter to their owners. Shelter staff and volunteers also provide assistance to those who have lost pets or to individuals who have found animals. A Lost and Found reporting system has been developed to return lost or found animals to their owners whenever possible.

A. “Lost” and “Found” Forms. The description and name of the animal, date lost or found, location where the animal was lost or found, and any forms of identification are important factors used for matching animals. Information received on every lost or found animal is posted on a form and placed on the Lost and Found bulletin board.

B. WVRQ’s Trading Post. Viroqua’s local radio station, WVRQ, 102.3 FM, broadcasts their “Trading Post” every morning about 8:30 a.m. They announce lost and found animals free of charge.

C. MWT Bulletin Board. The MWT Bulletin Board has a forum dedicated to Animals and Pets. Lost and found pets are posted as soon as possible, also free of charge.

D. The Vernon County Broadcaster. Information on lost or found animals is also reported to The Vernon County Broadcaster. The Broadcaster is a weekly publication and the deadline for Lost and Found classified ads is Tuesday at noon. They publish Lost and Found ads free.

E. Petfinder. Shelter staff or a designated volunteer posts descriptions of strays brought to the Shelter on the Internet at www.petfinder.org. A picture is included if one is available. Individuals are encouraged to post the animals they’ve lost or found on Petfinder.

F. Stray Animals Brought to the Shelter

1. First Thing. It is important to educate the public that picking up and dealing with stray animals is the responsibility of each and every municipality. While individuals picking up an animal may be doing what they feel is a good deed, things become complicated. Making a
phone call to the proper authority is foremost. Shelter staff should make the phone call while
the person bringing in the animal is still there as there are oftentimes questions that only the
person finding the animal can answer. They will need to know exactly where the animal was
found: (Fire Number or address, Road, Township, Village, City, etc.) The person’s name,
address, and contact information should be written on the Animal Intake Form. If the animal
is from a municipality that has contracted with VCHS, then the animal will be processed as
any other stray. If the animal was found in a municipality that is not currently contracting
with VCHS, then the proper Contact Person must be called to ask for direction.

2. **General.** When a stray animal is brought to the Shelter and the intake paperwork is finished,
Shelter staff or a volunteer promptly checks the Lost & Found bulletin board, WVRQ’s Trading Post,
the MWT Bulletin Board, and area newspapers such as the Broadcaster, Epitaph, Tribune, etc.

3. **If a Match is Made,** the potential owner is called immediately and informed of the process
involved in returning animals to owners, as discussed in Section X.A. of these Policies and
Procedures. Shelter staff indicates on the Animal Intake Form the name, address, and telephone
number of the potential owner and date of communication.

4. **If No Match is Made,** Shelter Staff or a volunteer posts the information with the media outlets
listed above. A photo is taken of the animal and the information is also posted on the Internet at
www.petfinder.org.

G. **Calls from Citizens Reporting Lost Animals**

1. **General.** When an individual calls or visits the Shelter to report a lost animal, staff obtains as
much detailed information as possible. Animal Intake Forms, the Found Forms, and other media
sources are promptly checked.

2. **If a Match is Made.** If an animal matches a Found Form, the person is given the name of the
individual holding the animal, unless the Shelter was given alternative instructions. If the description
of the lost animal matches an animal currently at the Shelter, staff informs the individual of the
process involved in returning animals to owners and indicates on the Animal Intake Form the name,
address, and telephone number of the potential owner and date of communication.

3. **If No Match is Made,** The staff will inform the caller of all applicable State Statutes (specifically
Statute 176 "Strays"). Shelter staff instructs the individual to report the lost animal to other area
shelters, to post signs in the neighborhood where the animal was lost, to advertise in his local
newspaper or the Broadcaster, to frequently scout the area, and to talk to neighbors. They are
encouraged to post the information on the Internet at www.petfinder.org. Above all, callers should be
reminded to “never give up.” Shelter staff will also fill out a Lost Form for the Lost and Found
bulletin board.

H. **Calls from Citizens Reporting Found Animals**

1. **General.** When an individual calls or visits the Shelter to report a found animal, Shelter staff
obtains as much detailed information as possible. It is vitally important to know exactly where the
animal was found. Lost Forms are immediately checked. The individual who found the animal may
hold the animal at his residence, but should be informed to call the Sheriff’s Department or local
Police Department to inform them of the situation. He should also be informed that when a found
animal stays at his home for more than two weeks, the animal is considered his, and any
relinquishment of the animal to the Shelter after that time is considered a Surrender whereupon
restrictions and fees will apply. In the alternative, he can call the Vernon County Sheriff’s Office
or local Police Department, depending upon his location, and if the municipality in which the animal was
found is currently contracting with VCHS, someone will come to their residence and transport the animal to the Shelter.

2. **If a Match is Made**, the potential owner of the animal is immediately notified, and given the name and telephone number of the individual holding his animal.

3. **If No Match is Made**, staff will inform the caller of applicable State Statutes, specifically Statute 176 "Strays”. Shelter staff should encourage the person to report the found animal to other area shelters, to post signs in the area the animal was found, advertise in a local newspaper and post it on the MWT Bulletin Board. The caller is encouraged to post the information on the Internet at www.petfinder.org. Staff will also fill out a Found Card and file it in the Lost and Found file.

**XV. MANDATORY SPAY AND NEUTER**

**General.** The Vernon County Humane Society ensures that animals placed for adoption do not contribute to companion animal overpopulation. All shelter animals shall be spayed or neutered prior to adoption. Exceptions will only be made if the surgery poses a significant health risk to the animal.

**XVI. SPECIAL REQUESTS**

**General.** Many potential pet adopters call or visit the Shelter in search of a specific type of pet. This could be a purebred dog or cat, a declawed cat, or an animal of a specific age, size, or type of behavior, such as a small, housebroken dog. Since the specific type of animal may not be available at the time the request is made, a special request card is kept on file for thirty (30) days to enable contact with the potential adopter if an animal matching the request is received at the Shelter.

**XVII. ANIMAL RESCUE AND CONTROL**

**General.** It is the goal of the Vernon County Humane Society Shelter to promptly and professionally assist citizens in every way legally possible with the following: to rescue animals in distress; to enforce all City and State animal-related laws; to protect animals from neglect, mistreatment and abuse; to respond to emergency situations in which an animal is in danger or creating a danger; and to educate the public about animals and responsible pet care. Callers will be directed to the appropriate law enforcement agency, depending upon where the call originates. There is a List of Law Enforcement Contacts on the bulletin board in the office.

A. **Emergency Service Hours.** The Shelter staff promptly responds to animal emergencies 24 hours a day, every day of the year. Any situation is considered an emergency in which a domestic animal is in danger or is creating a danger, and staff will make every effort to help connect callers with the appropriate law enforcement agency.

**XVIII. NATURAL DISASTERS**

**General.** Although no procedures are in place for domestic animals left behind due to natural disasters, acts of God or the like, the subject is currently under discussion.

**XIX. QUARANTINED AND/OR DANGEROUS ANIMALS**

**General.** To ensure the safety of Shelter staff, volunteers and visitors, personal interaction with animals held in quarantine, or declared dangerous or vicious by City or County ordinance, is prohibited. In addition, animals declared
dangerous or vicious by City or County ordinance may be immediately euthanized. If, however, an animal must be quarantined, the protocol in working with these animals follows.

A. Dangerous Dogs

1. **General.** Our highest priority is the safety of staff, volunteers and visitors.

2. **Aggressive, Frightened or Questionable Dogs.** If a dog is considered to be “aggressive,” “frightened” or “questionable,” it is visibly posted on the Cage Card, and a padlock is placed on the kennel door during regular visiting hours. In addition, a “WARNING” sign is placed on the front of the kennel to warn Shelter Staff, volunteers and visitors to beware.

3. **Dangerous or Vicious Dogs.** If a dog is declared “dangerous” or “vicious,” it is visibly posted on the Cage Card, and there is a padlock on the kennel door. Only the Shelter Manager or attending veterinarian is allowed access to the animal. In addition, a “WARNING” sign is placed on the front of the kennel to warn staff, volunteers and visitors to beware.

4. **Euthanasia.** When euthanizing a dog that has been in quarantine or declared dangerous or vicious, a pre-euthanasia tranquilizer is always administered to minimize the risk of injury to staff, as well as to minimize stress for the dog.

5. **Safety Equipment.** Appropriate safety equipment is always available for use, including heavy-duty leather gloves, a snatch pole and safety glasses.

B. Dangerous Cats

1. **General.** There is no City or County ordinance pertaining to cats being declared dangerous. Our highest priority is the safety of staff, volunteers and visitors. Manager or attending veterinarian may declare a cat to be “dangerous,” “frightened” or “questionable,” and precautions are taken to avoid injury by the animal. To protect the safety of the staff, volunteers, and visitors, personal interaction with animals held in quarantine, or declared dangerous or vicious is prohibited. In addition, animals declared dangerous or vicious may be immediately euthanized. If, however, an animal must be quarantined, the protocol in working with these animals follows.

2. **Aggressive, Frightened or Questionable Cats.** If a cat is declared “aggressive,” “frightened” or “questionable,” it is visibly posted on the Cage Card, and a padlock is placed on the cage door during regular visiting hours. In addition, a “WARNING” sign is placed on the front of the cage to warn Shelter Staff, volunteers and visitors to beware.

3. **Dangerous or Vicious Cats.** If a cat is declared “dangerous” or “vicious,” the animal is placed in a double, partitioned cage. The designation is visibly posted on the Cage Card, and there is a security clip on the cage door. Only the Shelter Manager or attending veterinarian is allowed access to the animal. In addition, a “WARNING” sign is placed on the front of the cage to warn staff, volunteers and visitors to beware. The Shelter

4. **Do Not Disturb.** All new cats brought to the Shelter showing signs of being aggressive, frightened or questionable are placed in a double, partitioned cage with a towel or other cloth placed over the entrance to the cage. After 24 hours, the towel/cloth is placed to allow the cat to see and hear the activities in the shelter. Over a period of several days, the open area is slowly made bigger and the towel/cloth is eventually removed.

5. **Help the Cat Adjust.** Each day, the towel covering the cat box is raised a few inches so the cat
can gradually get used to the environment while maintaining a feeling of safety. It may take up to three days or longer for the new cat to adjust. When the cat is comfortable, he will make his first appearance. Do not attempt to handle the new cat too early.

6. **Medical Care.** If the cat requires care for a medical problem, such care must be authorized by the Shelter Manager. Medication should be administered by the Shelter Manager, designated staff or the attending veterinarian according to the instructions on the Medication Form.

7. **Euthanasia.** When euthanizing a cat that has been in quarantine or declared dangerous or vicious, a pre-euthanasia sedative is always administered to minimize the risk of injury to staff, as well as to minimize stress for the cat.

8. **Safety Equipment.** There is safety equipment at the Vernon County Humane Society Shelter. They include heavy-duty leather gloves, a snatch pole and safety glasses. Shelter Staff is trained to use the equipment.

**XX. ANIMAL BITES; INJURIES AT THE SHELTER**

**General.** The State of Wisconsin requires all animal bites to be reported immediately to the local Police Department.

A. **Animal Bite Order.** All animal bites occurring at the Vernon County Humane Society Shelter that break the skin are taken very seriously. An Animal Bite Order Form must be filled out promptly by a law enforcement officer. The Wisconsin Rabies Control Law requires a dog or cat which has bitten a person be delivered to a veterinarian for examination within twenty-four (24) hours after receipt of the form. The animal must be quarantined for a period of not less than ten (10) days. During that 10-day period, a licensed veterinarian must examine the animal at least three times, and a final examination shall be conducted ten (10) days following the bite. *(A copy of the Animal Bite Order is attached as Appendix O.)*

B. **Other Injuries.** If a volunteer or visitor sustains an injury, s/he is to make a written report and give it to the Shelter Manager. The Shelter will keep the injury report on file in case the injury develops into something that needs medical attention.

**XXI. VOLUNTEERS**

**General.** Volunteers generally help socialize animals, assist with animal caretaking, counsel prospective pet adopters and participate in special fundraising events. Their special skills and talents make a positive difference in the lives of shelter animals, and their recruitment is essential for good shelter operations.

A. **Selection of Volunteers/Age Requirements.** Most volunteers are individuals who have visited or adopted from the Shelter, have been referred by community service agencies or are students. Volunteers aged 12 years and under must be accompanied by a parent or guardian. Volunteers 13 to 15 years of age must have a parental consent form on file. *(A copy of the Volunteer Information Form is attached as Appendix P.)*

B. **Volunteer Application.** Individuals wishing to become a part of the Shelter's volunteer team are asked to complete a Volunteer Application that is submitted to the Volunteer Coordinator. The Coordinator reviews all applications and calls potential volunteers to advise them of the process involved for bringing new volunteers on board. All volunteers will attend an orientation. *(A copy of the Volunteer Information Form is attached as Appendix P.)*

The Volunteer Application contains questions designed to help understand why individuals want to volunteer and what they hope to accomplish. Likewise, a person’s feelings about euthanasia, spaying and neutering, keeping pets indoors/outdoors and other animal-related experiences help the Coordinator formulate
an opinion as to how the individual will fit into a shelter work environment. Since most volunteers interact in one way or another with the public, it is important that their relations with animals are humane, respectful, and kind.

C. Orientation. An orientation session is an important first step in acquainting prospective volunteers about Shelter operations and programs. This session allows interested persons to evaluate their level of interest and time commitment. The Volunteer Coordinator contacts potential volunteers to advise them of the date and time an orientation session is scheduled.

D. Non-Acceptance of Volunteers. Not all potential volunteers are accepted to work at the Shelter. Some possible reasons are that the service offered is not needed, they may have an incompatible schedule, or they may have a poor or abusive history with animals. The Volunteer Coordinator will tactfully explain the reason why they are not being accepted and offer suggestions, if appropriate, for working at other organizations.

The Coordinator will write the reason for non-acceptance on the volunteer's Application. The Application will be kept on file in the event the individual reapplies or a problem surfaces regarding the handling of denial.

E. Acceptance of Volunteers. If the volunteer is accepted:

1. The Coordinator gives the volunteer a copy of the Volunteer Manual, which addresses, in part: the Mission Statement, placement of volunteers, Shelter forms, safety, and dress code.

2. The volunteer attends a “welcome” orientation session.

3. Training sessions are scheduled.

4. The Coordinator establishes a personnel file for each volunteer. This file includes, at the minimum, the individual's Application, Release of Liability Form, training schedules, evaluations and commendations by staff and a record of the number of hours volunteered at the Shelter.

F. General Rules. As with shelter staff, volunteers are expected to follow certain rules of conduct and behavior in order to provide a safe and productive work environment. These general rules are included in the Volunteer Handbook and are reviewed during orientation.

1. Conduct. Volunteers are expected to dress appropriately for the particular activity or event.

Although euthanasia is discussed with volunteers, they should not interfere with euthanasia decisions and/or procedures.

Volunteers are expected to do their work in a professional manner, to be constructive at all times, and should assist in any work they are asked to perform, as determined by their Application. They should refer visitors to Shelter staff if questions are asked and the proper answer is not known.

2. Adoption. Volunteers are required to go through the same adoption process as the general public.

3. Time Commitment. Because Shelter staff workload is dependent upon a volunteer's time commitment, volunteers are expected to work according to the established shelter schedule.

4. Volunteer Log Sheet. Each volunteer signs a Volunteer Log Sheet for every visit to the Shelter. This is particularly important for students and community service workers who have a set amount of hours to fulfill. The Log Sheet serves as the only form documenting the dates and times volunteers are at the Shelter or assisting with special projects. The Volunteer Log Sheet also gives an overall picture
of the impact of volunteer contribution. The Log Sheet is kept in a prominent place at the office. (A copy of the Volunteer Log Sheet is attached as Appendix Q.)

Any volunteer student fulfilling a class requirement or community service worker who falsifies his or her time is immediately terminated.

G. Volunteer Programs. Making a good match between a volunteer's particular area of interest and the needs of the Shelter help further the mission of the agency in providing care and companionship for homeless animals. It is also important for the volunteer’s self-esteem and feelings of contribution.

After the orientation, the Volunteer Coordinator discusses the various volunteer opportunities available, either within the Shelter itself or outside of the Shelter. Many volunteers may already have a special skill that they are willing to contribute, such as graphic art design, calligraphy or photography or may desire to groom animals, or assist with legal matters, as indicated on their application.

H. Typical Volunteer Programs.

1. **Socialization.** Both cats and dogs housed at the Shelter need socializing for bonding, exercise, companionship, and reducing stress. Volunteers socialize only those animals available for adoption. No volunteer is permitted in the quarantine and cat isolation rooms unless specifically authorized by Shelter staff, i.e., kittens and puppies needing to be socialized to become adoptable.

Socializers should direct questions regarding adoption to staff.

Time commitment for socialization is based on the volunteer's schedule, although they will follow a certain time frame. Training is provided by staff.

   a. **Cats.** Cat socializers interact one-on-one with homeless cats to ensure that their time at the Shelter is as enjoyable and stress-free as possible. Cat socializers pet, groom, and play with the animals, tidy the cat's living area, and interact with potential pet adopters. At no time will cat socializers allow cats to roam free in the Shelter. Cat socializers are instructed to disinfect hands between handling each cat, which will discourage the potential spread of any infection or disease, and to monitor the public's contact with the animals.

   b. **Dogs.** Generally, dog socializers walk dogs, an important activity that provides play and exercise time. Volunteers are instructed to properly leash and collar dogs, to scoop any excrement while walking and to secure dogs in their runs upon returning to the Shelter. Dog walkers must choose only dogs that they are able to keep under control at all times. Dog walkers must control dogs so that they do not jump on people or other dogs, and at no time are dogs allowed off a leash.

2. **Kennel Work.** Many volunteers want to interact directly with animals. Kennel volunteers may perform a wide variety of tasks ranging from cleaning kennel runs and cat cages, feeding, assisting with medicating and grooming to carrying out administrative and laundry chores. Training is provided by the staff. Volunteers are scheduled to work based upon the needs of the Shelter and are expected to follow a designated work schedule.

3. **Administrative Work.** On occasion Shelter staff need assistance with a variety of projects. These projects may include typing or computer work, filing, mailings, coordination of humane education or adoption packets or following up on lost and found reports. Time commitment for administrative work is on an as-needed basis. Training is provided by the Shelter staff or Volunteer Coordinator.
I. Training. Before any volunteer begins work at the Shelter, he or she must attend a Volunteer Orientation. The Volunteer Coordinator introduces volunteers to all Shelter staff whenever possible. For example, individuals wishing to learn animal caretaking duties or administrative duties will be referred, respectively, to a staff member or appropriate committee chair.

The Volunteer Coordinator is responsible for developing a training schedule, complete with dates, times, and duties to be undertaken. The schedule is provided to the shelter so that there are no misunderstandings.

J. Role of Shelter Staff. Shelter staff is expected to keep the Volunteer Coordinator well informed of the volunteer's progress and work habits. This is important for students, as the individual's teacher may contact the Volunteer Coordinator or Shelter Manager on a regular basis for status reports. Any problems with volunteers should be promptly reported to the Volunteer Coordinator. There are also times when the Shelter Manager will authorize an individual to work as a volunteer at the shelter as part of a community service program. The shelter staff is likewise expected to keep the Shelter Manager well informed of the volunteers progress and work habits, as the individual’s probation officer may contact the Shelter Manager for status reports.

Volunteers generously give of their free time to help homeless animals and significantly complement the work of animal care professionals. Shelter staff should always find time to verbally thank volunteers for their help. Staff may also want to add a nice touch by writing thank you notes to volunteers. All volunteers should be treated by Shelter staff with courtesy, respect and appreciation.

K. Termination. Like Shelter staff, volunteers can be terminated for a variety of reasons. Poor performance, disruptive behavior, habitual tardiness or absenteeism, or falsification of work hours by student volunteers or community service workers, will result in termination.

In most situations, any problems brought to the attention of the Volunteer Coordinator will be discussed with the Shelter Manager. A meeting will be called with the volunteer for the purpose of discussing the reason for termination. The Volunteer Coordinator or Shelter Manager is expected to document in writing the events leading up to the termination, including discussions held at the meeting itself, and add this information to the volunteer's personnel file.

Should there be an extremely serious incident that would warrant the volunteer leaving immediately, the staff on duty has the authority to direct the volunteer to leave. The Shelter staff will promptly notify the Volunteer Coordinator or Shelter Manager and will prepare written documentation about the incident.

For community service workers, the Shelter Manager will contact the probation officer to inform them of the termination. In regards to students, the Shelter Manager or the Volunteer Coordinator will contact the teacher to inform them of the termination.

XXII. EMPLOYMENT

VCHS, Inc does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation, or any other legally protected characteristic.

A. Policy. Open paid staff positions at VCHS, Inc. Animal Shelter will be filled in a timely manner. In the case where equally qualified candidates are being considered for a single position, preference shall be given to current staff and volunteers.

B. Procedure. If necessary, current shelter staff will fill an open position on an interim basis, and the pay rate will be commensurate with the position’s approved salary. A position will be filled on an interim basic for not more than 6 months.
1. A job advertisement and description will be posted on the staff and volunteer bulletin boards at the shelter, and a job advertisement and description shall be posted in any or all of the following media: Vernon County Broadcaster, Westby Times, The Foxy Shopper, and LaCrosse Tribune, and at www.vchumane.org. (A copy of the Shelter Manager Duties and Responsibilities is attached as Appendix R.)

2. The Shelter Manager shall interview and hire the subordinate shelter staff.

3. The Board of Directors shall interview and hire the Shelter Manager. (A List of the Board of Directors and Shelter Staff is attached as Appendix S.)
<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Animal Intake Form

**Code:** ____________  
**Date:** ______________  
**Name:** ____________  

- **Sex:** M / F  
- **Breed:** ________________________  
- **Color:** ________________________  
- **Size:** S / M / L / XL  
- **Altered:** Y / N  
- **Microchip:** Y / N : ________________________

- **Stray from:**  
  - City  
  - Village  
  - Township: _____________________________

- **Brought in by:** ____________________________  
  - # ____________

- **Found by:** ____________________________

- **Location:** ____________________________

- **Collar:** Y / N  
  - Color: __________

- **Tag:** Y / N : __________  
  - Fee: ____________

- **Owner Surrender from:** ____________________________  
  - Phone: ____________

- **Address:** ____________________________

- **City:** ____________________  
  - State: _____  
  - Zip: ____________

- **Rabies Vaccination:** Y / N  
  - Year: _____  
  - Tag #: ______  
  - Clinic: ____________________

- **Date of Birth:** ____________  
  - Shots up to Date: Y / N  
  - Clinic: ____________________

### Stray Boarding Fees:

- **Animal Control Officer Fee:** . . . . . . . . ____________
- **First Day:** $15 (If still in Intake: $5) . . . . . . ____________
- **Each Additional Day:** $10 . . . . . . ____________
- **No Proof of Rabies:** $20 . . . . . . ____________  
  - (refundable upon proof)

**TOTAL:** ____________

### Owner Surrender Fees:

- **Dog or Cat:** $25 . . . . . . . . . . ____________
- **No Rabies Proof:** add $10 . . . . . ____________
- **Unaltered:** add $25 . . . . . . ____________
- **Puppy or Kitten:** $10 ea. . . . . . ____________  
  - (50% refundable upon proof  
  of mother being spayed)

**TOTAL:** ____________

**Movement:**

- Adoption  
- Reclaimed by Owner  
  - (within 10 days)
- Transferred  
- Euthanized  
  - Reason: ____________

- **Name:** ____________________________  
  - **Date:** ____________  

- **Address:** ____________________________

- **City:** ____________________  
  - State: _____  
  - Zip: ____________  
  - Phone: ____________________________
I like to eat Science Diet®

My name is: ________________________________

I arrived here: ____________________________

Age: _______ [ID#: ________________]

Breed: ________________________________

Sex: M ☐ F ☐ Spayed/Neutered: Yes ☐ No ☐

Special qualities/recommendations: ________________________________

I like to eat Science Diet®

My name is: ________________________________

I arrived here: ____________________________ Breed: ________________________________

ID#: ____________________________ Age: _______ Sex: M ☐ F ☐

House broken: ☐ Yes ☐ No Spayed/Neutered: ☐ Yes ☐ No

My expected size: ☐ Small (5-20 lbs.)
☐ Medium (25-45 lbs.)
☐ Large (50-100+ lbs.)

My energy level: ☐ Low ☐ Moderate ☐ High

I respond to: ☐ Sit ☐ Shake ☐ Down ☐ Speak ☐ Beg

Leash performance: ☐ Pulls ☐ Resists ☐ Fair ☐ Excellent

My interest in toys: ☐ Low ☐ Moderate ☐ High

My grooming needs: ☐ Low (occasional brushing)
☐ Moderate (more brushing, coat may mat easily)
☐ High (requires groomer visits to maintain coat)

Special qualities/recommendations: ________________________________
ANIMAL SURRENDER AGREEMENT

The Vernon County Humane Society, Inc. desires to be a service source where potential pet adopters can be matched with animals in need of new homes. We recognize that unfortunate circumstances can develop in responsible pet owners’ lives that cause them to consider parting with a beloved pet. **However, surrenders are only taken if there is room at the Shelter and only if the animal is determined to be an adoptable animal by the Shelter Manager or appointed staff.** Please note that VCHS requires a non-refundable surrender fee of $50 (reduced to $25, if the animal is altered.) This fee is used to help defray expenses (veterinary care, food, shelter, etc.) related to animal care.

In an effort to make this parting (and subsequent search for a new home) less traumatic, we ask that you complete the Animal Surrender Questionnaire on the reverse side of this document to aid in the search. It will also be very helpful if you provide us with your pet’s veterinary records, and any toys or favorite blanket when you surrender your pet, to help him or her acclimate to its new surroundings.

**Pet Owner’s Information:**

- Moving to New Home
- Unable to Care for Pet
- Incompatibility Issues
- No Longer Wanted
- Other: _____________

**Name:** __________________________________________

**Address:** __________________________________________

**City:** _________________________ **State:** ______ **Zip:** ____________

**Phone:** __________________________________________

**Pet Information:**

- Dog
- Cat
- Male
- Female
- Rabies Tag #: _____________
- Clinic: __________________________
- Spayed/Neutered

**Name:** __________________________________

**Breed:** ______________________________________

**Color:** _____________________________

**Date of Birth:** ______________________

**Agreement:**

- By leaving this animal with the Vernon County Humane Society, Inc, I am relinquishing all rights of ownership.
- I understand that by relinquishing ownership of this animal, I will not be able to determine its final placement. I understand that the placement options include adoption, foster home while awaiting adoption, transfer to breed-appropriate animal rescue, or (under certain circumstances) humanely euthanized. **VCHS can not guarantee that any animal will be adopted.**
- I understand that if I seek to reclaim this animal, I will have to go through the regular adoption procedure.
- To the best of my knowledge, this animal **IS NOT** sick and **HAS NOT** bitten anyone within the past ten (10) days.
- I also affirm that I am the legal owner of this animal and have not taken this animal from another person without that person’s consent.

The amount of the non-refundable surrender fee for this animal is: ___________________

**IMPORTANT NOTICE:** This Agreement is not complete until this document is signed by you, the non-refundable surrender fee is paid in full, and this document is signed by an authorized VCHS representative. **UNTIL SUCH TIME AS THESE CONDITIONS ARE MET, YOU REMAIN THE LEGAL OWNER OF THE ABOVE-DESCRIBED ANIMAL.**

_______________________________  _________________________________
Signature of Pet Owner          Date                                  Signature of VCHS Representative
ANIMAL SURRENDER QUESTIONNAIRE

Are Shots Up to Date?  Y / N   Clinic: ______________________________

How long have you owned this pet? ________  □ Months  □ Years

<table>
<thead>
<tr>
<th>Please Rate Your Pet in Regards to:</th>
<th>Good</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>Don’t Know</th>
<th>Explanation (If Needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interaction with Dogs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interaction with Cats</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interaction with Kids</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interaction with Strangers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interaction with Livestock</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Being Housebroken</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obedience while Off Leash</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Being Left Alone</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eating Habits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Being Groomed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Riding in Car</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This Pet Stays:  □ Inside Only  □ Outside Only  □ Inside and Outside

When Outside, it is:  □ Tied up  □ In Pen  □ In Fenced Yard  □ Free Roaming

Special Needs: ________________________________________________________________

Bad Habits: ________________________________________________________________

Advice for New Owner: ________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
Vernon County Humane Society, Inc.
1150 Nelson Parkway
Viroqua, WI 54665
(608) 637-6955

ANIMAL SURRENDER AGREEMENT
[ for LAW ENFORCEMENT use only ]

The Vernon County Humane Society, Inc. desires to be a service source where potential pet adopters can be matched with animals in need of new homes. We recognize that unfortunate circumstances can develop in responsible pet owners' lives that cause them to consider parting with a beloved pet. Please note that VCHS requires a non-refundable surrender fee of $50. This fee is used to help defray expenses (veterinary care, food, shelter, etc.) related to animal care.

In an effort to make this parting (and subsequent search for a new home) less traumatic, we ask that you complete the Animal Surrender Questionnaire on the reverse side of this document to aid in the search.

Pet Owner's Information:

- Moving to New Home
- Unable to Care for Pet
- Incompatibility Issues
- No Longer Wanted

Name: ________________________________
Address: ________________________________
City: __________________ State: _______ Zip: _____________
Phone: ________________________________

Pet Information:

- Dog  □ Male
- Cat  □ Female
- Rabies Tag: ___________  Clinic: ___________________________
- Spayed/Neutered

Name: ________________________________  Breed: ___________________________
Color: ___________________________  Date of Birth: ________________

Agreement:

- By leaving this animal with the Vernon County Humane Society, Inc. I am relinquishing all rights of ownership.
- I understand that by relinquishing ownership of this animal, I will not be able to determine its final placement. I understand that the placement options include adoption, foster home while awaiting adoption, transfer to breed-appropriate animal rescue, or (under certain circumstances) humanely euthanized. VCHS can not guarantee that any animal will be adopted.
- I understand that if I seek to reclaim this animal, I will have to go through the regular adoption procedure.
- To the best of my knowledge, this animal is NOT sick and HAS NOT bitten anyone within the past ten (10) days.
- I also affirm that I am the legal owner of this animal and have not taken this animal from another person without that person's consent.

The amount of the non-refundable surrender fee for this animal is fifty dollars ($50).

IMPORTANT NOTICE: This Agreement is not complete until this document is signed by you, the non-refundable surrender fee is paid in full, and this document is signed by an authorized VCHS representative. UNTIL SUCH TIME AS THESE CONDITIONS ARE MET, YOU REMAIN THE LEGAL OWNER OF THE ABOVE-DESCRIBED ANIMAL.

Signature of Pet Owner ___________________________ Date __________ Signature of VCHS Representative ___________________________
# ANIMAL SURRENDER QUESTIONNAIRE

**Are Shots Up to Date?** Y / N  Clinic: ____________________________

**How long have you owned this pet?** ______  □ Months  □ Years

Has this animal ever bitten anyone? Y / N  if Yes, explain: ____________________________

<table>
<thead>
<tr>
<th>Please Rate Your Pet in Regards to:</th>
<th>Good</th>
<th>Bad</th>
<th>Don’t Know</th>
<th>Explanation (If Needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interaction with Dogs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interaction with Cats</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interaction with Children</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interaction with Strangers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interaction with Livestock</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Being Housebroken</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obedience while Off Leash</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Being Left Alone</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eating Habits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Being Groomed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Riding in Car</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This Pet Stays: □ Inside Only  □ Outside Only  □ Inside and Outside

When Outside, it is: □ Tied up  □ In Pen  □ In Fenced Yard  □ Free Roaming

**Special Needs:** ______________________________________________________________________

_______________________________________________________________________________________

**Bad Habits:** _________________________________________________________________________

_______________________________________________________________________________________

**Advice for New Owner:** _________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________
Pet Temperament Status Form

Staff/Volunteer ____________________________
Date ____________________________

Kennel Acquisitions
☐ easy to remove from kennel
☐ shy, took some coaxing
☐ difficult to obtain: playful/shy
☐ unable to obtain: growling/hissing
☐ other: ____________________________

CANINE: Walking on leash
☐ pulls leash forward
☐ lags behind
☐ walks nicely, calmly
☐ unable to walk on leash
☐ growling/barking at other dogs as passing
☐ other: ____________________________

Body Sensitivity
☐ easy to touch and pet, affectionate
☐ slightly fearful, shy
☐ very shy, frozen
☐ growling, hissing
☐ snapped, attempted to bite
☐ other: ____________________________

General Handling
☐ easy to do, no resistance
☐ resisted, struggled: little/some/much
☐ growled/hissed
☐ snapped/attempted to bite
☐ other: ____________________________

Name of dog/cat ____________________________
Intake #: ____________________________

General Attitude
☐ very high activity level
☐ active
☐ somewhat reserved, little activity
☐ very shy
☐ jumps on people/body slams
☐ mouthing: hands/body
☐ leans on people, clingy
☐ hissing/clawing
☐ excitement submissive: urinates/defecates
☐ purring/affectionate
☐ nervous shedding/nervous purring
☐ other: ____________________________

Handouts Recommended

Comments:

Appendix F
Humane Organizations in Vernon County Area

- CASA (Crawford Area Shelter for Animals)  
  648-2461 or 648-2310

- Richland Area Rescue (Richland County)  
  608-647-8697

- HART of Sparta (Monroe County)  
  608-372-3144

- Coulee Region Humane Society (LaCrosse County)  
  608-781-4014

- Coulee Wildlife Rehabilitation Center  
  608-483-2610

- TabbyTown USA (Cats Only)  
  634-4614

- Friends of Animals (Richland County)  
  608-538-5483

- Ocooch Humane Society (Richland County)  
  608-604-3483

- Monroe County Animal Shelter (Monroe County – Sparta)  
  608-269-8775
Medical Record for _________________, Code # __________

Thank you for adopting from VCHS! Your new pet has already received the following veterinary care:

**Vaccinations:**

- __________________________________________________________________________
  Date ______ By __________
- __________________________________________________________________________
  Date ______ By __________
- __________________________________________________________________________
  Date ______ By __________
- __________________________________________________________________________
  Date ______ By __________
- __________________________________________________________________________
  Date ______ By __________
- __________________________________________________________________________
  Date ______ By __________

**Medications:**

- __________________________________________________________________________
  Date ______ By __________
- __________________________________________________________________________
  Date ______ By __________
- __________________________________________________________________________
  Date ______ By __________
- __________________________________________________________________________
  Date ______ By __________
- __________________________________________________________________________
  Date ______ By __________
- __________________________________________________________________________
  Date ______ By __________
- __________________________________________________________________________
  Date ______ By __________
- __________________________________________________________________________
  Date ______ By __________

**Alteration Date:** __________________________________________________________________________
By __________

**Other:**

- __________________________________________________________________________
Medication Form

Intake #: ___________________ Dog □ Cat □ Sex: M F Breed/Color: _______________________

Name: ______________________

Medication Prescribed: ______________________

<table>
<thead>
<tr>
<th>Date:</th>
<th>Given By:</th>
<th>Dosage:</th>
<th>Date:</th>
<th>Given By:</th>
<th>Date:</th>
<th>Given By:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Vaccinations, wormers, etc.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Given By:</th>
<th>Item:</th>
<th>Other info:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PET ADOPTION APPLICATION

Please read this application, fill in the blanks, sign it, and return it to us at the address shown. The information you provide in this application and during our interview will help us find a good match for you.

<table>
<thead>
<tr>
<th>MY PREFERENCES</th>
<th>EXERCISE</th>
</tr>
</thead>
<tbody>
<tr>
<td>I like pets that are:</td>
<td>I prefer a pet whose energy level is:</td>
</tr>
<tr>
<td>□ Short hair □ Medium hair □ Long hair □ Any</td>
<td>□ high □ medium □ low</td>
</tr>
<tr>
<td>I prefer a □ male □ female</td>
<td>I prefer a pet that:</td>
</tr>
<tr>
<td>□ kitten/puppy □ adult □ any age</td>
<td>□ will enjoy living indoors</td>
</tr>
<tr>
<td>Please describe the temperament and activity level you are looking for in a cat. Check all that apply.</td>
<td>□ will enjoy being outside while I’m with him/her</td>
</tr>
<tr>
<td>□ zippy, high-energy, kitten/puppy-like</td>
<td>□ will come and go independently</td>
</tr>
<tr>
<td>□ mellow, easy-going</td>
<td>□ will enjoy living in our barn</td>
</tr>
<tr>
<td>□ a lap cat/dog</td>
<td></td>
</tr>
<tr>
<td>□ very affectionate</td>
<td></td>
</tr>
<tr>
<td>□ responsive</td>
<td></td>
</tr>
<tr>
<td>□ independent</td>
<td></td>
</tr>
<tr>
<td>□ talkative</td>
<td></td>
</tr>
<tr>
<td>□ quiet</td>
<td></td>
</tr>
</tbody>
</table>

Someone in my home is nervous or unsure of pets…
□ very □ moderately □ some (no experience with pets) □ N/A

GENERAL

<table>
<thead>
<tr>
<th>ABOUT ME AND MY HOUSEHOLD</th>
<th>EXERCISE</th>
</tr>
</thead>
<tbody>
<tr>
<td>I share my home with _____ adults and _____ children.</td>
<td></td>
</tr>
<tr>
<td>Ages of children: ____________________________</td>
<td></td>
</tr>
<tr>
<td>I have children that visit or live next door.</td>
<td></td>
</tr>
<tr>
<td>Ages of children: ____________________________</td>
<td></td>
</tr>
<tr>
<td>I have _____ indoor cat(s), _____ in/out cats, _____ dogs, and these other pets and livestock: __________</td>
<td></td>
</tr>
<tr>
<td>The noise/activity level in my home is usually</td>
<td></td>
</tr>
<tr>
<td>□ low □ medium □ high</td>
<td></td>
</tr>
<tr>
<td>When it comes to keeping a clean and tidy house I am</td>
<td></td>
</tr>
<tr>
<td>□ very particular □ particular □ easy going</td>
<td></td>
</tr>
<tr>
<td>I need a pet that will tolerate being alone _____ hours/day.</td>
<td></td>
</tr>
<tr>
<td>□ weekends □ for frequent short trips</td>
<td></td>
</tr>
<tr>
<td>I’d enjoy brushing or grooming my pet:</td>
<td></td>
</tr>
<tr>
<td>□ rarely □ occasionally □ weekly □ daily</td>
<td></td>
</tr>
</tbody>
</table>

Please tell us anything else you would like us to know about you or the pet you’re looking for:
_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________

How will your new pet spend its days? (Circle all that apply):
Indoors Outdoors Crated Basement Garage Porch Yard Barn Locked in room

How will your new pet spend its nights? (Circle all that apply):
Indoors Outdoors Bedroom Kitchen Crated Basement Garage Porch Barn Locked in room
PET ADOPTION APPLICATION

<table>
<thead>
<tr>
<th>Name (First, Middle initial, Last)</th>
<th>Date of Birth</th>
<th>Day phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse or partner’s name</td>
<td>Date of Birth</td>
<td>Evening phone</td>
</tr>
<tr>
<td>Street address</td>
<td>Do you:</td>
<td>Landlord’s name</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td></td>
<td>Landlord’s phone</td>
</tr>
<tr>
<td></td>
<td>own your home</td>
<td></td>
</tr>
<tr>
<td></td>
<td>rent</td>
<td></td>
</tr>
<tr>
<td>How long at current address?</td>
<td>If less than one (1) year, please show previous address:</td>
<td></td>
</tr>
</tbody>
</table>

| Are you:                          | Employer’s name: |
| working                           |                |
| attending school                  | Employer’s name: |
| retired                           |                |
| homemaker                         | Employer’s phone: |

<p>| What pets have you owned in the past five (5) years? |
|-----------------------------------------------|---------------|</p>
<table>
<thead>
<tr>
<th>Pet’s name</th>
<th>Breed/type of pet</th>
<th>Age and sex</th>
<th>Spayed/neutered</th>
<th>Do you still have this pet?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>M</td>
<td>F</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M</td>
<td>F</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M</td>
<td>F</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M</td>
<td>F</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M</td>
<td>F</td>
<td>Y</td>
</tr>
</tbody>
</table>

Who is/has been your veterinarian?

Veterinarian’s address

Please list two (2) personal references (not related to you):

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Address</td>
<td>Phone</td>
</tr>
</tbody>
</table>

I certify that the information I have given is true, and I authorize the Vernon County Humane Society, Inc. to contact veterinarians, landlords and references to investigate all statements in this application, and to do follow-up property checks.

Signature: ___________________________ Date: ______________________

Spouse/Partner/Roommate Signature: ___________________________ Date: ______________________

Notes:
ADOPTION AGREEMENT FOR A PET

The Vernon County Humane Society, Inc. (the “VCHS, Inc./we/us”), a Wisconsin non-profit corporation, and the undersigned (the “Adopter” or “you”), in consideration of the mutual promises in this Agreement and other good and valuable consideration, intending to be legally bound by this Agreement, agree to the following:

1. **The Pet.** We are placing the following described pet with you, the Adopter, for adoption by you as a companion pet (the “Pet”):
   - Male: ________________ Neutered: ________________ Female: ________________ Spayed: ________________ Name: ____________________________
   - Color/Markings/Breed/Mix: ________________________________ Approximate Age: __________
   - Distinguishing marks (if any): ______________________________
   - Intake #: __________________
   - Vaccinations & Date: _____________________________________ Spay/Neuter Date: __________
   - Fe/Luk or Heartworm: _____________________________ De-worming Date: ________________

2. **Adoption Fee.** We require an adoption fee of $_____________. The adoption fee is **not refundable** except under the circumstances listed in item #3. However, if the Pet is returned to us for any reason within thirty (30) days, you have the option of choosing another Pet from us within six (6) months of the original adoption return. Any donation you can make in addition to the adoption fee would be greatly appreciated.

3. **Veterinary Care.** You agree to take the Pet to a veterinarian of your choice within ten (10) days from the date of this adoption. If the veterinarian, upon first examination, should find a life-threatening health condition (such as a heart problem, diabetes, etc.), you have the option of returning the Pet to us within five (5) days from the date such condition is found.

4. **Routine Care.** You agree to take the Pet to a veterinarian for yearly examinations, and vaccinations as needed and to procure immediate veterinary care, at your own expense should the Pet become ill or injured.

5. **Care of the Pet.** You agree to provide the pet with fresh water, wholesome food, adequate exercise and affection. You will never allow the animal to roam free unsupervised. You will treat the animal as a household pet, companion and family member, and not leave the Pet chained, cooped, and/or otherwise confined for extended periods of time. You agree never to use the Pet for fighting or any other “sport” in which one animal is pitted against another, never to beat or taunt the animal in order to promote aggressive characteristics, and never sell the Pet to be used for medical or experimental purposes.

6. **Transfer; Euthanasia.** You agree not to abandon, give away, sell, or dispose of the Pet in anyway except to another person who wants to adopt the Pet as a house pet, and who will provide the same care for the Pet as you are required to provide under this agreement. You agree that you may not euthanize the Pet except in the case of terminal illness or injury, and in that case a licensed veterinarian must perform the euthanasia.

7. **Licensing Requirements.** You agree to license the Pet in compliance with the laws and ordinances in force in the municipality in which you reside.
8. **Lost Pet.** You agree to make a serious effort to find the Pet if it becomes lost, by immediately (a) filing lost reports with the local police, animal control authorities, animal shelters, and local veterinarians, (b) posting lost pet signs and (c) contacting us for additional advice.

9. **No Representations.** You agree that we are making no representations or warranties about the condition, personality, or temperament of the Pet. You agree to release us of all liability once the Pet is in your possession.

10. **Breach of Agreement; Liquidated Damages.** In the event that you do not comply with the terms of this Agreement, or the Pet is abused or neglected, one of our remedies will be to recover the Pet from you upon demand. Promptly after the demand we will come to your residence and you will surrender the Pet to us immediately. In addition, without waiving any of our rights under this Agreement, if you do not surrender the Pet to us, you will be obligated to pay all costs associated with the recovery of the animal, said amount to be not less than $500.00, to compensate us for our costs and expenses in connection with your breach of this Agreement.

11. **No Liability.** VCHS is not liable for any claims, legal actions, losses, injuries, damages, costs, expenses, or liabilities whatsoever in connection with your adoption or ownership of the Pet.

12. **Entire Agreement; Modifications; Binding Effect.** This Agreement is the entire agreement between you and us, and supersedes any prior understandings between you and us with the respect to the subject matter of this Agreement. No modifications of this Agreement will be valid unless in writing duly signed by both you and us.

Dated___________________

**ADOPTER**

___________________________________  _______________________________________
Signature      Signature

___________________________________
Print Name

___________________________________
Street Address

___________________________________
City, State, Zip

___________________________________
Telephone

___________________________________  1150 Nelson Parkway
Signature of Spouse/Partner/Roommate

____ Yes, I consent to the VCHS, Inc. providing my name and address to Hill’s Science Diet to receive future information and promotional coupons and literature regarding their products; OR

____ No, please keep my information confidential.
Vernon County Humane Society, Inc.
P.O. Box 185, Viroqua, WI 54665
608-637-6955

ADOPITON AGREEMENT FOR A BARN CAT/KITTEN

The Vernon County Humane Society, Inc. (the “VCHS, Inc./we/us”), a Wisconsin non-profit corporation, and the undersigned (the “Adopter” or “you”), in consideration of the mutual premises in this Agreement and other good and valuable consideration, intending to be legally bound by this Agreement, agree to the following:

1. **The Cat.** We are placing the following described Cat/Kitten with you, the Adopter, for adoption by you as a barn cat (the “Cat”):
   - [ ] Male  [ ] Neutered  [ ] Female  [ ] Spayed  Name ___________________________
   - Color/Marks/Breed/Mix ___________________________  Approximate age _______
   - Distinguishing characteristics (if any) ____________________________________________
   - Vaccinations and Dates ___________________________  FeLuk Test  [ ] Yes  Results ______
   - Spay/Neuter Date ___________________________  De-worming Date ____________________

2. **Adoption Fee.** We suggest, but do not require, an adoption fee of $ (25.00) for the Cat, to help defray our expenses for the Cat’s food and veterinary care. We have a very limited budget. If you pay an adoption fee, the fee is not refundable under any circumstances. Any donation you can make in addition to the adoption fee would be greatly appreciated.

3. **Care of the Cat.** You agree to provide the Cat with daily fresh water, wholesome cat food, and dry, comfortable, safe and sanitary shelter in your barn, garage or other outbuilding. For health and safety reasons, and to help ensure that the Cat is homed to that building, you agree not to allow the Cat out of that building provided by you for shelter for at least 1 week after adoption. After the homing period is over, you will give the Cat free run of the building and yards. You agree to never sell the Cat for medical or experimental purposes.

4. **No Liability; No Representations.** You understand that this Cat was previously unwanted or lost and lived on its own with minimal or no human contact, and/or may have been rescued by us from a dangerous, unhealthy and/or cruel situation. This could have long-lasting effects on the Cat. You agree that we are making no representations or warranties about the condition, personality or temperament of the Cat. You agree to release us of all liability once the Cat is in your possession. The Charity is not liable to you or any other party for any losses, injuries, damages, costs, expenses, liabilities, lawsuits or judgments whatsoever in connection with your adoption or ownership of the Cat.

5. **Breach of Agreement; Liquidated Damages.** In the event that you do not comply with the terms of this Agreement, or the Cat is abused or neglected, one of our remedies will be to recover the Cat from you upon demand. Promptly after the demand we will come to your residence and you will surrender the Cat to us immediately. In addition, without waiving any of our rights under this Agreement, if you do not surrender the Cat to us, you will be obligated to pay all costs associated with the recovery of the animal, said amount to be not
less than $500.00, to compensate us for our costs and expenses in connection with your breach of this Agreement.

6. **Declawing Prohibited.** You agree not to have the Cat declawed, understanding that declawing would leave the Cat defenseless in an outdoor environment.

7. ** Entire Agreement; Modification; Binding Effect.** This Agreement is the entire agreement between you and us, and supersedes any prior understandings between you and us with respect to the subject matter of this Agreement. No modification of this Agreement will be valid unless in writing duly signed by both you and us. This Agreement is binding upon your and our heirs, assigns, successors, personal representatives and executors.

Dated

**ADOPTER**

VCHS, Inc.

Signature

Signature

Print Name

Print Name and Title

Street Address

Street Address

City, State, Zip

City, State, Zip

Telephone

Telephone

Yes. I consent to the VCHS, Inc. providing my name and address to Hill's Science Diet to receive future information and promotional coupons and literature regarding their products; OR

No, please keep my information confidential.

**If your barn has a different address, enter it here:**
Vernon County Humane Society  
PO BOX 185  
Viroqua, WI 54665

RESCUE AGREEMENT

I, ________________, agree to take ______________________ (dog/cat) to my rescue ______________________________ for the purpose of finding them new homes.

Upon signing this agreement I accept full ownership of the animal(s) and release the Vernon County Humane Society from any responsibility for the maintenance or actions of the animal(s).

_______________________________   _ ____________________  
Print Name       Date

_________________________________________________________________________________  
Address

_____________________________________
Phone

_____________________________________
Signature of Rescue Rep.

_____________________________________
Shelter Manager       Date
Veterinary Clinics and Veterinarians  
in  
Vernon County

• Piper Veterinary Clinic (Shelter Veterinarian)  
  Dr. Dane Piper  
  Viroqua  
  637-3333

• Rising Sun Animal Wellness Center (Backup Shelter Veterinarian)  
  Dr. Marta Engels  
  Dr. Laura Buss  
  Viroqua  
  637-2227

• Barbara Miller, DVM  
  Viola  
  627-1442

• Veum Veterinarians LTD  
  Westby  
  634-3993

• Coulee Mobile Veterinary Clinic  
  Dr. Dennis Knight  
  Coon Valley  
  452-2220

• Prairie Veterinary Service  
  DeSoto  
  648-3450

• Dr. Phyllis Burch  
  Hillsboro  
  489-3420

• Viroqua Veterinary Center  
  Viroqua  
  637-2001
Foster Care Agreement

The parties hereto agree as follows: The Foster Caretaker (“the Caretaker” or “you”) signing below hereby acknowledges receipt from the Vernon County Humane Society Animal Shelter (“VCHS/we/us”), of the animal(s) described below for foster care. And in accepting this (these) animal(s), and in consideration for being entrusted with the care, custody, and possession of the animal(s), agrees to be bound by the covenants and conditions stated below.

Foster Care Personal Information

Name: ____________________________________________

Address: ___________________________ Apt. #: ________

City: ___________________________ State: ________ Zip: ____________

Daytime Phone: ___________________________ Evening Phone: ___________________________

Animal(s) Received

<table>
<thead>
<tr>
<th>Intake # and Name</th>
<th>Breed/Sex/Age</th>
<th>Medications/Vaccinations received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The parties agree that:

1. The Foster Care. The Caretaker shall provide the animal(s) with good care in their home, including, but not limited to, food, water, shelter, outdoor exercise, socializing and playing, transportation to a veterinarian or adoption event, grooming, training, bottle-feeding and medication when required. You are providing the Foster Care out of your love for animals, and as a volunteer, at no charge to the VCHS.

2. Ownership. As between the Caretaker and the Vernon County Humane Society, Inc., the animal(s) shall remain the sole property of the Vernon County Humane Society, Inc.

3. Returning Fostered Animal(s). The animal(s) shall be returned to the VCHS upon request by either organization, or if you are no longer able to adequately care for the animal(s), or if you are relocating outside of the Vernon County area.

4. Inspection. Agents of VCHS will be allowed to inspect the premises in which the animal(s) will be maintained or are maintained, from time to time, for the purpose of determining the suitability of those premises for the care and maintenance of the animal(s).

5. Placement of Animal(s). The Foster Caretaker understands and acknowledges that she does not have any right or authority to keep the foster animal(s) or to place foster animal(s) in other homes or places with other individuals unless permission is given in writing by the VCHS shelter manager.
6. **Costs and Expenses.** VCHS will provide initial vaccinations and medication for minor existing ailments, and will provide dog/cat food and litter to the Foster Caretaker for use by the fostered animal(s). We will pay all veterinary treatment costs that may be incurred for the animal(s) during the Foster Care, provided that we have given you prior approval for such treatments, except in the event of a medical emergency, in which case you will use your best judgment in the matter. You will give us the receipts from the veterinarian for the veterinary care and medicines. Whenever possible, you will use Dr. Dane Piper (637-3333) as the usual veterinarian. The Foster Caretaker agrees that should the animal(s) require extensive medical treatment the Vernon County Humane Society may request immediate return of the animal(s) and may euthanize the animal(s) for humane reasons.

7. **Adoption by Caretaker.** In the event that you wish to adopt any or all of the animal(s) as a household pet for yourself, you must first enter into our Adoption Agreement.

8. **No Liability.** The Foster Caretaker is not liable to VCHS for any injuries to, illness or disappearance of the animal(s) arising out of the Foster Care, except if such injuries, illness or disappearance are caused by or arise out of your gross negligence or intentional misconduct. The VCHS are not liable for any bodily injury or property damage, losses or injuries whatsoever to you or other person, or to your or another person’s animals and pets, caused by the actions, behavior or health of the animal(s), or arising out of the Foster Care, except if such damage, losses or injuries are caused by our gross negligence or intentional misconduct.

9. **Returning Animal(s).** The Foster Caretaker agrees to return said animal to the Vernon County Humane Society Animal Shelter no later than ______________ (subject to change if authorized by VCHS personnel).

This contract represents the entire agreement between the parties and any modifications will be made in writing and signed by both the Foster Caretaker and the shelter manager or the Foster Care Coordinator.

Foster Caretaker:

Executed this ______ day of ____________

Signed: ______________________________________

Vernon County Humane Society, Inc.:

Executed this ______ day of ____________

Signed: ______________________________________

VCHS Representative

FOR OFFICE USE ONLY

Applicant information:

At least 18 years of age? ______________ Own home? ______________ Rent? ______________

Anyone in your family have allergies to animals? ______________ Ages of children: ______________

What other animals do you have in your home? ______________

Would you like to foster a dog or a cat? ______________ e-mail: ______________

Comments: ______________
# Appendix O

## Vernon County Health Department

E7410 County Highway BB - PO Box 209 - Viroqua, WI 54665-0209  
Phone 608-637-5251 - FAX 608-637-5514

## Animal Bite Order

<table>
<thead>
<tr>
<th>ANIMAL OWNER</th>
<th>Date Issued</th>
<th>DOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ANIMAL</th>
</tr>
</thead>
</table>
| Animal Identification:  
- Dog  
- Cat  
- Other (specify)  
Breed:  
Color:  
Sex:  
- M  
- F  
Rabies Vaccination:  
- No  
- Yes  
Date:  
Certification of Rabies Vaccination Serial #:  
Veterinary Clinic & Address: |

<table>
<thead>
<tr>
<th>VICTIM</th>
<th>Parent/Guardian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
</tbody>
</table>

The Wisconsin Rabies Control Law requires that a dog or cat which has bitten a person must be delivered to a veterinarian within twenty-four (24) hours after receipt of this notice for examination. The animal must be quarantined for a period of not less than 10 days.

If the animal is currently immunized against rabies as evidenced by a valid vaccination certificate, the animal may be quarantined on the premises of the owner following the initial examination by a veterinarian. An animal that is quarantined at home shall be returned to a veterinarian on the last day of isolation and on one intervening day. This means the animal shall be examined by a veterinarian at least three times during the 10 day period (Wisconsin State Statutes 95.21(5)(b)). All veterinary costs will be the responsibility of the owner of the animal. If no valid evidence of vaccination can be displayed, the dog or cat shall be impounded by a veterinarian or at an isolation facility for at least 10 days at the owner's expense.

The final examination shall be conducted 10 days following the bite by a veterinarian who shall complete an examination certificate. Return the signed Veterinarian's Certificate to the Vernon County Health Department, E7410 County Hwy BB, POB 209, Viroqua, WI 54665-0209. Phone: (608) 637-5251 Fax: (608) 637-5514

Failure to comply with this quarantine order shall result in a fine of not less than $100 nor more than $1,000 or imprisonment not more than 60 days or both.

<table>
<thead>
<tr>
<th>Signature of Officer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff's Dept / Police Dept</td>
</tr>
</tbody>
</table>

White - Owner  
Yellow - Vernon County Health Dept  
Pink - Law Enforcement Agency
Volunteer Information Form

Instructions for use: Type in gray areas, save, and email to the address below. Or laser, fill out, and mail to address at right. Email to: vchs@vchumane.org

Mail to: Vernon County Humane Society P.O. Box 185 Viroqua, WI 54665

My Personal Contact Information

<table>
<thead>
<tr>
<th>My Name:</th>
<th>Street Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Phone:</td>
<td>City:</td>
</tr>
<tr>
<td>Work Phone:</td>
<td>State:</td>
</tr>
<tr>
<td>Home Email:</td>
<td>Zip Code:</td>
</tr>
<tr>
<td>Work Email:</td>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Best Way To Contact:</td>
<td>Today’s Date:</td>
</tr>
</tbody>
</table>

My Emergency Contact Information

In case of an emergency, the Vernon County Humane Society will act immediately to contact your preferences below:

<table>
<thead>
<tr>
<th>Primary Contact:</th>
<th>Relationship:</th>
<th>&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number:</td>
<td>Other Phone No.:</td>
<td></td>
</tr>
</tbody>
</table>

Please note: Volunteers who work directly with shelter pets will be exposed to dog and cat dander; dog and cat hair; cleaning chemicals; pet foods with preservatives; bouncy animal activity; and other potential hazards. Some lifting and labor may occasionally be asked of volunteers.

My Volunteer Interests

Check all boxes that apply.

- [ ] Walking dogs
- [ ] Cat cuddling
- [ ] Kennel aid
- [ ] Telephone calls
- [ ] Volunteer coordination
- [ ] Yard maintenance
- [ ] Vet runs
- [ ] Baking for fundraisers
- [ ] Clerical/office work
- [ ] Housekeeping
- [ ] Adoption screening and follow-up
- [ ] Laundry
- [ ] Grooming
- [ ] Fundraising
- [ ] Public relations
- [ ] Fostering animals
- [ ] Dog training
- [ ] Off-site adoption days
- [ ] Public education
- [ ] Pet visits to nursing homes

For Youth Volunteers Only

Because we value your children we want to ensure their safety while they are volunteering at the Animal Shelter. We welcome parents or guardians who want to work with their child during their volunteer time to help build a parent-child relationship. Youth volunteers must be 13 years of age or older to volunteer at the shelter without a parent or guardian present, but with their written permission. Younger children can volunteer if accompanied by a parent or guardian.

Permission Slip and Liability Waiver. [__________________________], the parent of [__________________________], do hereby give permission for my minor child to volunteer at the Vernon County Humane Society Animal Shelter. I understand that my child will be working with and around animals and may be asked to do physical labor such as sweeping, mopping, cleaning, and will be walking dogs and handling cats and kittens and puppies. I hereby knowingly, freely, and voluntarily waive any right or cause of action of any kind whatsoever arising as a result of such activity from which, and liability may or could accrue, against the Vernon County Humane Society, Inc. or its agents or employees jointly or individually.

Parent’s Signature: Date: Parent’s Name Printed: [Not applicable for digital form]
<table>
<thead>
<tr>
<th>Volunteer Name</th>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
<th>Work Performed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>