

Rescue Partner Application and Guidelines

Introduction

The Rancho Cucamonga Animal Center is an open admission municipal Animal Center, that accepts and cares for over 5,000 animals a year. Regardless of their health, age, behavior or adoptability, no animal in our City that needs our assistance is turned away. Our mission is *creating PAWSitive impact by enriching the lives of animals and people.*

Becoming a Rescue Partner

Rancho Cucamonga Animal Center welcomes applications for the Rescue Partner program. To become eligible, an organization must:

1. Be a 501(c) (3) non-profit animal rescue or adoption organization and provide a copy of your Federal Determination form (Active Status).
2. Complete and submit a Rescue Partner Application.
3. Provide a letter of intent describing the type of rescue you provide, and a short summary of the purpose of your organization.
4. Provide a current list of all members, volunteers, and staff working for your rescue group.
5. Provide the Name, address and phone numbers for locations where pets are kenneled, if using a boarding facility or foster homes. We understand that locations can often change based on need.
6. We request that each member of your organization participating in maintaining animals at their residence be aware of and comply with all regulations applicable in the jurisdiction in which they reside.
7. Once all documents are received, the rescue coordinators will review your application and contact you with questions or for approval.

Procedure to Adopt/Rescue Animals

1. Availability:
 - a. Most animals are available to rescue groups on the third day they have been available to the public for adoption. However, animals that are deemed highly adoptable may be held longer at the Animal Center's discretion. This allows the public the opportunity to adopt from our organization.
 - b. We do not place "Holds" on animals; however, we can note your interest in an animal in our system.

2. First Contact:

- a. Contact a rescue coordinator (list below) or call the Animal Center at (909) 466-7387 to gather information about any animal. Any rescue coordinator can provide medical or temperament information via phone or e-mail.
- b. If you are interested in pulling an animal that is available, contact a rescue coordinator prior to arrival with the name of your transporter and the date and time they will be arriving.
 - i. We will respond with a point of contact for that date and time.
- c. If you need to temperament test an animal PRIOR to pulling, you must make an appointment with a rescue coordinator.

3. Picking up Animals:

- a. Pick Up Time:
 - i. If arriving before public business hours: wait at the front door and your point of contact will let you in.
 - ii. If arriving during business hours: Please stand in line and check in with the front counter staff. They will page your point of contact to the lobby to assist you.
 - iii. All Transporters should be listed on your authorized list. If they are not, please have the organization president e-mail us prior to pick up to add them. If the person representing your group is not on our current list, approval may not be granted.
- b. Sign Rescue Contract for the specific animal being picked up (to be signed by transporter, person taking possession of animal).
- c. We Provide:
 - i. Kennel Card, Proof of rabies vaccine, Proof of sterilization, Medical history, Behavior history (if any), Microchip documents (if applicable), and Copy of Rescue Contract
- d. Sterilization: If the animal is not already sterilized at the time of pick up you have two options:
 - i. Bring animal back to Animal Center for sterilization on a scheduled date (see fee for this service below)
 - ii. Take to your own veterinarian for sterilization and provide sterilization certificate to Animal Center within 30 days.
- e. Fees:
 - i. Pull fees: \$0
 - ii. Microchips: \$10 fee for microchips (if already microchipped or you would like us to do so)
 - iii. Sterilization:
 1. \$0, if already sterilized or you choose to sterilize at your own Vet.
 2. \$47 for cats and \$80 for dogs if sterilized at RCAC after pulling.

- f. Underage Kittens: Please note that vaccines and FIV/FelV testing needed after leaving RCAC are the sole responsibility of the rescue.

Rescue Coordinators

Heather.Bolton@cityofrc.us	Barbara.Hansen@cityofrc.us
Ilany.Hargis@cityofrc.us	

Thank you again for collaborating with us to help place as many adoptable animals as possible.

Rescue Partner Application					
Organization Name:					501 (c)(3) ID #: <i>(Please attach a copy)</i>
Which species of animals do you intend to rescue?		Dogs	Cats	Other:	
Do you rescue animals with medical issues?		Yes	No		
Do you rescue animals with behavior issues?		Yes	No		
Breeds:					
Adoption Partner Address: <i>(No PO Boxes are accepted)</i>		City:		State:	Zip:
Mailing address: <i>(if different from above)</i>		City:		State:	Zip:
Adoption Partner Phone:		Adoption Partner Website:			
Primary Contact Person:			Primary Contact Phone:		
Primary Contact E-mail:					
Kennel/Address Where Animals are Housed					
<i>If you use your own volunteers as foster homes, please list those people on page 2</i>					
Kennel Address: <i>(No PO Boxes are accepted)</i>		City:		State:	Zip:
Do you have a kennel permit at this location?				Permit # & Exp. Date:	
Total # of Runs:				# of Animals Housed at location:	
Veterinarian Used for Animal Care					
Clinic Name:			Clinic Phone #:		
Address:		City:		State:	Zip:
Individuals Authorized to Adopt/Rescue					
Name	Street Address	City	State	Zip	Phone
Authorized Rescue Partner Foster Homes					
Name	Street Address	City	State	Zip	Phone

By signing below, you acknowledge and agree that you accept the animal "as is", understand that we cannot guarantee the health or temperament of any animal, and that the rescue assumes all responsibility for treatment of any and all existing conditions or changes that may occur in the future. You also certify that all information provided on this application is true, complete and correct.

Signature

Print

Date