



Indiana Bulldog Rescue  
PO Box 366  
Brownsburg, IN 46112  
www.indianabulldogrescue.com

## Volunteer Procedures

Welcome to the Indiana Bulldog Rescue! Thank you for volunteering your time and home to help save a bulldog. Volunteering is a key component to rescue and without you we wouldn't be able to continue our mission.

This document is intended to be your resource for everything you need to know to be a volunteer with IBR! So please consult it regularly and let us know if it's missing anything or you have any questions.

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## Getting Started as an IBR Volunteer

We are excited to have you as part of our IBR Volunteer team. We use four key systems for communication and tracking at IBR:

### 1. Facebook

- Our IBR Foster Parents & Volunteers group is very active.
- This is our primarily vehicle for mass communication.
- We post dogs in need of foster care, transportation requests and other needs here.
- Foster parents post updates and pictures of their foster bulldogs which the technology team then pulls for posts to IBR's public Facebook page and/or the dog's bio on the website.
- Foster parents can post any questions or needs that they have here and our volunteers will be happy to help!

### 2. Email (Gmail)

- Every IBR volunteer receives an IBR Gmail account
- Once you are announced as a volunteer, your email will be set-up.
- To access your email, please go to <http://www.gmail.com>. Your email login will be:
  - i. User ID: [First.last@indianabulldogrescue.com](mailto:First.last@indianabulldogrescue.com)
  - ii. Password: Temporary password is bullieinfo12 (you will be prompted to change this upon first login)
- If you lose or forget your password, please go to Gmail and follow the instructions there to reset.
- Directions for setting up email on your mobile device are listed on the volunteer page of the website. See below for more details.

### 3. Volunteer Page of our Website

- We have a secure section of our website which can be accessed only by volunteers.
- All the forms which you will need to complete as a foster or a volunteer are contained on this site with instructions on how to complete and/or submit them.
- To access the volunteer page of the website, go to <https://indianabulldogrescue.com/>
  - i. Click "Volunteer Log In" in the upper right corner.
  - ii. Click on the "Login with Google" button to login with your IBR email account.
  - iii. If for some reason you are unable to log in to the website with your IBR email, then you can use the default volunteer log in of volunteer / IBRbulldogs2017.

#### 4. Trackabeast

- Trackabeast is a cloud solution which we use to track all data and records on our foster dogs.
- This is IBR's official system of record so it is **imperative** that we all work together to ensure that it is updated.
- Fosters will access Trackabeast to enter shot records and heartworm results on the checklist page and microchip information on the animal profile page. They will also upload all copies of paper files related to their foster dog to Trackabeast under the 'manage files' link on the animal profile page.
  - To access the Trackabeast, please go to <http://www.trackabeast.com/login.jsp> . Your login will be:
    - i. User ID: First.Last (case sensitive; note that this is First.Last; not your full IBR email)
    - ii. Password: IBRbulldogs2017

If you have questions or issues with any of the systems, please feel free to contact our Technology Director, Scott Abderhalden at [Scott.Abderhalden@indianabulldogrescue.com](mailto:Scott.Abderhalden@indianabulldogrescue.com)

## Volunteer Home Visit Process

When IBR has a new foster/volunteer application, we will execute the following process:

- The HV request will be posted on the volunteer FB group for a local volunteer to complete the HV
- The current volunteer will call the perspective applicant and set up an agreeable time to visit the home
  - it is always advisable to take a copy of these volunteer procedures to leave with the family so they have an opportunity to review in advance of getting their first foster. Whilst our processes are necessary, they can be overwhelming so having this document in hand, serves as a great jumping off reference point.
- The current volunteer will complete the home visit checklist, in conjunction with the family so everyone is onboard with concerns and the standing of the visit. The home visit checklist is a comprehensive form created to cover all aspects of a potential adopter home visit and a volunteer/foster home visit. Please omit spaces that are not applicable to the particular visit you are completing. Completed forms should be emailed to [DIRECTORS@indianabulldogrescue.com](mailto:DIRECTORS@indianabulldogrescue.com). This step is imperative.
- If you are approving the new applicant, please do the following:
  - Add the applicant as a friend to their FB account and then add them to the IBR volunteer FB group and introduce them once an admin approves.
  - Please review website and Tb log in procedures with the new applicant.
  - Website log in is volunteer and password is IBRbulldogs2017

## Getting a Foster and Bringing a Foster Into Your Home

When Casey receives a Surrender Request from a shelter, a family, or another rescue group, she assesses the situation to learn as much as she can about the dog. If she feels that the dog is a good fit for rescue, she will then post a Foster Request to the IBR Foster Parents & Volunteer Facebook page. If you are interested in fostering a dog, you will work with Casey to determine if the dog is a good fit for you and then arrange transportation.

Once your foster is home, give him/her some time to decompress. The dog is likely confused, anxious and insecure as they are in new place. Having a new bulldog in your home is exciting, but we can guarantee the dog is not as excited as you are. Give them plenty of space and time for the first few days. **Until the dog is seen by one of our partner vets, the dog should not interact with any other dogs in or outside of your home.** You should also take your foster to a different area to potty than your dogs until the dog is evaluated by a vet. This is for the safety of the foster and your dogs.

Read and follow the guidelines in the document called “A Letter From Your New Dog” on the website in the “Foster a Bulldog” section.

Please review and ensure that you understand and fulfill all your responsibility in the Foster Dog Checklist (see next section).

## Foster Dog Checklist

While loving and caring for your foster dog should be your top priority, it is also incredibly important that you keep and share all necessary forms and records for your foster dog. This is for the protection of you, your foster dog and IBR. If you have **any** questions at all about the requirements below, please post those questions on the IBR volunteer FB page.

1. Obtain signed surrender agreement from family or IBR volunteer performing the surrender. Scan and upload to Trackabeast.
2. Submit the bio for your foster to [bios@IndianaBulldogRecsue.com](mailto:bios@IndianaBulldogRecsue.com)
3. Submit a vet request form online at [IndianaBulldogrescue.com](http://IndianaBulldogrescue.com) – click the volunteer link at the top right corner. User id is volunteer and password is IBRbulldogs2017.
  - a. Your request will be responded to with a list of approved services. If anything else is recommended, please notify Casey Scott immediately at (502) 314-5649.
  - b. Casey will mail you a microchip for your dog. Please do not purchase one from the veterinarian.
4. After vetting occurs, enter all medical information and microchip number into TB on the animal profile and checklist tabs, then upload physical copies of all records utilizing the ‘manage files’ hyperlink on the animal profile tab in TB. Kelli Liggett will pull the number from TB and register it with the microchip company.
  - a. The following are covered during routine vetting:
    - i. Rabies, bordetella, and DHLPP vaccines
    - ii. Implantation of a microchip (as needed)- DO NOT register
    - iii. Heartworm & Fecal tests

- iv. Spay & Neuter surgeries
- b. Once negative heartworm test results have been logged into TB, Casey will mail flea and heartworm prevention to the foster. DO NOT purchase from the veterinarian.

## Using the Trackabeast System

As noted earlier, Trackabeast is IBR's system for all our dogs so it is critical that we all work together to keep it up-to-date. Each foster is given a unique login to Trackabeast when you are approved as foster. This login is described in the Getting Started section above.

As a foster, you will only see dogs who are assigned to you as a foster when you log into the system.

To make any adjustments to a dog's record, just click on the "Animals" tab at the top, find the dog you need to edit, and then click the "Edit" button on the far left.

Medical: \$0.0  
Boarding: \$0.00  
Supplies: \$0.00  
Training: \$0.00  
Total Costs: \$0.00

Add Dog    Medical Download    Printable Statistics Report  
Download    Printable Basic Info Report    Total Fees: \$900.00

Search animal profile (names, comments, ids)    From (Intake date):    From (Plcmt date):  
To (Intake date):    To (Plcmt date):  
Placement Status Equals: --Any--    Origin Equals: --Any--  
Location Contains:    Rescue Type Equals: --Any--  
Breed Contains:    Search    Reset

Hide Adopted  
Show Inactive  
Show Dogs  
Show Puppies

Show/Hide Columns

Sort By: Intake Date    Total Entries: 22    (Some items may be truncated)

	Animal Name	Animal Type	Intake Date	Sex	Chip #	Chip Mfg	Registered	Breed	Color	Approx. Age	Weight	Placement Status	Current Loc
Edit	Chloe	dog	07/15/17					French Bulldog	Fawn	3 yrs	24	Fostered	Ray Hall
Edit	Milan	dog	07/15/17	F				English Bulldog	Black and	5 yrs	60	Fostered	Scott Cox
Edit	Miss Zelda	dog	06/17/17	F	476203310A			English Bulldog	Brindle and	11 yrs	50	Fostered	Connie Huse
Edit	Rex	dog	06/11/17	M				French Bulldog	Black and	7 yrs	30	Fostered	Belissa Middleton
Edit	Diesel	dog	06/07/17	M	985113000744662	HomeAgain		English Bulldog	White	7 yrs	50	Fostered	Tori Butler
Edit	Luna	dog	05/30/17	F	985113000744662	HomeAgain		English Bulldog	Fawn and	9 yrs	50	Trial Adoption	Matthew Califar
Edit	Samson	dog	05/14/17	M				English Bulldog	White	5 yrs	74	Adopted	Kari LaLonde
Edit	Beefy	dog	05/13/17					French Bulldog	Fawn	7 yrs	32	Fostered	Jill Torbet

Once in a dog's record, there are few actions that you will perform as a foster:

## 1. Upload documents (vet records, surrender forms, all other documents)

- Please note that the naming convention for any files uploaded to a dog record is: DogName\_Form Name\_MonthYYYY
- Select “Manage Files” at the top of the page
- A pop-up window will appear (if it does not, ensure pop-ups are enabled in your browser)
- Select “Choose File”
- Browse on your computer to the file you need to upload
- Click “upload”

The screenshot displays the 'Animals' section of the TrackBeast website. The animal profile for 'Luna' is shown, with a 'Manage Files' button highlighted in yellow. A pop-up window titled 'upload.jsp - Google Chrome' is open, showing the upload interface. The window contains a 'View Files' dropdown menu, a list of allowed file types (.txt, .doc, .docx, .pdf, .xls, .rtf, .pub, .jpg, .xlsx), and an 'Add file:' section with a 'Choose File' button and an 'upload' button. The background form includes fields for Name (Luna), Alias, Microchip # (985113000744662), Rabies Tag #, Chip Mfg (HomeAgain), Chip Registered?, Impound #, Intake Date (05/30/2017), Where Did Animal Come From? (Owner Surrender), Initial Rescue Activity, Sex (Female), Birthdate (12/31/2008), Current Age (8 Yrs, 6 Mns, 2 Wks), Breed (English Bulldog), and Secondary Breed.

## 2. Enter microchip information

- Enter “Microchip #”



### 3. Enter shot records and heartworm results

- Click on “Check List” button at top of the dog record
- Complete the checklist with as much information as possible
- Note: It is important that the veterinarian name and phone is included for all vaccines so that we can provide this to adopters
  - If shots are performed while in IBR’s care, the vet name should come up in the dropdowns for Tested by and Tested at. If it isn’t there, please email [Scott.Abderhalden@indianabulldogrescue.com](mailto:Scott.Abderhalden@indianabulldogrescue.com) to have it added.
  - IF the shots were performed prior to surrender, please leave “Tested by” blank and select “Pre-Intake Vet” for “Tested At”. The vet’s name and phone number should be included in the comments section. See example below.

Animals

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Name: Luna ?

Animal Profile
Check List
Medical Records
Placements
Matches
Photo Gallery
<< Prev Next >>
previous and next animals correspond to the specific sort and filters currently set in the animal browser

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Submit Dropdowns for Given By and Given At are populated by people for whom you have checked the role of "Veterinarian" and organizations for whom you have checked the role of "Animal Hospital/Clinic".

**Heartworm Test:**  Neg  Pos (double click to uncheck) Date:  Reminder date:

Tested By:  Tested At:  Remind Txt:

Comments:  Charge:

---

**Rabies Shot:**  Yes  No Date:  Reminder (or next due):

Serial/Lot #:  Remind Txt:

Given By:  Given At:  Charge:

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**Spayed/Neutered?**  Yes  No Date:

if yes, name of vet:  Hospital:  Remind Txt:

Already spayed/neutered  (on entry) Charge:

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**Fully Vaccinated:**  Yes  No

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**Vaccination 1** Type:  Date:  Reminder (or next due):

Serial/Lot #:  Remind Txt:

Given by:  Given At:  Charge:

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**Vaccination 2** Type:  Date:  Reminder (or next due):

Serial/Lot #:  Remind Txt:

Given by:  Given At:  Charge:

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**Vaccination 3** Type:  Date:  Reminder (or next due):

Serial/Lot #:  Remind Txt:

Given by:  Given At:  Charge:

## Vet Care

Your foster should be seen by one of our partner vets ***within a week*** of coming to your home. If you do not know who the IBR-approved vet is in your area, please contact Casey. Call and schedule an appointment for your foster. Be sure to tell them that you are with IBR and are bringing in a new intake for his/her initial vetting. IBR pays for all the foster's *\*approved\** medical care. If you have any questions about the vetting process or payment, please contact Casey

- Complete the "Vet, Training and Prescription Request Form" through the website. You will receive a copy of your request through e-mail.
  
- The initial vetting should include the following:
  - Office visit/basic examination
  - Vaccinations- IBR does not cover Lyme vaccines, nail trims or grooming of any kind.
  - Heartworm test
  - Fecal test
  - 3 months of heartworm preventative, following negative heartworm test result
  - 3 months of flea preventative
  - Microchip, please do not register as Kelli Liggett will handle
  - Any necessary medications or antibiotics the vet prescribes
  - Make any necessary follow up appointments (spay, neuter, other surgeries)
  
- **Any time your foster sees a vet, it MUST be approved by Casey.** If there is an emergency and you can't complete the "Vet, Training and Prescription Request Form" through the website, call or text Casey at (502) 314-5649. All fosters belong to IBR, not the foster parent, and the final decision or any medical procedure must be approved by IBR. A foster may not make the decision to stop a prescribed medication without Casey's or a veterinarian's approval.

## IBR Bite Policy

The safety of the dog and IBR's volunteers is paramount to everything we do. During the intake process, IBR will make every effort to get a complete history and understanding of the dog and its temperament. **Sometimes, this information is not known or is withheld from IBR.** In the very unfortunate situation that a bite occurs involving your foster, **the bite must be reported to IBR immediately.**

- **IMPORTANT:** Within three hours of the incident, the IBR Bite Report must be fully completed and submitted. This form is available on the volunteer page of the website in the "Foster a Bulldog" section.
  - Photographs of the bite should be taken and shared with this form.
- If a bite is unreported by a volunteer, IBR reserves the right to remove the dog from your home immediately.
- "A bite" includes a fight with another animal or a dog bite to a human.
- Any vet bills incurred by the resident dog, due to injuries of a bite, are the sole responsibility of the dogs' owner. Its imperative foster dogs be monitored at all times, and not left unattended with resident dogs.
- If a dog or human needs medical attention, the foster should forward all invoices to Casey immediately upon completion of the treatment.
- Casey and/or the Board of Directors will review the entire situation and decide on what is best for the health and safety of all involved. IBR may consult with its partner veterinarians, trainers and behaviorists while making its decision.
- If the dog is a candidate for rehabilitation, IBR will coordinate an evaluation or training for the dog.
- In some cases, the kindest and most responsible thing to do for the dog is to have it humanely euthanized. As difficult as a decision euthanizing is for all, the IBR Board of Directors reserves the right to make this decision and will do so in the best interest and safety of the dog the general public and IBR's volunteers.

## Finding a Forever Home for your Foster Dog

As a foster parent, you know your dog best and you play a key role in selecting the right forever home for your foster dog. Natalie Miller is IBR's Adoption Director and she will work closely with you throughout the process. You can contact her at [natalie.miller@indianabulldogrescue.com](mailto:natalie.miller@indianabulldogrescue.com).

When you have a foster dog, please do the following to ensure that your dog finds the right forever home:

- Take a lot of photos of your foster dog and post these to the IBR Foster Parents & Volunteers Facebook group!
  - The technology team pulls photos from here to post to IBR's public Facebook page and/or the dog's bio on the website
  - Ensure photos are well-lit ... outdoor photos are great .. also include some funny ones!
- Keep the dog's bio updated with likes, dislikes, funny stories, etc. Directions for updating the dog's bio are on the volunteer page of the website in the "Foster a bulldog" section.
- **Remember:** Our adoption team and the public review the dog's bio on the website to learn about the dog and access the best match. So, it is **very** important that the bio is up-to-date in order to attract interested applicants and support the screening process.

IBR's application and vetting process is detailed on our website here:

<https://indianabulldogrescue.com/adoption/>

Our Adoption Director reviews all adoption applications and performs phone screenings. If she feels that an applicant is a good fit for your foster dog, she will forward the application on to you and ask you to call the family. Be open and honest with the family about your foster dog – our job is to find the **best** possible forever home for these dogs; not just to place them in any home. After speaking with the family, please respond back to the Adoption Director with your true and honest feelings about the potential family. You will not hurt anyone's feelings if you feel that a family is not a good match for your dog!

Once you and our Adoption Director both feel like you have a good potential match, you will arrange for a meet n' greet and/or a trial adoption. If you need help with transportation to/from a trial visit, please reach out the Facebook group for help.

- **All** our dogs go on a trial adoption of at least a week before any adoption can be finalized.
- When your foster dog goes on a trial, please send them with harness, leash, food for the duration of the trial, and any medications.
- Please include a "Letter From Your Dog" as its imperative the family and dog be set up for success and have reasonable expectations of the dog i.e. decompression, keeping resident and foster dogs separate, proper introductions, etc.
- During a trial, the prospective family can return the dog for any reason whatsoever and the dog will come back to your home.
- Please reach out to the family frequently during the trial to check-in and offer any support needed. If you sense any issues with the trial, please be sure to let our Adoptions Director know.
- When finalizing an adoption, it is the responsibility of the volunteer finalizing to ensure the contracts are signed and the fee is paid at the time. We do not allow payment plans and prefer to not have to

follow-up on fees post adoption. Once a family has a signed contract, obtaining the fee could be problematic.

- Fees can be paid by the following:
  - On the website at [IndianaBulldogRescue.com](http://IndianaBulldogRescue.com) and click donate
  - By accessing PayPal directly and sending the funds to [Donate@IndianaBulldogRescue.com](mailto:Donate@IndianaBulldogRescue.com) choosing the 'send money to friends and family' thus eliminating PayPal fees.
  - Venmo- IndianaBulldog-Rescue is the user name
- After completing the adoption, and the applicable volunteers (foster and person completing the adoption) have uploaded all the documents into TB, Kelli Liggett will mail or email an adoption packet to the family.
  - This packet includes all medical records and microchip information.
    - The adoptive family may then contact the microchip manufacturer and have their names added to the chip, in case the dog should go missing. IBR will remain on the chip as a secondary contact.

## Getting Help

We communicate as a group through the private IBR Foster and Volunteer Facebook page. You are welcome to ask the group anything you have a question about. Our volunteers are great resources! You are also welcome to contact any of the Directors mentioned above.

Communication is KEY! We are here to help you every step of the way.

- **Casey Scott:** Casey is the president of IBR. Her duties include managing the intake process.
  - **New surrenders/intakes:**
    - She will work with the surrendering family and evaluate the dog's needs to ensure that IBR can assist the dog.
    - She will post the available foster on the IBR volunteer page with as much information as possible to for available foster parents to decide if this may be the right foster for their home.
    - Casey will work to obtain any vet records from the dog's previous vet and coordinate transports, if needed.
  - **Veterinarian accounts**
    - Casey will assign you an approved vet who has an account set up with IBR.
    - If a partner vet is not in your area or you wish to utilize a veterinarian not currently in IBR's network, Casey will establish an account at that office.
      - **Cell:** 502-314-5649
      - **E-mail:** [casey.scott@indianabulldogrescue.com](mailto:casey.scott@indianabulldogrescue.com)
- **Scott Abderhalden, Technology Director** manages the website, Trackabeast and Gmail accounts. All IBR communication should go through your IRB email account and all IBR forms can be accessed using your Gmail log in information.
  - [Scott.Abderhalden@Indianabulldogrescue.com](mailto:Scott.Abderhalden@Indianabulldogrescue.com)
- **Natalie Miller, Adoption Director:** Natalie is the director of adoptions. Natalie oversees the adoption program including the screening of applications, scheduling home visits, trial visits and matching potential adopters with fosters. Once your foster has been fully vetted and is "adoptable," Natalie is your point of contact.
  - **Cell:** 480-277-1625
  - **E-mail:** [natalie.miller@indianabulldogrescue.com](mailto:natalie.miller@indianabulldogrescue.com)
- **Kelli Liggett, Records Director:** Kelli is IBR's Records Director. She handles all the paperwork. Once your foster is adopted, you will need to scan & email or postal mail all your foster's paperwork to Kelli. She will then provide the adoptive family with a welcome packet that includes the dog's information and records.
  - **E-mail:** [Kelli.liggett@indianabulldogrescue.com](mailto:Kelli.liggett@indianabulldogrescue.com)

## Other Odds & Ends

- Should you need a “bullie sitter” while you are fostering, please reach out to other volunteers to see if they can watch your foster while you are gone.
- If the foster is staying with someone outside of your home, prior approval from Casey or Natalie is required. The person caring for the IBR dog must sign a Hold Harmless waiver.