



In partnership with



# RESCUE & RE-HOME HANDBOOK

## Guidelines for Coordinators and Volunteers

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## DEDICATION

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It is our heartfelt wish that no Tibetan Spaniel will ever lack the safe and loving home that it deserves and that every Tibetan Spaniel will be cared for and cherished throughout its life.

This Handbook is dedicated with love and gratitude to the volunteers for Tibetan Spaniel Rescue.

## CREDITS

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Our appreciation to the [AKC Rescue Network](#), a consortium of rescue organizations affiliated with the AKC parent clubs for each breed, for providing a way for breed rescues across the USA to share their knowledge and experiences.

Thanks to [American Lhasa Apso Club Rescue](#) for sharing its rescue handbook with other American Kennel Club breed rescue organizations to serve as an example and basis for each to develop its own resource material.

## INTRODUCTION

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We who love the Tibetan Spaniel are the guardians of a precious, unique and beloved breed. As a worldwide community, we in “Tibbie World” are collectively responsible for preserving our breed. Tibbie World faces a challenge. In the face of the systematic subjugation and suppression carried out against the Tibetan people, culture and history since the Chinese invasion and annexation of Tibet, China’s efforts to claim the Tibetan breeds as its own, thereby erasing their Tibetan identity, have underscored the need to preserve and protect the Tibetan Spaniel and other breeds of Tibetan origin.

Breed clubs such as the Tibetan Spaniel Club of America lead the preservation effort. Ethical breeders in the membership make a critical contribution by breeding to the established breed standard, by sharing health information and by exhibiting their dogs. They take lifelong responsibility for the dogs they breed, keep in touch with the owners of the dogs they breed and, when the need arises, willingly take them back.

In a perfect world, we wouldn’t need breed rescue organizations. Ethical breeders would screen buyers carefully and take care of their dog family forever. All dog owners would be kind and responsible, never get old and live forever. But in this imperfect world, people die or become disabled and don’t prepare in advance for what happens to their dogs. People suffer economic setbacks. People leave a gate or door ajar or let a dog out unattended. People don’t register or update chips. People don’t provide veterinary care. People don’t train their dogs. People forget about or lose records such as breeder contracts. Sometimes, people are just plain stupid, careless or cruel. Dogs escape. Dogs are dumped on a roadside. Sick or old dogs are left at shelters that have a high rate of euthanasia. Dogs are given away or sold without careful screening.



**Young Tibbie in a shelter as result of abuse case**

It’s hard to imagine these things happening to a Tibbie, but they do. That’s why we need a rescue organization for Tibbies in North America. When the perfect world falls apart, Tibetan Spaniel Club of America (TSCA) Rescue is ready to pick up the pieces.

***This Handbook is intended for the exclusive use of TSCA Rescue volunteers.***



# PARTNERS FOR TIBBIES

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## Organization

Tibetan Spaniel Club of America (TSCA) Rescue is a committee of the parent AKC breed club—the Tibetan Spaniel Club of America. TSCA Rescue is an all-volunteer organization under the leadership of a National Rescue Coordinator supported by Regional Coordinators and volunteers nationwide. The Coordinators and volunteers share a deep passion for the Tibetan Spaniel breed.

TSCA Rescue partners with the [TSCA Rescue & Health Trust](#). Established in 2006, the Trust is a 501(c) 3 organization formed to fund Tibetan Spaniel rescue, health surveys, health research, and public education. 501(c) 3 means that the IRS has granted the Trust tax-exempt status as a non-profit charitable organization and that donations and contributions to the Trust are tax-deductible.

TSCA Rescue and the Trust are separate but symbiotic organizations. We work together closely. The TSCA Rescue Coordinator and volunteers are the "boots on the ground" for Tibbie rescues while Trust provides financial support for the costs of rescue.

## Purpose

The purpose of the TSCA Rescue is two-fold. First, we find homes for pure-bred Tibetan Spaniels who are homeless or whose owners need to surrender them for re-homing. Second, we aim to educate the public about the Tibetan Spaniel breed. Counseling prospective adopters about breed traits and characteristics is an important responsibility that we share with ethical breeders. Education and intervention can help prevent Tibbies from losing their homes.

# CHALLENGES IN TIBETAN SPANIEL RESCUE

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## Overview

Truthfully, we don't get many Tibbies in TSCA Rescue. Unlike many breeds, large numbers of dogs needing rescue or re-homing is not one of our challenges. However, TSCA Rescue faces other challenges—some specific to our breed, others that every rescue organization faces.

## Tibbie or Not Tibbie? That is the Question

To qualify for the Trust's financial support, a dog must be identified as a pure-bred Tibetan Spaniel. TSCA Rescue faces a challenge that most breed rescues do not: identifying a rescue dog as a pure-bred Tibetan Spaniel can be difficult. Dogs that show up on rescue websites (such as Adopt-a-Pet) or in shelters don't come with papers establishing that they are Tibbies. Even when an owner surrenders a dog to us, papers are rarely provided. Typically, a shelter or rescue worker will label a dog with the breed they think the dog resembles. This means that a worker who doesn't know our breed may misrepresent a true Tibbie as some other breed (such as a Pekingese) or, conversely, misrepresent another breed or mixed breed as a Tibbie. Even persons who are surrendering a dog may not really know its breed.

Many mixed breeds resemble Tibbies. Even breeders with 30+ years of experience can mistake a known Peke-Pom (a mix popular with backyard breeders and puppy mills) for a Tibbie. Even some pure-breds of other breeds may resemble Tibbies. For example, a pure-bred Lhasa Apso can look so much like a Tibbie that breed experts are fooled. The reason for the resemblance is that the Tibetan Spaniel is genetically related to many other small Asian breeds such as Pekingese. They are the ancestor of or descend from a common ancestor of other small Asian breeds. For example, Tibbies share 30% of the DNA that differentiates breeds with Pokes. In other words, Tibbies and other small Asian breeds are on the same family tree. Sometimes puppies in the other breeds "throw back" to the ancestral Tibbie. For example, it's well-known that a "bad Peke"<sup>1</sup> can look like a Tibbie or a "bad Tibbie" can look like a Peke.

<sup>1</sup>"Bad" in this context means only that the dog is not well-conformed based on its breed's Breed Standard, a document which describes an "ideal" specimen of the breed.

For policies and procedures, see *Breed Identification* subsections later in this Handbook. See also *Breed Identification – Tibbie or Not?* in the *Educational Resources* section later in this Handbook for tips on identifying Tibbies.

## Surrenders

Most Tibbies come to TSCA Rescue when they are surrendered for re-homing because the owner passed away or became disabled. We're grateful for surrenders. When the owner or the owner's family cares enough to get in touch with us, we can place the Tibbie in a carefully screened forever home where Tibbies are understood and cherished. A challenge with surrenders is our responsibility to determine, if possible, whether the Tibbie is the breeding of a TSCA member in good standing. This is necessary to determine whether the Trust or the breeder is financially responsible for the re-home. For procedures on handling surrenders, see *Surrender Policies and Procedures* later in this Handbook.

## Setting Adopter Expectations

There are more people who want to adopt rescue Tibbies than rescue Tibbies to adopt. Because we don't get many Tibbies in rescue, prospective adopters usually face a long wait to adopt. Many have been on our waiting list for years (literally)—not because they wouldn't be good adopters but because few Tibbies are available, those available are far away, and/or competition for highly desirable Tibbies is fierce. It's important to set realistic expectations for people who contact TSCA Rescue hoping that we have a selection of Tibbies to adopt. That's why we always suggest the Breeder Referral option to everyone who asks about Tibbie Rescue. In our reply to inquiries, we provide the link to the *Breeder Directory*, which is available on the TSCA website, and give the contact info for the Breeder Referral coordinator. We also suggest other sources for finding a Tibbie.

## Shelter Relations

Most local governmental jurisdictions, such as counties and municipalities, have a shelter to manage stray animals and surrendered pets. A department of the local government, usually called Animal Control or Animal Services, may staff and operate the shelter, or the department may hire a contractor, such as a humane society, to operate a shelter and provide animal services.

Given the rarity of Tibbies, a Tibbie that shows up in a shelter as a stray may be the first and last Tibbie that the shelter has ever seen. The shelter staff may misidentify a Tibbie as another breed or mixed breed, or they may misidentify other breeds or mixes as Tibbies.

TSCA Rescue has to move quickly when a Tibbie turns up in a shelter. As a national rescue, TSCA Rescue generally finds out about Tibbies in shelters from sources such as...

- alerts from searchable websites such as [petfinder.com](https://www.petfinder.com) used by shelters and rescue organizations to publicize animals in their care
- a volunteer “watchdog” who keeps an eye out for Tibbie-related postings on social media. These posts may be on pages such as those run by local groups (sometimes called “Friends of...”) that try to help publicize the shelter’s animals. Or, the posts may be on Facebook pages or groups that publicize rescues (e.g., *Japanese Chin*, *Pekingese*, *Shih Tzu in Need* which also posts other small Asian breeds)
- shelter worker/rescue liaison who recognizes a Tibbie or possible Tibbie and contacts TSCA Rescue through our website or Facebook page



**Senior mother and daughter were surrendered to a shelter when their owner died. TSCA Rescue Coordinator and volunteers secured their release and placed them in a forever home.**

Shelters vary in quality and operate in myriad ways. Some have high volumes of animals; some low. Some have ample funding; others operate on a shoestring. Policies on holding periods (e.g., how long a “stray” is held), adoptability criteria, screening and euthanasia rates vary widely. For example, in a “high kill” shelter, a dog that is “old” or otherwise “unadoptable” (e.g., due to failing a behavior test) may be in danger of euthanasia within days of arriving in the shelter. Sadly, Tibbies in shelters are sometimes so terrified that they shut down and “fail” behavior tests and may be deemed unadoptable under shelter policies. Similarly, a shelter could consider a Tibbie as young as eight as “old” even though an eight-year-old Tibbie is “young” by comparison to most other breeds.

Whether or not the Tibbie is in danger, a shelter’s policies may prevent TSCA Rescue from getting a shelter Tibbie released into our care. For example...

- Some shelters won't release any dog to a rescue organization **unless** the dog is deemed unadoptable due (usually) to a health, old age or behavior issue. The shelter prefers to place the adoptable dogs themselves.
- Many shelters, chiefly those in metropolitan areas, will release dogs only to rescues they have pre-approved; pre-approved rescues are often termed "partners." The approval process is sometimes quick and easy; sometimes, however, it is lengthy and sometimes costly. Moreover, TSCA Rescue may not be able to meet a shelter's partner requirements. For example, approval may be contingent on the organization having a "bricks and mortar" presence, such as a kennel building or similar facility, and a veterinarian in the shelter's locale, requirements which TSCA Rescue, as a nationwide foster-based rescue, can't meet.

When a Tibbie in a shelter is brought to our attention, we first check the Tibbie's status—whether or not it is in danger. We contact the shelter manager or, if they have one, the rescue liaison. We check whether the shelter has a formal partner approval process. (TSCA Rescue has applied and been approved by a few shelters.) However, when we can't meet the requirements or there's too little time before the Tibbie's time limit is up, we do whatever we can to help the Tibbie. Even when we can't get the Tibbie released into our care, we will use our resources to publicize the Tibbie. For example, we may send a Rescue/Re-Home Alert email to prospective adopters on our waiting list who live in the shelter's vicinity and post a notice on our Facebook page. In some areas, we may contact another 501 (c) 3 organization that we know loves Tibbies and will "pull" the dog from the shelter and get it into foster care.

## Rescue Organization Relations

Other 501 (c) 3 rescue organizations, typically those that rescue all breeds and mixes, may take a Tibbie into their care in the same way that TSCA Rescue does—either by release from a shelter or by owner surrender. TSCA Rescue finds out about these Tibbies in the same way we find about Tibbies in shelters: direct contact from the organization, alerts from sites such as Adopt-a-Pet, and social media. Local all-breed rescues often snap up Tibbies from the shelters in their area before TSCA Rescue finds out about them.

TSCA Rescue's policy is to offer help to any 501 (c) 3 rescue organization that has a Tibbie in its care. We will extend assistance not only to dogs that appear to be Tibbies but also to possible Tibbies mixes even when, as often happens, the organization has labeled the dog something else. Since most rescue

organizations are unfamiliar with Tibbies, we offer information to help them place the Tibbie. Also, to help them reach people eager to adopt a Tibbie, the Rescue Coordinator posts information about the Tibbie and the rescue organization on the Trust's Facebook page at <https://www.facebook.com/tscarescue/>. At the Coordinator's discretion, we may also send a Rescue/Re-Home Alert to our waiting list.

## **Irresponsible Breeding**

Many breeds have a high incidence of careless, unethical breeding by puppy mills, backyard breeders and greedy, misguided or uneducated owners. In placing their Tibbies, ethical breeders strive to keep them out of the hands of irresponsible people. Due in part to their care and vigilance, irresponsible breeding of Tibbies is not as prevalent an issue as in some other small breeds. However, it has happened.

The guidelines under which TSCA Rescue and the Trust operate prohibit us from purchasing dogs as a means to get them away from backyard breeders and puppy millers. This policy is based on the idea that purchasing Tibbies from unethical breeders only serves to encourage them to breed more. However, when Tibbies were discovered being sold by a backyard breeder or at a puppy mill auction, another rescue organization was able to secure their freedom. TSCA Rescue then helped the organization by raising money for their care and publicizing the available Tibbies to prospective adopters.

# GENERAL POLICIES AND PROCEDURES

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This and the following sections explain the policies and procedures to follow for various rescue situations, such as inquiries, adoptions, owner surrenders and so on.

## Professionalism

The TSCA Rescue National and Regional Coordinators and all volunteers must

- communicate, internally or externally, orally or in writing, in a respectful, positive and professional manner at all times
- strive to establish and maintain good relations with shelters and other rescue organizations. Bearing in mind that shelter workers, as the front line of rescue, have one of the hardest of all jobs, Coordinators and volunteers should refrain from casting a negative light on shelters.

## Role of National and Regional Coordinators

Beginning in March 2023, the TSCA Rescue Committee is comprised of the National Coordinator and Regional Coordinators. The Committee may include volunteer Regional Coordinators who are not TSCA members as well as TSCA members. The National Coordinator chairs the Committee and is responsible for reporting to the TSCA Board and membership and for acting as liaison with the TSCA Rescue & Health Trust. As of this writing, the division of labor between National and Regional Coordinators is in transition. Overall, however, the National Coordinator provides general direction to the Regional Coordinators while carrying out jobs which are best centralized for the entire country. The Regional Coordinators manage volunteers and rescue activities taking place within their geographic area.

The Coordinator duties are listed below. Either the National and/or Regional Coordinators may carry out these duties, and either may assign volunteers to carry out some of these duties on an “as needed” basis under supervision. See also *Volunteer Policies and Procedures* later in this Handbook.

- Manage all rescues and re-homes in accordance with the policies and procedures set forth in this Handbook—including, but not limited to, in-take, surrender, fostering, veterinary protocol, home and reference checks, transport and adoptions.

- Recruit, screen, train, and manage a network of volunteers, who may or may not be TSCA members, to carry out rescue activities under the Coordinator’s direction.
- Develop and maintain the content for the [TSCA Rescue & Health Trust Facebook](#) page subject to National Coordinator review.
- Develop Rescue/Re-Home Alerts on Tibbies available for adoption subject to National Coordinator review. For procedures on Alerts, see the *Outreach* section later in this Handbook.
- Review adoption applications (*Prospective Adopter Questionnaires*), manage the screening process (e.g., home and reference checks as needed), select adopters, notify adopters, prepare adoption packets subject to National Coordinator review.
- Coordinate transport.
- Maintain appropriate records related to each assist and adoption.
- Initiate outreach to and maintain contact with key shelters, rescues and veterinary practices.
- Develop and distribute educational materials (e.g., forms, guidelines), including this Handbook, for volunteers, subject to National Coordinator review.
- Develop educational materials for prospective adopters, shelters and others interested in the breed, subject to National Coordinator review.

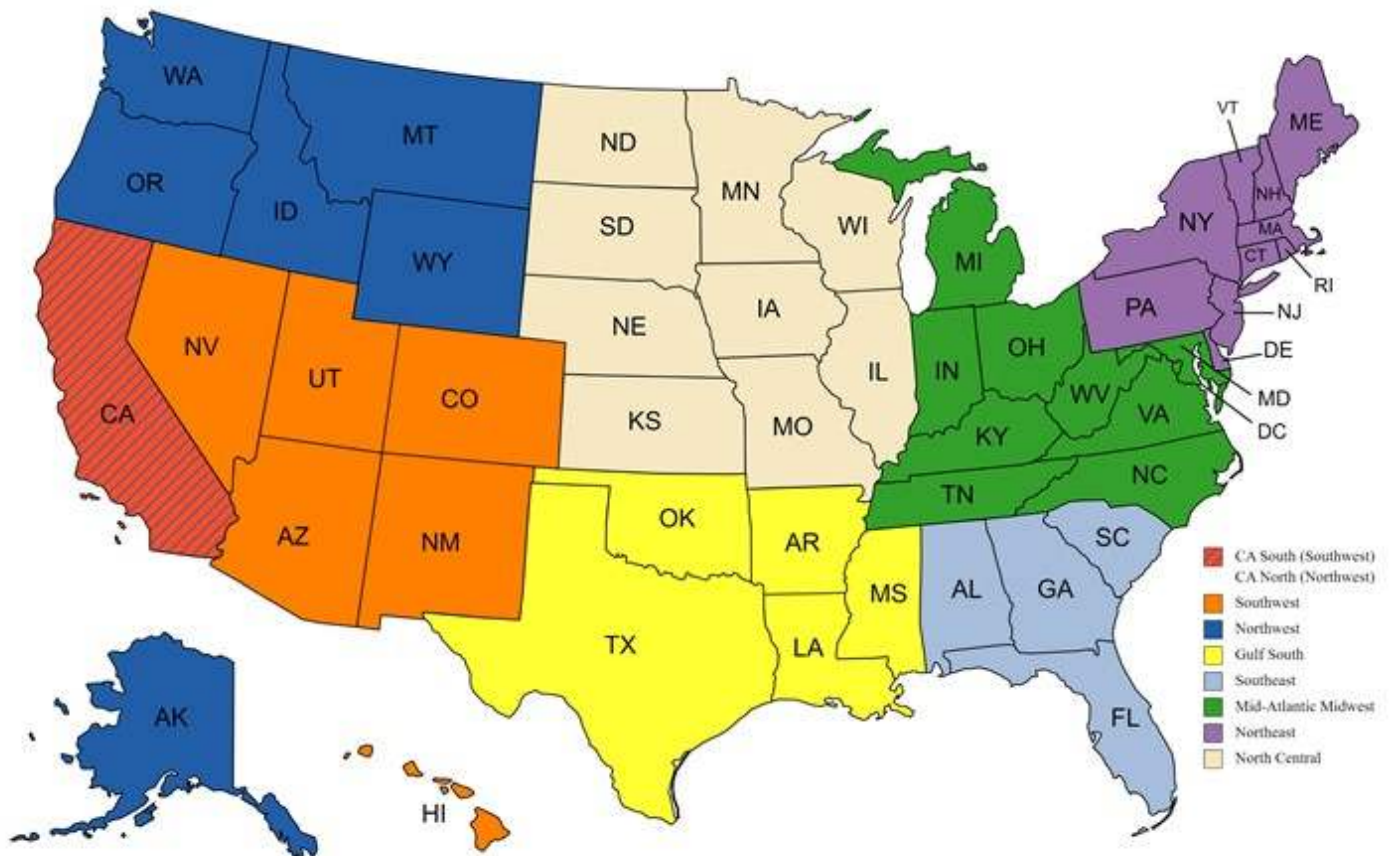
As of this writing, only the National Coordinator is responsible for these “centralized” jobs. However, the National Coordinator will ensure that centralized resources are shared with the Regional Coordinators.

- Develop and maintain the TSCA website’s rescue-related content.
- Develop and maintain the [TSCA Rescue & Health Trust](#) website’s content.
- Maintain TSCA membership database for the purpose of issuing Alerts to the membership (e.g., breeder identification notices, volunteer appeals or donation requests).
- Respond to prospective adopter inquiries.
- Maintain prospective adopter database and distribution lists for the purpose of issuing Rescue/Re-Home Alerts on Tibbies available for adoption.
- Recruit, train and guide Regional Coordinators.
- Maintain volunteer database.
- Report to and otherwise maintain communication with the TSCA Board of Directors as needed
- Communicate with the TSCA Rescue & Health Trust related to approving financial support, finalizing adoptions, coordinating donation inquiries or offers (including bequests).



## Regions

This map shows the current TSCA Rescue Regions. California is split between the Northwest Region and Southwest Regions at an east-west line just south of San Francisco. Two Coordinators per region are desirable. Regional Coordinators are urged to collaborate and consult. Each region has its own network of volunteers.



## Preferred Knowledge, Skills and Abilities

It is beneficial for all Coordinators to possess these basic “KSAs”:

- Working knowledge of the Tibetan Spaniel (appearance, health, temperament, etc.)
- Excellent oral and written communication skills.
- Skill in using basic information technology such as word processing, spreadsheets, texting/messaging, social media, websites, search engines and email.
- Ability to creatively problem-solve issues with dogs in our care, shelters, surrenderers, applicants and adopters.

- Excellent conflict resolution skills.
- Basic knowledge of force-free, positive dog training (including housetraining).
- Basic knowledge of canine health and veterinary terminology.
- Attention to detail in regard to records, forms, and communications needed to carry out TSCA Rescue responsibilities.

## Guidelines

- Coordinators and volunteers must read and follow the guidelines in this Handbook. Failing to be aware of and follow the guidelines can interfere with or jeopardize a rescue.
- Before taking any action on behalf of TSCA Rescue, approved volunteers should consult with the Coordinator with any questions or doubts about how to handle a situation. Similarly, Regional Coordinators should consult with the National Coordinator.
- Regional Coordinators will report to and advise the National Coordinator on rescue-related matters in their regions.
- The National Coordinator will report to and advise the TSCA Board on rescue-related matters including those which may bear on the reputation of TSCA and its membership. At her discretion, the Coordinator may consult with the Trustees or seek direction from the TSCA Board on situations in which guidelines are silent or unclear.

## General Record-Keeping

Coordinators must maintain clear, accurate and complete records of every rescue/re-home activity, as described in the following sections, to aid in coordinating rescues, avoid duplicative work and ease transition to successor Coordinators.

# VOLUNTEER POLICIES AND PROCEDURES

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To succeed, TSCA Rescue needs volunteers. The more hands, the lighter the work. The TSCA Rescue team is all-volunteer—the National Coordinator, Regional Coordinators and volunteers across the country. While the National Coordinator has overall responsibility for rescue activities and manages communication with the Trust, the help of Regional Coordinators and their volunteer networks is critical. Volunteers are our “boots on the ground.” (See also *Role of National and Regional Coordinators* earlier in this Handbook.)

This section briefly describes general policies and procedures that apply to volunteers and the array of jobs volunteers are needed for. Later sections go into more detail on volunteer activities such as fostering.

## Screening and Managing Volunteers

- Each volunteer must complete and send the Regional Coordinator a *Volunteer Application* to document the kinds of jobs they are willing to perform.
- In addition, the foster volunteer must complete and send the Regional Coordinator a *Foster Home Questionnaire* form. The form’s purpose is to screen for the acceptability of the volunteer’s arrangements to care for foster Tibbies and to document the fosterer’s understanding of and agreement to comply with the TSCA Rescue foster guidelines and direction from the Regional Coordinator.
- The Coordinator must screen each volunteer according to the type of jobs volunteered for. The type and extent of screening is at the Coordinator’s discretion. Certain requirements may be waived for volunteers who have extensive prior rescue experience of the type volunteered for or who have other credentials.
- Only screened volunteers approved by the Coordinator are authorized to act as representatives for TSCA Rescue. TSCA members are not automatically authorized.

- The National Coordinator maintains a spreadsheet for approved volunteers, their contact information and indicator of the type of activity(ies) volunteered for. Having a sortable spreadsheet enables the Regional Coordinator to quickly identify and contact volunteers in a given area.

Volunteer App on File	Foster	Transport	Inquiries	Outreach/ Education	Other (screening, shelter visit, etc.)	Screened
		X				
Y	X	X			X	X
	X					
	X					
Y	X	X		X	X	X
Y	X	X				X
		X				
	X					

Columns on the Volunteer tab of the Rescue Network spreadsheet show whether the volunteer has filed a *Volunteer Application*, what jobs he/she is willing to do and whether the screening is complete.

## Jobs

Everyone who pitches in is valued and appreciated. Jobs volunteers can help with include...

- processing inquiries from prospective adopters and maintaining prospective adopter list (see *Inquiry Policies and Procedures* earlier in this Handbook)
- processing inquiries from shelters and other rescue organizations (see *Shelter Relations* and *Rescue Organization Relations* earlier in this Handbook)
- coordinating travel and transporting (see *Transport Policies and Procedures* later in this Handbook)
- arranging veterinary care (see *Veterinary Protocol* later in this Handbook)
- fostering (see *Fostering Policy and Procedures* later in this Handbook) screening prospective adopters including application review, home visits and reference checking (see *Adoption Policies and Procedures* later in this Handbook)
- developing and maintaining public information, including website, social media, e-lists, educational and administrative documents (see *Outreach Policies and Procedures* later in this Handbook)
- watchdogging (see *Watchdog Policies and Procedures* later in this Handbook)

## Reimbursement

The Trust provides financial support by reimbursing expenses incurred while a Tibetan Spaniel is in the care of TSCA Rescue before placement in its adoptive home.

- Expenses eligible for reimbursement are the out-of-pocket expenses of approved volunteers, including foster families and transporters.
- To qualify for reimbursement, **the Trust must pre-approve all expenditures**. No care or service should be purchased until the Trust has approved the expenditure. The *Requesting Trust Support* subsection later in this Handbook explains how the Coordinator and volunteers initially report anticipated expenses to the Trust for pre-approval *before* the in-take and then, later, continue to update the Trust until the Tibbie is adopted.
- The Trust will reimburse...
  - expenses up to \$500 per Tibbie to cover the cost of veterinary care as required by the *Veterinary Protocol* covered later in this Handbook
  - the cost of 1-2 days boarding before placement in a foster home
  - fees for releasing Tibbies to TSCA Rescue from licensed animal shelters
- The Trust may also approve...
  - funds for transporting a rescue Tibetan Spaniel to foster care
  - additional funding for pre-approved expenditures on a case-by-case basis

In non-emergencies, the Trust may weigh the cost of major treatment against the dog's age and the ability to rehab/re-home the dog.
- The Trust does **not** fund...
  - purchase of dogs from pet shops or puppy mills
  - veterinary expenses for Tibbies acquired from puppy mills or in the care of rescue groups that charge a re-homing fee unless the dogs are first relinquished to TSCA Rescue
- To request reimbursement of expenses incurred, submit the *Expense Reimbursement Request*, along with all receipts for the expenses, to the Trust Treasurer.



# INQUIRY POLICIES AND PROCEDURES

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TSCA Rescue receives large numbers of inquiries from persons who wish to adopt a Tibbie. Some express interest only in “rescues” while others do not specify. Most come in by email; some come by Messenger or Facebook posts or even phone.

## Inquiry Response Criteria – the Welcome Email

- Respond to every prospective adopter inquiry with a “welcome email” as described below and shown in the Sample at the end of this section.
- Use boilerplate language to ensure that all inquirers receive complete and consistent information.
- Personalize each response if possible. For example, we receive many inquiries from persons who are grieving the death of a Tibbie. Always begin the email by acknowledging their loss, using the pet’s name when possible, and including a compassionate statement of sympathy.
- If our response delayed by two or more days, apologize in the opening paragraph.
- When copying and pasting from an earlier welcome email, exercise care to remove/modify personalized content.
- The minimum information needed for the waiting list database (see the *Record-Keeping* subsection below) is full name, location and email address of the prospective adopter. If the inquirer does not provide the basic data, add a bolded, italicized statement to the welcome email requesting the missing data. When the inquirer is inquiring on behalf of someone else (e.g., a daughter on behalf of her mother), ask for basic information on the prospective adopter as well as the inquirer.
- Keep the links in the boilerplate language up to date.
- When reviewing the sample at the end of this section, note the following elements:
  - Opening (personalized)
  - Statement regarding availability of Tibbies. If any are available, state that you will forward the Rescue Alert on them following the welcome email.
  - Explanation of “waiting list” and “Rescue/Re-Home Alert”
  - If key information is missing from inquiry, request for missing information (e.g., location)
  - Referral to TSCA Breeder Referral

- Suggestions for finding a Tibbie from other rescues
- Close (personalized)

## Inquiry Record-Keeping

- TSCA Rescue, including the Rescue Coordinator and all volunteers, should maintain a searchable file containing all incoming inquiries, our responses and all later correspondence up to and including adoption-related emails. This includes inquiries by email or any other means. For contacts by phone, create and retain a phone record summarizing the conversation.
- The Rescue Coordinator should keep a Prospective Adopter “waiting list” in the form of a spreadsheet (database). Enter every inquirer. Each row should include information the inquirer provides:
  - name and contact information (such as phone, email, city state)
  - any preferences inquirer expressed
  - whether the inquiry is a general one or a specific rescue Tibbie is mentioned
  - notes (e.g., prior ownership of Tibbies)
  - date of “welcome email” reply
  - indicator whether the inquirer sent a *Prospective Adopter Questionnaire* either with the initial inquiry or later.
- If an inquiry later results in an adoption, the name of the adopted Tibbie and date of adoption should be added on the spreadsheet.
- When the Coordinator determines that an inquirer on the list would not be a suitable home, the inquirer’s information should nonetheless be entered and retained on the spreadsheet. However, the row should be flagged by color-coding or other means to denote the inquirer’s unacceptability.
- The Coordinator should maintain Prospective Adopter email distribution lists ready to be used for emailing Rescue/Re-Home Alerts. A separate list for each state/province is maintained. When an inquiry is added to the wait list spreadsheet, the inquirer’s email address is also immediately added to the distribution list for their state/province to ensure that everyone on the “waiting list” (the spreadsheet) receives the Alerts sent from that point on.



An inquirer should remain on the Prospective Adopter spreadsheet forever. Never delete rows. However, if an inquirer asks to be removed from the “waiting list” so that he/she will not receive further Alerts, the Coordinator should remove the inquirer’s email from the distribution list for their state/province, change the inquirer’s entry on the spreadsheet from “A” (Active) to “N” (Non-Active) and annotate that the inquirer asked to be removed.

## **Breeder Referral**

- Due to the scarcity of rescue Tibbies available, TSCA Rescue refers all prospective adopters to the TSCA Breeder Referral program.
- Ensure that the Breeder Referral Coordinator’s name and contact email are up to date.

The next page is a sample “welcome email.” Each of the elements described above is labeled.

## Sample Standard Inquiry Response

Hi Gary,

Thank you for contacting TSCA Rescue about adopting a Tibetan Spaniel. My apologies for the delay in replying to your email. My sympathy on the loss of your Tibbie, Bubba. No matter how long they are with us, it is never long enough.

Personalize this opening paragraph

Usually boilerplate but modify if a Tibbie is available. Explain that you will send the Rescue/Re-Home Alert on the Tibbie following this email

We don't have any Tibbies for adoption in our care at this time, but that could change at any moment.

I've added you to the [TSCA Rescue](#) database of prospective adopters (the "waiting list"). Being on the waiting list simply means that I will notify you via a "Rescue/Re-Home Alert" email when a Tibbie becomes available for adoption from [TSCA Rescue](#). The Rescue/Re-Home Alert emails include information about and photos of the Tibbie. If you're interested in the Tibbie, you could then send me the [Prospective Adopter Questionnaire](#) (attached). **Or**, it's an even better idea to file the *Questionnaire* in advance—having the *Questionnaire* already on file with us would speed up the process of applying when you see a Tibbie you're interested in. We select the forever home that's the best match for each Tibbie in terms of family and lifestyle. If you're selected to adopt because you're the best match, we figure out a way to get you and the Tibbie together. For more information about TSCA Rescue and how the adoption process works, please visit the [TSCA Rescue & Health Trust](#) website (<https://tstrust.org/rescue/>).

**Gary –Could you please reply to this email and let me know your location (city/state)? We ask for location because we sometimes need to send notifications only to persons who live in a given area. If I don't have your location, you may miss an important notification or opportunity to adopt a Tibbie.**

If inquirer does not give basic data you need for the database, ask for it

*We will keep you on the TSCA Rescue waiting list until and unless you tell us to take you off. If your contact information changes (especially your email address), please try to remember to let us know. If you do not wish to remain on the waiting list, just drop me an email to let me know.*

Truthfully, we don't get many Tibbies in rescue. There are far more people who want to adopt Tibbies than there are Tibbies to adopt. Most of our rescue Tibbies come to us when they are surrendered for re-homing because the owner passed away or became disabled. In general, the Tibbies in our care tend to be mature or senior; youngsters and puppies are very rare. Prospective adopters may have a long wait for a rescue Tibbie. That's why I always suggest the TSCA Breeder Referral (<https://www.tscaws.com/breedersreferral/>) program to everyone who asks about adopting a Tibbie. TSCA member breeders sometimes have adults, as well as youngsters, available for adoption to a forever home. These Tibbies may have "retired" from their show careers or they may have been returned to their breeder for re-homing (e.g., due to the owner's death). Several people on our waiting list have adopted adult Tibbies as a result of this program. I suggest that you get in touch with the Breeder Referral Coordinator, Jamie Maresh, at [jamie.maresh@yahoo.com](mailto:jamie.maresh@yahoo.com) or 240-496-0173. She can let you know where Tibbies are available from breeders. Also, the *Breeder Directory* is available online at [https://www.tscaws.com/wp-content/uploads/2022/01/Breeder\\_Directory\\_2022a.pdf](https://www.tscaws.com/wp-content/uploads/2022/01/Breeder_Directory_2022a.pdf).

Boilerplate

If you're on Facebook, several Tibbie-related resources are available to you. Foremost, please "like" and keep an eye on the [TSCA Rescue & Health Trust](#) page if you haven't done so already. I use the page to share information about Tibbies that are available from **other** rescue organizations as they come to my attention. This is very important because "all-breed" rescues often pull small dogs, such as Tibbies, from local animal shelters before national rescues, like ours, become aware of them. I always try to help local rescues reach out to a wider group of people who are eager to adopt and already love and understand Tibbies. In addition, many dogs that resemble Tibbies but are of unknown breeding come to my attention. Since TSCA Rescue's charter allows me, as the Rescue Coordinator, to rescue and re-home only dogs approved as pure-bred Tibbies, I cannot take these nice dogs into the care of TSCA Rescue. However, I help publicize those that could possibly be Tibbie mixes on the Trust's Facebook page. In addition, there are several friendly and welcoming international "groups" devoted to Tibbies on Facebook, such as [Tibetan Spaniel All Over](#) and others.

Boilerplate

Although ours is the only Tibbie-specific rescue in the U.S., here are some more suggestions for finding a Tibbie in shelters or rescue organizations other than TSCA Rescue. Please bear in mind that, in their listings, shelters/rescues may

misidentify Tibbies or Tibbie-like dogs as “Pekingese (Peke) mixes,” or they may misidentify other breeds and mixes as Tibbies or Tibbie mixes.

- ❖ Expand your search to local city/county shelters and nearby rescue organizations. Make a list of all the shelters/rescues in the area you’d be willing to go to, find their websites and sign up for alerts (if offered). Every shelter works differently, so you have to read their sites and follow their directions (or call them and ask for advice). Be aware that most shelters and rescues will adopt only to people in their immediate area. Since big city shelters usually work on a first-come-first-adopt basis, people looking for a certain kind of small dog have to “follow” the shelters in their area so that they can get the jump on any dog that becomes available. Although the shelter websites may have varying degrees of reliability depending on the shelter’s resources, you should check the websites every day. Some shelters use a search service instead of, or in addition to, their own websites to publicize available dogs – read on.
- ❖ Sign up with search services such as Petfinder (<https://www.petfinder.com/>) and Adopt-a-Pet (<https://www.adoptapet.com/>). That way, you’ll get alerts when a dog listed as Tibbie or Tibbie mix becomes available from any shelter/rescue that uses the search service. Remember: since Tibbies may be misidentified, you may want to broaden your search criteria to include Peke mixes. When you sign up, you can specify how far away you’re willing to go to adopt.

I hope this information helps you find a Tibbie to love.

Best,  
Susan

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Rescue Coordinator, Tibetan Spaniel Club of America



Boilerplate

Boilerplate

## IN-TAKE POLICIES AND PROCEDURES

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In-take means to officially accept the dog into TSCA Rescue's care and to take responsibility for its care and placement in temporary foster and permanent homes. Whether a Tibbie comes to us from a shelter or a surrender, certain criteria must be met before we can in-take the dog.

### Breed Identification

We must confirm that the dog is a Tibbie. As explained in the *Challenges* section earlier in this Handbook, we cannot trust the breed label that a shelter or even a surrenderer places on the dog. Ideally, we should confirm breed by reviewing any photos and documents available before we do anything else. If the dog is in a shelter, photos may appear on the shelter's website, Facebook page or entries on Petfinder or other searchable site. Unfortunately, shelter photos are often insufficient to reliably id the breed. If there's time, we may ask a TSCA member or other person in the area to visit the shelter and take more photos.

- If, in the Coordinator's opinion, it is **clear** that from photos or documents obtained that the dog is a Tibbie, the Coordinator must nonetheless send the photos/documents to the Trust to request financial support. See *Requesting Trust Support* below.
- If the Coordinator is **unsure** whether the dog is a Tibbie based on the available photos and documents, the Coordinator must send the photos/documents to the Trust to request the Trustees' opinions. The Trustees sometimes disagree—if so, majority rules.
- If, in the Coordinator's opinion, it is clear from the photos or other documents obtained that the dog is **not** a Tibbie, TSCA Rescue cannot in-take the dog and the Trust cannot provide financial support. It is not necessary to notify the Trust. See the *Denying In-Take* subsection below.



Tibbie or Not?



Tibbie or Not?

For tips on identifying Tibbies, see *Breed Identification – Tibbie or Not?* in the *Educational Resources* section later in this Handbook.

## Assessment

Before accepting a dog into TSCA Rescue’s care, we preliminarily assess the Tibbie’s health and behavior.

- To protect fosterers and the other animals in the foster home we select from danger from health or temperament issues, we pre-screen incoming Tibbies by obtaining and reviewing available health records and information about behavior. If a potential danger to the foster home is indicated, the Rescue Coordinator will determine the needed action on a case-by-case basis.
- If we conclusively determine the Tibbie to be a biter, terminally ill, or otherwise unadoptable before in-take, the Coordinator should deny in-take.
  - If the Tibbie is in a shelter, we depend on information the shelter gives us. Some shelters extensively assess behavior and health while others do not. In the case of an owner surrender to the shelter, shelter staff may rely on information the owner provided—just as we rely on the owners who surrender to us—and that information may be inaccurate or incomplete. Ask for all background information and records the shelter is willing to supply. Ask whether a behavior assessment was performed and what the results were.
  - If the Tibbie is being surrendered to us, the pre-in-take assessment is done by interview. See the *Interview* subsection in the *Surrender* section later in this Handbook.
- A dog that has bitten in the past is **not** automatically denied in-take. Some reports of biting or snapping prove to be either unfounded or isolated events. Extraordinary provocation or stress on the dog must be considered. The Coordinator will try to find a fosterer with enough expertise to determine the source and degree of the problem and then work with the dog to rehabilitate it. Even a Tibbie who has bitten or snapped at children may be placed in carefully screened, “child free” homes



**Surrendered to a shelter by his owner, Pik was old when he came into our care. He was found to have mouth cancer during the veterinary protocol. Although his time in our care was short, he was cherished by his foster family.**

**provided** the Coordinator ensures that the adopters are informed of and understand the Tibbie's history and potential aggression toward children. The Coordinator should document the adoption file that this information was given to the adopters.

- Although we take many senior dogs into our care, it is unusual to deny in-take due to terminal illness only because such illness is usually discovered only after in-take, during the veterinary protocol. When a Tibbie still has quality of life despite its illness, the Coordinator will seek a forever fosterer or forever home willing to give the Tibbie hospice care.
- If the Tibbie is determined to be unadoptable later, after in-take while in foster care, the Coordinator should arrange for the dog to be humanely euthanized.

## Requesting Trust Support

- When we confirm the dog is a Tibbie, we request the Trust's support for the expenses of the rescue. When requesting support, list any anticipated expenses **or** state that no expenses are anticipated. Obviously, when requesting support at the very start of a rescue, we may not be able to identify each and every expense and/or we may not know exactly how much they will cost. However, at this stage, identify what you can and estimate the cost based on information you get from the shelter or surrenderer and from the fosterer.
  - When a shelter releases a dog to TSCA Rescue, the shelter may or may not charge a fee. Generally, any fee charged is nominal.
  - The chief expenses will usually be the veterinary protocol items the dog needs. For example, if a dog being surrendered is intact, the cost of neutering will need Trust support. Although costs vary depending on the vet and area of the country, always try to find vets who'll give a "rescue discount." An estimate of \$80-\$100 for a neutering is reasonable.
  - If a fosterer will be needed, the fosterer may request reimbursement of his/her out-of-pocket expenses. However, many fosterers consider part or all of their out-of-pocket as a goodwill contribution/donation to TSCA Rescue; they may not request any reimbursement or they may request reimbursement only for big-ticket items such as the vet protocol or transport.As the rescue progresses, you will refine your expense list and cost estimates and update the Trust.
- When asking for Trust support, always state whether or not breeder identification is pending. This is important because breeder identification determines responsibility, financial and otherwise, for the re-homing. In general, a TSCA member in good standing is responsible for re-homing his/her

own breeding: the Trust does not financially support and TSCA Rescue does not handle such rehoming. (For exceptions, see *Breeder Re-Home Assists Policy and Procedures* later in this Handbook.) Ideally, the Coordinator would ask for Trust support only after concluding that the breeder cannot be identified. In reality, however, the Coordinator may need to delay breeder identification in the interest of the Tibbie's welfare. *The Tibbie's welfare is always paramount.* If Trust support is requested and the breeder is later identified as a TSCA member in good standing, the Coordinator must notify the Trust as well as the breeder. See the *Breeder Identification* subsection below for policies on breeder identification and *Breeder Assists* later in this Handbook for exceptions to this policy.

- When asking for Trust support, always indicate the level of urgency. This helps the Trustees know how quickly to reply. Some (real-life) examples of urgency are:
  - “Dog is in danger of euthanasia in two days.”
  - “Family is threatening to take dog to shelter.”
  - “Owner going into assisted living next week and cannot take dog.”
  - “Owner died and dog is alone in the home.”

## Finding a Fosterer

Finding a foster home is a priority of in-take because we must arrange a place for the dog to go and a way to get it there *before* we can accept it into TSCA Rescue's care. It is usually the most difficult in-take task.

- The Coordinator should first check the Volunteer spreadsheet listing pre-screened foster homes. Identify prospective foster homes and contact them to determine if any are available. Try to find the closest possible foster suitable for the Tibbie. Share information about the Tibbie with the prospective fosterer, including any background known and any behavioral or health issues. See *Volunteer Policies and Procedures* earlier in this Handbook for information on the spreadsheet.
- If no foster home is available from the pre-screened volunteers, the Coordinator must recruit volunteers. Generally, we either personally call or send a “foster appeal” email to the TSCA members who live in the general vicinity (within a day's drive) of the Tibbie. If there are no nearby members or if it is unlikely that any nearby members will volunteer, the Coordinator at her discretion may simultaneously send a foster appeal email to prospective adopters who live in the general vicinity of the Tibbie. See *Fostering Policies and Procedures* later in this Handbook for more information on recruiting and screening fosters.

- When the foster home is selected, the Coordinator should arrange transport by contacting volunteers, TSCA members or other known Tibbie people who live on the route to the foster home. When planning transport, try to limit each volunteer's driving leg to four hours round trip. See *Transport Policies and Procedures* later in this Handbook for information on screening transporters.

## Breeder Identification

As a general rule, a TSCA member in good standing is responsible for re-homing his/her own breeding: the Trust does not financially support and TSCA Rescue does not handle such re-homings. However, there are exceptions; see *Breeder Re-Home Assists Policy and Procedures* later in this Handbook.

In a perfect world, the Coordinator should conclude that the breeder cannot be identified or has been identified but is not a TSCA member in good standing *before* accepting the dog into TSCA Rescue's care. However, when in-take is urgent, the Coordinator may delay breeder identification in the interest of the Tibbie's welfare. *The Tibbie's welfare is always paramount.*

- How we go about identifying the breeder depends in part on where the Tibbie is coming from:
  - If the dog is from a shelter, send the TSCA membership a Rescue/Re-Home Alert email. This email is a courtesy in the event a member's breeding is recognized. If there is no response from the membership, we may assume that the breeder is unknown and report this conclusion to the Trust. For procedures and samples of membership Alerts, see the *Outreach* section later in this Handbook.
  - If the dog is a surrender, see the *Breeder Identification* subsection in the *Surrender* section later in this Handbook.
- Occasionally, we are able to identify the breeder as a current TSCA member in good standing. In such cases, the Coordinator must notify the breeder/co-owner that he/she is responsible for the re-homing. If Trust support has already been granted as an expedient, the Coordinator must also notify the Trust. The Trust, not TSCA Rescue, is responsible for any decision related to invoicing the breeder for reimbursement of expenses the Trust may have already incurred. Under certain circumstances, the breeder may request TSCA Rescue's help with the actual process of re-homing, such as outreach to the waiting list of prospective adopters. For more information, see *Breeder Re-Home Assists Policy and Procedures* later in this Handbook.



- TSCA Rescue’s overarching responsibility is the welfare of the Tibbie. In the event the Tibbie’s breeder is identified as a TSCA member but he/she fails to respond to notification or refuses to take responsibility, the Coordinator will proceed with the in-take if, in the Coordinator’s judgment, delay or denial would endanger the Tibbie’s welfare. *The Tibbie’s welfare is always paramount.* However, TSCA Rescue will advise the TSCA President and Trust that the identified breeder failed to respond or refused to take responsibility. The Trust, not TSCA Rescue, is responsible for any decision related to invoicing the breeder for reimbursement of expenses the Trust incurs. The TSCA Board, not TSCA Rescue, is responsible for any decision related to whether disciplinary actions will result from the breeder’s non-response or refusal.
- When the breeder is identified but is **not** a current TSCA member in good standing, even if he/she was a former member, TSCA Rescue will proceed with the in-take as though the breeder is unknown. At her discretion, the Coordinator may notify the former member if his/her whereabouts are readily known. However, TSCA Rescue is not expected to expend scarce resources trying to hunt down and contact former members.

## In-Take Record-Keeping

For each Tibbie who comes into TSCA Rescue/Trust care for re-homing, regardless whether by surrender or by rescue from a shelter or any other situation, the Coordinator must start an electronic and/or paper file and maintain it throughout the process. The Coordinator should add records to this file from in-take through adoption so as to show the Tibbie’s complete history:

- *Surrender* form, shelter or other documents showing how ownership was transferred to the Trust
- Publicity such as Rescue/Re-Home Alerts
- Foster appeals issued by the Rescue Coordinator
- Any and all communications by phone or email
- Veterinary records from before and after the Tibbie came into our care
- Foster home selection
- Expense estimates
- Transport plans and participants
- Microchip registrations
- *Prospective Adopter Questionnaire* of chosen adopter

The only records generally not in the Coordinator's file are the *Expense Reimbursement* and *Placement Agreement* forms, which go directly to the Trust Treasurer. For more information, see *Forms* later in this Handbook.

## Denying In-Take

The usual reasons for denying in-take are:

- The dog is not a Tibetan Spaniel. See the *Breed Identification* subsection earlier in this section.
- The dog is unadoptable due to a compelling factor such as an established history of biting or terminal illness as explained under the *Assessment* subsection earlier in this section.

The following policies apply when denying in-take:

- If TSCA Rescue cannot accept a dog, we owe the person or organization that contacted us our thanks and an explanation. The Coordinator should notify the contact of the decision in a kind, regretful and respectful but firm manner. Take care to keep good relations with contacts. For example, when a shelter contacts us about a dog they think is a Tibbie but the dog fails the breed identification test, the Coordinator may reply to the shelter with language such as,  
*"Thank you for contacting us about Pixie. Sadly, TSCA Rescue is unable to accept her into our care. As a breed rescue, our guidelines allow us to rescue only pure-bred Tibetan Spaniels. After carefully reviewing the photos you sent us, Pixie is adorable, but we don't believe she is a pure-bred Tibbie. We're sorry to disappoint you and hope you can find an all-breed rescue to take her. Please don't hesitate to contact us any time you have a possible Tibbie in your care."*
- Even when denying in-take, the Coordinator, at her discretion, may nonetheless offer the contact help in the form of outreach to the prospective adopter waiting list or posting on the Trust's Facebook page. In such outreach, the Coordinator must be absolutely clear that the situation is not a TSCA Rescue. The Coordinator must refer any would-be applicants directly the party that has possession of the dog. For example, when a dog fails the breed identification test, the Coordinator may use language such as *"Pixie resembles a Tibbie or Tibbie mix"* to describe the dog. Avoid any language that could be perceived as insulting to the dog or the contact such as, *"We think Pixie is a bad Peke."*
- In situations where in-take is denied, the Coordinator may notify the Trust on an "FYI basis," but it is not necessary to do so since no financial issue is involved.

There may be occasions when the Coordinator determines that we cannot in-take a dog for reasons related to our resources rather than to the dog. For example, we cannot in-take a Tibbie from a shelter if TSCA Rescue cannot meet the shelter's "partner" requirements (as explained in the *Shelter Relations* subsection under *Challenges* earlier in this Handbook). Or, it's conceivable that we would have to deny in-take to a Tibbie in an area where we have virtually no volunteer resources.

- In situations where our resources prevent us from in-taking a Tibbie, the Rescue Coordinator must exhaust all means to find another another 501 c 3 organization to in-take the Tibbie, preferably one that knows about Tibbies. The Coordinator will offer any and all assistance within our means—other than financial support from the Trust—to the organization.
- If we have agreed to take a Tibbie into our care, TSCA Rescue will not turn over responsibility for placing the Tibbie to another rescue organization, even if help from another organization is needed.

# SURRENDER POLICIES AND PROCEDURES

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Most of the policies up to this point apply regardless whether we receive a rescue Tibbie from a shelter or from a surrendering owner. However, some special policies and procedures apply to owner surrenders.

## Overview

When the need arises, TSCA Rescue will accept an owner's surrender of a Tibbie for re-homing. Surrenders usually involve hardship, such as the owner's permanent disability. No reputable rescue takes custody of or responsibility for a dog still owned by a private party. For this reason, when an owner wishes to re-home their Tibbie, TSCA Rescue requires the owner to formally surrender his/her ownership to the Trust. The surrender not only passes financial responsibility for the dog to the Trust but also authorizes TSCA Rescue to re-home it and removes the former owner's authority over it. For the information about surrender that we provide to the public, see <https://tstrust.org/rescue/surrender/> on the Trust's website.

As with all rescue activities, the welfare of the Tibbie being surrendered is TSCA Rescue's first and foremost responsibility, rather than financial responsibility for the costs of re-homing or other concerns. Although TSCA Rescue is not a re-homing service for the convenience of owners who no longer want their Tibbie, *the Tibbie's welfare is paramount*.

- When communicating with a surrenderer, TSCA Rescue should behave in a professional manner and remain courteous and compassionate *even when* we suspect that the surrenderer is inventing a hardship story or otherwise not entirely truthful. Always remember that the owner could have dumped the Tibbie in a shelter instead of contacting us.
- When necessary to ensure the Tibbie's welfare, *at the Coordinator's discretion*, the Coordinator may curtail or change the order of the normal procedures. For example, if surrender is urgent—as to stop a Tibbie being surrendered to a shelter—the Coordinator may proceed with in-take before other usual procedures such as obtaining expense estimates or identifying the breeder.

## Future Surrenders

Occasionally, a Tibbie owner will contact TSCA Rescue and request that TSCA Rescue re-home his/her Tibbies *in the future*, upon either his/her death or incapacity to care for the Tibbies. The owner's concern may arise because he/she has no family or fears that his/her family will not comply with his/her wishes. We term these advance re-home requests. Although these requests eventually become surrenders, we cover them in *Policies and Procedures on Donations and Bequests* later in this Handbook because arranging them is similar to bequests.

## Breed Identification

As with any in-take, we must confirm that the dog to be surrendered is a Tibbie. We should confirm breed by reviewing any photos and documents available before we spend time doing a surrender interview.

- If, in the Coordinator's opinion, it is **clear** that from photos or documents obtained that the dog is a Tibbie, the Coordinator must nonetheless send the photos/documents to the Trust to request financial support. See the *Requesting Trust Support* subsection in the *In-Take Policies and Procedures* section earlier in this Handbook.
- If the Coordinator is **unsure** whether the dog is a Tibbie based on the available photos and documents, the Coordinator must send the photos/documents to the Trust to request the Trustees' opinions. The Trustees sometimes disagree—if so, majority rules.
- If, in the Coordinator's opinion, it is clear from the photos or other documents obtained that the dog is **not** a Tibbie, TSCA Rescue cannot in-take the dog and the Trust cannot provide financial support. It is not necessary to notify the Trust. See the *Denying In-Take* subsection in the *In-Take Policies and Procedures* section earlier in this Handbook.

For tips on identifying Tibbies, see *Breed Identification – Tibbie or Not?* in the *Educational Resources* section later in this Handbook.

## Breeder Identification in Surrenders

As with any in-take, we must try to identify the breeder of the dog being surrendered and determine whether the breeder is a current TSCA member in good standing. Ideally, the Coordinator should identify

the breeder or conclude that the breeder cannot be identified before accepting the dog into our care. However, when the surrender is urgent, the Coordinator may delay breeder identification in the interest of the Tibbie's welfare, which is always paramount.

- First, ask the surrenderer whether the breeder is known or whether any ownership documents, such as the AKC registration, are available.
  - If the surrenderer doesn't know (the usual case), notify the TSCA membership via Rescue/Re-Home Alert email. This email is a courtesy in the event a member's breeding is recognized. If there is no response from the membership, the Coordinator may assume that the breeder is unknown. For procedures on Alerts, see the *Outreach* section later in this Handbook.
  - If the surrenderer knows who the breeder was, the Coordinator should check whether the breeder is a *current* TSCA member in good standing.
    - If the breeder is **not** a current TSCA member, no further action is required even if the breeder was a former member. As explained in the *Breeder Identification* subsection under *In-Take Policies and Procedures* earlier in this Handbook, TSCA Rescue is not expected to hunt down and contact former members or non-members. TSCA Rescue will proceed with the in-take as though the breeder is unknown. However, at her discretion, the Coordinator may notify a former member if his/her whereabouts are readily known.
    - If the breeder **is** a current member, the Coordinator should next explain that TSCA breeders have a contract that requires them to take back Tibbies.
      - Sometimes the surrenderer is unaware of or has forgotten this fact (e.g., the original owner died and the surrenderer is a family member). Sometimes, the surrenderer knows about the return policy but doesn't know how to get in touch with the breeder. In these situations, the Coordinator should facilitate breeder contact for the owner. This contact meets the requirement for the Coordinator to notify the TSCA breeder.
      - Sometimes the surrenderer will confide that they do not want to return the Tibbie to the breeder and will offer reasons why not. The Coordinator must handle this situation in a sensitive manner that reflects well on TSCA and that expresses care and concern for both surrenderer and breeder, bearing in mind that *the welfare of the Tibbie is TSCA Rescue's priority*. The Coordinator should endeavor to meet her obligation of notifying the breeder/co-owner (as explained in the *Breeder Identification* subsection in *In-Take Policies and Procedures* earlier in this Handbook) while, at the same time, honor the surrenderer's wishes. It is suggested that, when notifying the breeder of the pending

surrender, the Coordinator offer the breeder TSCA Rescue's services to re-home the Tibbie *with the understanding that the breeder, not the Trust, would be responsible for any expenses* that may be incurred during the re-homing process (e.g., the veterinary protocol). For more information, see the *Breeder Re-Home Assist Policies and Procedures* later in this Handbook.

- If the Tibbie's breeder is identified as a TSCA member but the breeder fails to respond to notification or refuses to take responsibility, the Coordinator will proceed with the surrender. *The Tibbie's welfare is always paramount.* However, TSCA Rescue will advise the TSCA President and Trust that the identified breeder failed to respond or refused to take responsibility. The Trust, not TSCA Rescue, is responsible for any decision related to invoicing the breeder for reimbursement of expenses the Trust incurs. The TSCA Board, not TSCA Rescue, is responsible for any decision related to whether disciplinary actions will result from the breeder's non-response or refusal.

## Surrender from Another Rescue

As explained in the *Rescue Organization Relations* subsection in the *Challenges* section earlier in this Handbook, TSCA Rescue's policy is to offer help of various kinds to any 501 c 3 rescue organization that has a Tibbie in its care. Our goal is to ensure the best possible placement for the Tibbie. However, even if we offer help, the other rescue organization remains responsible for the placement; TSCA Rescue does not try to get the other rescue organization to turn the Tibbie over to us. At the Coordinator's discretion, however, TSCA Rescue may accept a surrender from another rescue organization when:

- The other organization initiates a request to TSCA Rescue turn over a Tibbie in its care to us.
- TSCA Rescue initiates a request to the other organization because we have reason to believe that the Tibbie is being mistreated or would otherwise be better off with TSCA Rescue.

## Surrender Interview and Form

Interviewing the surrenderer is how we initially assess the dog for future placement. The interview's purpose is to obtain information that will help us find the best possible match.

The full interview is lengthy, so it's best not to proceed unless you're fairly sure that the dog is a Tibbie and the breeder either unknown or not a current TSCA member. Arrange a time to telephone interview

the surrendering owner or their representative. During this interview, the interviewer must complete the *Surrender* form. The questions on the form are designed to:

- Unambiguously document who owns the Tibbies and who has the right to surrender the Tibbie to TSCA Rescue. TSCA Rescue must exercise caution to avoid becoming involved in ambiguous situations in which someone other than the actual owner is trying to “get rid of” the dog without the owner’s knowledge or against the owner’s wishes. This sometimes occurs when family members are trying to intervene on behalf of an elderly or disabled family member who may no longer be able to care for the dog. This type of situation requires careful interviewing, judgment and compassion. If the owner is deceased, ensure you are speaking to an heir or someone carrying out the wishes of the heir(s).
- Determine the urgency of the surrender. This will override any other concerns.
- Explain the conditions of the surrender in a kind but firm manner and make sure that the surrenderer understands. While it may be a natural wish on the part of some surrendering owners to influence their Tibbie’s adoption and to keep in touch with the Tibbie, you must discourage this interaction. The surrenderer must understand that he or she is giving up all control over the dog.
  - Surrendering owners have no say in selecting the adopter.
  - TSCA Rescue will not expose the identity of the adoptive home to the surrenderer, and surrenderers will have no contact with the dog after handing it off to TSCA Rescue.

Surrender is often a heart-wrenching decision for the owner, and it has been our experience that an owner may change his/her mind after the Coordinator has set the wheels in motion. Counsel the surrendering owner to weigh the decision carefully. It is better to discuss this sooner rather than later.

- Using the *Surrender* form as a guide, ask questions that will help place the Tibbie in the best possible home. TSCA Rescue, not the surrenderer, should complete the form to ensure accuracy and completeness. If possible, get the surrenderer to review the form in advance of the actual surrender. The form will be shared with the volunteer who will handle the actual hand-off of the Tibbie, and the volunteer will obtain the surrenderer’s signature on the form at the time of the hand-off.
- Ask the surrenderer to provide any veterinary records in his/her possession. Also, advise the surrenderer to contact the Tibbie’s veterinarian, if any, and give the vet permission to release records to TSCA Rescue. This is because most veterinarians will no longer release records, even to rescues, without the client’s permission.



- Urge the surrenderers to donate items belonging to the dog, to ease its transition to its foster or adoptive home. Such items include collar, lead, medicines, food, bed, toys, crates, etc. Explain that monetary donations to the Trust are welcome and help us re-home the Tibbies in need.
- If the surrenderer has not already provided photos, ask for one or more good photos (e.g., head, full body). The photos should be jpg files. We use the photos not only to confirm breed identification but also to distribute to the TSCA membership for breeder identification, to solicit fosterers when needed and, later, to solicit interest from prospective adopters.

## Next Steps

As a result of the interview and documents obtained, you will decide what actions to take.

- Determine whether a foster home will be needed. If the dog is safe and cared for where it is, find out how long the surrenderer is willing to keep the dog. However, as always, the Tibbie's welfare is paramount. If, based on the interview, the surrenderer is unwilling or it appears that the Tibbie would not be well cared for, arrange for foster care and transport in the same manner you would for a dog coming out of a shelter.
  - Beginning with the Volunteer spreadsheet listing pre-screened foster homes, identify prospective foster homes and contact them to determine if any are available. Try to find the closest possible foster suitable for the Tibbie. Share information about the Tibbie with the prospective fosterer, including any background known and any behavioral or health issues.
  - If no foster home is available from the pre-screened volunteers, send a "foster appeal" email to the TSCA members who live in the general vicinity (within a day's drive) of the Tibbie. If it is unlikely that any nearby members will volunteer, the Coordinator at her discretion may simultaneously send a foster appeal email prospective adopters who live in the general vicinity of the Tibbie. For a sample "foster appeal," see the *Sample Alerts* subsection in *Outreach Policies and Procedures* later in this Handbook. See *Volunteer Policies and Procedures* later in this Handbook for information on screening fosters.
  - When the foster home is selected, arrange transport. When arranging transport, try to limit each volunteer's leg to four hours round trip.
- If any behavioral issues are identified during the interview, counsel willing owners on measures they can take to address/resolve the issues in advance of the actual surrender, thereby improving the Tibbie's chances for a speedy adoption.

- If the Tibbie is not up-to-date on vaccinations, explore whether the surrendering owner is willing at least to bring the dog's immunizations up-to-date in advance of the actual surrender. Similarly, if the dog is not on heartworm preventative, discuss the owner's willingness to have a heartworm test done before the surrender. This not only improves the Tibbie's health but reduces the cost of the veterinary protocol and the fosterer's out-of-pocket expenditures. Note that the surrenderer bears the expense of any veterinary care provided *before* ownership transfers to the Trust at the time the dog is actually surrendered.
- If you are a volunteer transporter or fosterer who will accept the actual hand-off, follow the Coordinator's instructions. Each surrender is different. Generally, at the time the Tibbie is actually handed off, the volunteer obtains the surrendering owner's signature on the *Surrender* form completed during the surrender interview. Although the Coordinator will try to acquire all related documents electronically (such as, registration and vet records) in advance of the hand-off, this is sometimes not possible and the volunteer may have to collect the documents when picking up the dog. The volunteer will also collect any items the surrenderer has agreed to donate.

# OUTREACH POLICIES AND PROCEDURES

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Communication is essential to the success of TSCA Rescue. Outreach encompasses all forms of communication including, but not limited to, developing and maintaining the following:

- public information about the Trust and TSCA Rescue, including website and social media
- Rescue/Re-Homing Alert emails to facilitate speedy contact with volunteers, rescue networks, prospective adopters and TSCA membership
- educational documents, such as flyers and training aides for volunteers
- administrative documents, including forms, instructions and reports

## Websites

Given the partnership between the Trust and TSCA, the [TSCA Rescue & Health Trust](#) and [Tibetan Spaniel Club of America](#) websites must be complementary. However, it is more user-friendly to provide all information about rescue in a single location. Therefore, the Trust site is the primary and preferred location for rescue information, while the TSCA site links anyone seeking rescue information to the Trust site. This avoids duplication and risk of inconsistency.

The national Coordinator is responsible for the rescue-related content on both sites.

- As of this writing, the Trust site is on a WordPress platform. The national Coordinator and Advisor at Large have full admin access to update the Trust site.
- To update content on the TSCA site, the Rescue Coordinator submits changes to the TSCA site's webmaster (Randy Goldstein at Bizmarquee.com) and copies designated TSCA Website Coordinator.

## Social Media

Tibbie Rescue's social media presence is the Trust's Facebook non-profit organization page. This page has proven highly successful and positive in communicating rescue-related needs to a wide audience.

The national Coordinator and Trustee Karen Williams-Kell are the current admins for the Facebook page. The Coordinator is primarily responsible for posting content. Content includes Tibbies or possible Tibbie

mixes available for adoption from other rescue organizations, rescue “stories,” donation appeals, volunteer requests (such as transport and foster homes), important health information and so on. The Coordinator should try to post interesting content two or more times per week.

To expand our reach, the Coordinator may “share” TSCA Rescue posts with other Tibbie groups on Facebook, such as Tibetan Spaniel All Over and Senior Tibetan Spaniels.

## Rescue/Re-Home Alerts

The primary means of communicating with prospective adopters and the TSCA membership is the Rescue/Re-Home Alert email.

To facilitate issuing the Alerts speedily, the national Coordinator maintains email distribution lists for each state/province where we have adopters on the Prospective Adopters database (the “waiting list” spreadsheet). Alternatively, we can harvest a specific set of email addresses by sorting the spreadsheet. For example, to send an Alert to prospective adopters in the “mid-Atlantic,” we sort the database by active records and then by State, then pull the email addresses where the states are NC, MD, DE, NJ, NY, PA, DC, and VA.

To send an Alert to the TSCA membership, we email the Alert the TSCA io-group list. To reach members who do not participate in the TSCA io,group, we can harvest the emails of all members who have emails from the TSCA master membership database from which the Membership Directory is periodically generated. Currently, the national Coordinator maintains the master database in collaboration with the TSCA Membership Chair and Treasurer.

The national Coordinator keeps the Prospective Adopters distribution lists up-to-date based on the Prospective Adopters database (the “waiting list” spreadsheet). In other words, each prospective adopter added to the spreadsheet is also added to the distribution list and each removed from the spreadsheet is also removed from the appropriate distribution list. See *Inquiry Policies and Procedures* earlier in this Handbook.

The subject line of “TSCA Rescue/Re-Home Alert” cues recipients that the information concerns a Tibbie Rescue. The first line of each email announces why the email is being sent to the recipient:

- *“This email is being sent to all TSCA members with an email on record with the club as a courtesy in the event this Tibbie is your breeding.” or*
- *“You are receiving this email because you are on the [TSCA Rescue](#) prospective adopters waiting list.”*

Most Alerts announce the availability of a Tibbie available for adoption. These Alerts should be clearly written facts about the available Tibbie, include photo(s) and provide needed hyperlinks and contact information. To maintain privacy of the recipients, enter the email addresses from the distribution lists on the bcc line. The Coordinator decides the area to which to send an Alert. Those being sent nationwide, regardless where the available Tibbie is, are sent to all the email distribution lists while those being sent to a limited area are sent to lists for selected States. The Alert email also explains how to apply to be considered to adopt the Tibbie. Finally, the Alert must include the statement: ***\*\*Please do not share this Alert on social media. TSCA Rescue will share it if and when we need to.\*\**** This is because the waiting list should have the first chance to apply. Posting a Tibbie available from TSCA Rescue on social media is a last resort because premature posts on social media can cause unnecessary confusion, misinformation, and non-serious inquiries.

At the Coordinator’s discretion, she may send Rescue/Re-Home Alerts not only for Tibbies in the care of TSCA Rescue but also in the care of other 501(c)3 rescue organizations or, occasionally, related to a private or TSCA breeder re-home. If the Tibbie being publicized is in the care of another organization or private party, the email must clearly state in whose care the Tibbie is (that is, who will select the adopter), the contact information and the statement “This is not a TSCA Rescue.” A warning to contact the other organization or private party directly should be bolded. Regardless whether the Alert is for another organization or a private party, it is not uncommon for prospective adopters to persist in contacting TSCA Rescue to ask questions or “apply.” The Coordinator should forward these inquiries to the appropriate organization or party with a copy to the sender re-explaining the situation.



**Since Cassie’s owner wanted to decide who adopted her, TSCA Rescue’s role was limited to helping the owner find her new home through outreach to our waiting list. As an assist to a private adoption, not a surrender, Cassie’s owner made all arrangements and decisions and the Trust was not involved.**

## Alert Samples

The following pages are samples of different kinds of alerts:

- Notice of available TSCA Rescue Tibbie to waiting list
- Notice of Tibbie available from another organization to waiting list
- Notice of Tibbie available in private adoption (breeder assist)
- Courtesy notice to TSCA membership regarding unknown breeder
- Courtesy notice to TSCA membership about Tibbie in care of another organization
- Foster appeal to TSCA membership and waiting list

Although the content of each Alert may vary based on the situation, these samples show the general structure and elements of each type of Alert. Where possible, use the boilerplate or similar language shown here.

## Sample Alert: Available TSCA Rescue Tibbie to Waiting List

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Subject: TSCA Rescue/Re-Home Alert – Fizzy in Idaho

You're receiving this email because you are on the [TSCA Rescue](#) prospective adopters waiting list.

**\*\*Please do not share this Alert on social media. TSCA Rescue will share it if and when we need to.\*\***

FIZZY – is a 2-year-old spayed female Tibbie who's just as cute as a button. She's looking for a new home where the owner(s) can lavish lots of time and love on her. She is located in Idaho. According to her fosterer, she's full of energy, very sweet and loves all the dogs and people. She is healthy and up-to-date on all vaccinations, including canine influenza, and current on heartworm preventative.



If you are interested in adopting Fizzy, you must file a [Prospective Adopter Questionnaire](#) form (attached) if you don't already have one on file. If you've already filed a [Questionnaire](#), there's no need to send me another – just email me to let me know you're interested.

The [Prospective Adopter Questionnaire](#) is a fillable form. You can save it to your computer, key the answers, save it again and then send it back to me as an email attachment. Or, you can print it out, fill it out by hand and then either scan and email it to me or snail-mail it to me at my address on the form. **Important Note:** If you snail-mail it, please drop me an email to let me know it's on its way.

If you no longer wish to receive Alerts from TSCA Rescue, please drop me an email.

Best,  
Susan



Susan Waller Miccio  
Author of *The Tibetan Spaniel – A Gift from the Roof of the World* and the Abby Swann Mysteries,  
Tales of Tibbies

<https://susanwallermiccio.com>

[tibmom@comcast.net](mailto:tibmom@comcast.net)

[tibbielady@gmail.com](mailto:tibbielady@gmail.com)

Rescue Coordinator, Tibetan Spaniel Club of America

<https://tstrust.org>

[info@tstrust.org](mailto:info@tstrust.org)

## Sample Alert: Tibbie Available from Another Rescue to Waiting List

To assist other rescue organizations with Tibbies (or possible Tibbies) in their care, we usually post on Facebook. Sometimes, we also send a Rescue/Re-Home Alert. Be clear about how to apply to adopt and that the adoption is not a TSCA Rescue.

---

Subject: TSCA Rescue/Re-Home Alert – Two Tibbies in Texas

You are receiving this email because you are on the [TSCA Rescue](#) prospective adopters waiting list. This is an assist to another rescue organization with Tibbies in its care.

PUMPKIN SPICE AND GINGER SNAP - Found as strays in Waco TX back in September, these little ladies are now ready for adoption. They are possible Tibbies under one year old (that's why they don't have a full coat yet). I'm told they're super-friendly and sweet. They're in the care of:

Fuzzy Friends Rescue  
6321 Airport Road  
Waco, TX 76702  
(254) 754-9444



Petfinder Write-Up: <https://www.petfinder.com/petdetail/39583340>

Fuzzy Friends Write-Up: <http://fuzzyfriendsrescue.com/>

For more information about these girls, **you must contact Fuzzy Friends directly**. Unlike most rescues, Fuzzy Friends will consider out-of-state applications subject to certain conditions. Please read their post on Petfinder.

PS – If you no longer want to receive rescue alerts from TSCA Rescue, just drop me an email.

Best,  
Susan



Susan Waller Miccio  
Author of *The Tibetan Spaniel – A Gift from the Roof of the World* and the Abby Swann Mysteries, Tales of Tibbies  
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<https://tstrust.org>  
[info@tstrust.org](mailto:info@tstrust.org)



## Sample Alert: Tibbie Available in Private Adoption (Breeder Assist)

When we assist a private party or a breeder find an adopter by sending a Rescue/Re-Home Alert to the waiting list, we must be clear about how to apply to adopt and that the adoption is not a TSCA Rescue.

---

Subject: TSCA Rescue/Re-Home Alert – Kismet in South Carolina

You are receiving this email because you are on the [TSCA Rescue](#) prospective adopters waiting list. TSCA Rescue is assisting this Tibbie's breeder reach prospective adopters.

KISMET – This sweet female Tibbie, age 7 (date of birth 10/19/2011), seeking an adoptive family. She is in a foster home in Fountain Inn SC (2 ½ hours from Atlanta GA, 1 ½ hours from Charlotte NC).

**Background:** When her owner moved, Kismet was left behind in a fenced yard with a neighbor feeding her. When rescued, she was pitiful, filthy, and starved for attention. We believe that she had not been to a vet for a couple years. When first rescued, she bonded quickly with her foster mom and was terrified when separated from her. Understandably, she needed time to regain her trust in people. Despite the neglect she had suffered, Kismet made wonderful progress in her foster home and is now a confident, waggy-tail little girl who's ready for a forever home.

**Health:** Kismet is spayed and up-to-date on all her vaccinations, including bordatella. She is heartworm negative and on preventative. The foster home will provide veterinary records.

**Behavior:** Kismet loves everyone, two- and four-legged. At first, she is reserved with strangers but soon warms up. She loves her foster mom's 15-month-old granddaughter. She gets along great with her foster mom's dogs. (She is fed separately but only as a precaution.) She likes cats, too. Reliably house-trained; her foster mom says she's never had an accident! She loves walks and playing with her toys. She is a good traveler in her crate.



**Interested?** This is a **private adoption**. If you are interested in Kismet, please contact Sheri Rose at [tinmank9s@yahoo.com](mailto:tinmank9s@yahoo.com) to arrange a telephone interview. **To apply for Kismet, you must contact Sheri directly.** Although this Alert is coming from TSCA Rescue, we're just helping out.

PS – If you no longer want to receive rescue alerts from TSCA Rescue, just drop me an email.

Best,  
Susan



Susan Waller Miccio  
Author of *The Tibetan Spaniel – A Gift from the Roof of the World* and the Abby Swann Mysteries,  
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Rescue Coordinator, Tibetan Spaniel Club of America  
<https://tstrust.org>  
[info@tstrust.org](mailto:info@tstrust.org)

## Sample Alert: Courtesy Notice to TSCA Membership Regarding Unknown Breeder

We send Alerts to the TSCA membership as part of the breeder identification process. The Alert should contain as much information as we can find out about the dog's background. If the dog is from a shelter, we may not be able to say anything other than where the shelter is.

---

Subject: TSCA Rescue/Re-Home Alert – Bentley in Vancouver WA

*This email is being sent to all TSCA members as a courtesy in the event this dog is your breeding or you recognize him.*

BENTLEY - Bentley's owner has contacted us to surrender Bentley instead of taking him to a shelter. Bentley is located in Vancouver WA. His birthday is 1/24/2013. He was the current owner's mother's dog. Her name was Ellen Poe. After she died a few months ago, he was passed around family members. Apparently, he was originally given to Mrs. Poe in late 2016 by someone who couldn't keep him. We think that the person who gave him away to Mrs. Poe got him from a breeder because they knew his birthday and said that he was a Tibbie.

***If this dog is your breeding or you recognize him, please let me know.***



Best,  
Susan



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<https://tstrust.org>  
[info@tstrust.org](mailto:info@tstrust.org)

## Sample Alert: Courtesy Notice to TSCA Membership about Tibbie in Care of Another Rescue

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Subject: TSCA Rescue/Re-Home Alert – Molly in San Francisco CA

*This email is being sent to all TSCA members as a courtesy in the event this dog is your breeding or you recognize her. This is not a TSCA Rescue.*

MOLLY - an 11-month-old Tibbie girl is in the care of Furry Friends Rescue in the San Francisco (CA) Bay area. I have no information beside that in the write-ups listed below.

For information about Molly, ***please contact Furry Friends directly.***

Furry Friends site: [https://www.furryfriendsrescue.org/find\\_a\\_pet/view/34329](https://www.furryfriendsrescue.org/find_a_pet/view/34329)

Facebook: <https://www.facebook.com/FFRescue/posts/10154639855861370>



Best,  
Susan



Susan Waller Miccio

Author of *The Tibetan Spaniel – A Gift from the Roof of the World* and the Abby Swann Mysteries, Tales of Tibbies

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Rescue Coordinator, Tibetan Spaniel Club of America

<https://tstrust.org>

[info@tstrust.org](mailto:info@tstrust.org)

## Sample Alert: Foster Appeal to Both Membership and Waiting List

Sometimes we send foster appeal Alerts to the membership or the waiting list. We sent this one to both since we had no pre-screened foster in the area and only a couple TSCA members.

---

Subject: TSCA Rescue/Re-Home Alert – FOSTER APPEAL Bentley in Vancouver WA

You are receiving this email because you are a TSCA member or a [TSCA Rescue](#) prospective adopter who lives in the Northwest. We are searching for a volunteer to foster a Tibbie until he is ready for adoption.

### **FOSTER HOME NEEDED....**

... for Tibbie whose owner is surrendering him to TSCA Rescue instead of taking him to a shelter. Bentley is located in Vancouver WA. His birthday is 1/24/2013. He is up-to-date on his vaccinations and healthy. *We need a foster home with no children.*

Rescue organizations struggle to find volunteer foster homes, and TSCA Rescue is no exception. Being a foster family is rewarding but also a big responsibility. As Rescue Coordinator, I depend on what the foster family tells me to successfully re-home a rescue Tibbie. As a foster mom or dad, you would be the “boots on the ground” for TSCA Rescue. Besides making sure your foster Tibbie’s day-to-day needs are met, you would also arrange and supervise veterinary care, observe temperament and behavior and, most of all, give lots of love and attention. Your recommendations will be invaluable to helping your foster Tibbie find the perfect forever home.



The [TSCA Rescue & Health Trust](#), the financial arm of TSCA Rescue will support this re-homing. We will follow the Trust’s guidelines for veterinary protocol and reimbursement to fosterers.

***If you would be willing to consider fostering, please email me as soon as possible. I’ll get in touch to explain Bentley’s situation. If you can’t help but you know someone who maybe could, please share this email with them. Thanks!***

Best,  
Susan



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## Educational Documents

TSCA Rescue develops educational documents to provide information about Tibetan Spaniels to animal control agencies (e.g., SPCA, Humane Societies, animal shelters), rescue organizations, veterinarians, volunteers such as fosterers, adopters and others.

- The focus of the documents is to ensure the quality of life of adopted Tibbies and promote successful adoptions. The documents may contain dog-generic as well as Tibbie-specific content.
- The Rescue Coordinator must approve all educational materials before distribution in any form.
- The Rescue Coordinator should ensure that adopters and shelters/ rescues that TSCA Rescue assists receive documents to help them understand Tibbies. For example, the flyer entitled *Tibbie Tips* was designed to help shelters and other rescues place Tibbies by explaining basic Tibbie traits such as escapism and climbing.
- The Rescue Coordinator should upload and maintain up-to-date educational documents on the Trust web site so that volunteers, adopters and others may access them by link.
- Volunteers may print and distribute educational documents to places such as local shelters and rescues.

See *Resources & Reading* at the end of this Handbook for some educational documents currently available.

## Administrative Documents

TSCA Rescue develops administrative documents—including forms, instructional materials and reports—in order to efficiently carry out the business of rescue.

The two types of forms in use are

- External (public use)
- Internal (use for coordinators and approved volunteers)

See *Forms* later in this Handbook for the official forms in use and how/when/by whom each is used.

As the record of TSCA Rescue's policies and procedures, this Handbook is the primary instructional document for coordinators and volunteers.

The policies pertaining to forms and instructional materials are:

- The national Coordinator must approve all administrative documents before they are distributed in any manner to anyone.
- The Handbook is intended for internal use by TSCA Rescue Coordinators and volunteers and the Trustees. Do not distribute it elsewhere without the national Coordinator's express permission. The national Coordinator should ensure that regional Coordinators have access to and understand the current Handbook. All Coordinators should ensure that volunteers have access to excerpts of the Handbook relevant to their job.
- The national Coordinator or designee should upload and maintain up-to-date approved public use forms on the Trust web site and link to them on the public-facing pages so that prospective adopters and others may access them by link. As of this writing, the external forms are being converted from fillable pdfs to online submission forms.
- The national Coordinator should upload and maintain current, approved volunteer use forms on the Trust web site so that regional Coordinators and volunteers may easily access the current version by link. However, links to internal (non-public use) forms should NOT be published on public-facing web pages nor distributed in any manner to anyone other than regional Coordinators and volunteers on an as needed basis.

As a committee of the AKC parent club, the national Coordinator also provides periodic reports to the TSCA Board. Reports are then available to the membership when published in the Newsletter. Reports should

- Document TSCA Rescue activities in a detailed and transparent manner
- Acknowledge and appreciate the contributions of volunteers, whether or not TSCA members
- Promote and encourage participation in rescue activities amongst the membership

## WATCHDOG POLICIES AND PROCEDURES

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It's a big country, and Tibbies are widely dispersed. Although they are more common in some areas than others, a Tibbie can pop up anywhere in North America. Covering such a large area, it would be easy to overlook Tibbies in need.

Watchdogs keep an eye out for Tibbies by watching...

- searchable rescue sites such as [Petfinder](#)
- social media, such as Facebook, for postings identified as Tibbies
- local newspaper ads, veterinarians' offices, circulars, bulletin boards and sites such as Craigslist

When a watchdog believes he or she has found a Tibbie that needs rescue help, he or she should...

- Contact a Coordinator immediately.
- Get as much information as possible for the Coordinator, including photos and links.

The Coordinator may ask a watchdog or other volunteer to visit a local shelter to do breed identification or liaison activities.

## FOSTERING POLICIES AND PROCEDURES

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Foster families are volunteers who give Tibbies in care of TSCA Rescue a temporary home while other volunteers work on finding forever homes. Fosterers step up on short notice to ensure that their charges receive food, shelter, veterinary care, and love. When their foster Tibbies have been traumatized by being on the loose or in a shelter or being forced out of their lifelong homes, fosterers gently rehabilitate them while assessing their behavior and needs. Their knowledge of their charges is invaluable in finding the best forever home for each Tibbie.

### Recruiting Foster Homes

As explained in *In-Take Policies and Procedures* section earlier in this Handbook, we must arrange a foster home for the dog to go to and a way to get it there *before* we can accept it into TSCA Rescue's care.

Finding the foster home is usually the most difficult in-take task.

Only screened volunteers approved by the Rescue Coordinator are authorized to act as representatives for TSCA Rescue. TSCA members are not automatically authorized. Like all other volunteers, the Rescue Coordinator must screen and approve fosterers before entrusting a Tibbie to their care.

The list of volunteers that the Rescue Coordinator maintains includes those willing to foster. The Coordinator has already screened and approved some, while others are pending screening. Ideally, the Coordinator would be able to select a nearby foster home (i.e., within a day's drive of the Tibbie) from the list of homes she has already pre-screened and approved. However, foster home volunteers, whether already screened or not, are so thin on the ground in most of the country, the Coordinator must usually recruit foster volunteers and then hurriedly screen the fosterer during the in-take process. To recruit...

- The Coordinator usually sends a "foster appeal" email to the TSCA members who live nearby. (A sample foster home appeal email appears in the *Outreach Policies and Procedures* section earlier in this Handbook.) If only one or two TSCA members are in the vicinity, phoning them may be more effective recruitment.
- If it is unlikely that any nearby members will volunteer, the Coordinator at her discretion may simultaneously send the foster appeal email to prospective adopters who live nearby.



- Foster appeals should cover all available information about the Tibbie, including any behavioral or health issues.
- If we have no volunteers in the vicinity or none in the vicinity agree to foster, the Coordinator should cast the net farther (e.g., two days drive).

If volunteers come forward, see the *Screening Fosters* subsection below.

## Screening Fosters

If the volunteer foster home hasn't already been screened and approved, the Coordinator undertakes the screening and approval process as explained below.

- The foster volunteer who has not already done so must send the Rescue Coordinator a *Volunteer Application*.
- In addition, the foster volunteer must complete and send the Rescue Coordinator a *Foster Home Questionnaire* form. The form's purpose is to screen the volunteer's arrangements to care for foster Tibbies and to document that the fosterer understands and agrees to comply with the TSCA Rescue foster guidelines and direction from the Rescue Coordinator.
- The type and extent of foster screening is at the Coordinator's discretion. A full screening should include reference checks and home checks just as we do when screening adopters. The Coordinator may waive requirements for volunteers who have extensive prior foster experience.
- The foster home must meet the same standards as adoptive homes. That is, the fosterer must be able to provide:
  - Clean and comfortable housing
  - Climate-controlled indoor environment
  - Consistent and knowledgeable grooming
  - Adequate and appropriate veterinary care
  - Parasite control including heartworm and flea/tick preventative
  - Adequate daily socialization with people daily including, playing, affection and training
  - Daily fresh air and exercise.
- The Coordinator should annotate the foster home as screened on the volunteer list. Whether or not the foster home is selected, the foster should also be annotated as approved or not approved.

## Selecting Foster Homes

TSCA Rescue must ensure that the home meets the needs of the Tibbie and also that the foster family and other animals in a foster home are protected from health or behavioral issues.

- When selecting a foster home, we must consider the needs of the individual Tibbie, based on the preliminary assessment during in-take. For example, if the Tibbie is severely traumatized or has issues with resource guarding, a fosterer experienced with such issues is the best choice.
- Fosterers must be willing to take direction from the Coordinator and to follow procedure.
- Fosterers must be able to foster the dog indefinitely.
- To ensure that no dog is short-changed and the fosterers do not become overwhelmed, there should be no more than six dogs per caretaker in the foster home. When counting caretakers, include adults, such as spouses and kennel help, who will participate in foster care.
- When a foster Tibbie is coming from a shelter or any location of questionable cleanliness (e.g., a backyard breeder), the fosterer must have the facilities and willingness to quarantine the dog for 14 days. See also *Veterinary Protocol* regarding the need for brucellosis testing.

TSCA Rescue wants the foster experience to be enjoyable and free of misunderstandings. When the Coordinator has selected the foster home, the Coordinator should...

- Share information about the Tibbie with the prospective fosterer, including all known background on behavior and health and all records obtained to date. After sharing, the Coordinator should confirm that the foster home is willing to take on the Tibbie.



Young Tibbie en route to foster family

- Arrange transport to the foster home by contacting volunteers, TSCA members or other known Tibbie people who live on the route to the foster. When planning transport, try to limit each volunteer's driving leg to four hours round trip. See the *Transport Policies and Procedures* section later in this Handbook for information on transport.

## Overview of Foster Family Responsibilities

The Rescue Coordinator guides selected fosterers through the fostering process. The Coordinator keeps in contact to ensure the fosterers know what is expected of them and have what they and the Tibbie needs. Here's an overview of the foster family's responsibilities.

- **Daily Care**—Fosterers provide clean, comfortable, climate-controlled indoor housing with ample affection and daily socialization, training, play and fresh-air exercise.
- **Grooming**—Fosterers make sure the Tibbie is clean and brushed, mats removed, nails trimmed and free of parasites.
- **Veterinary Care**—Fosterers schedule any needed veterinary care, including emergency care, for the foster Tibbie. Depending on any prior veterinary records the Rescue Coordinator is able to obtain, care may include health certificates, vaccinations, heartworm test, de-worming, spay/neuter, dentals and other services that the Veterinary Protocol calls for.
- **Evaluation**—Fosterers test and evaluate the Tibbie's temperament and behavior. Examples of tests include exposure to children, cats and other dogs (large and small if possible). Determine the Tibbie's energy level, degree of housetraining, knowledge of commands, [crate-training](#), and acceptance of the lead.

While the Tibbie is in foster care, the Rescue Coordinator may determine that the Tibbie is unadoptable. This may be due to diagnosis of an incurable or untreatable condition (e.g., brucellosis, metastasized cancer) or other reason (e.g., irreversible temperament issue that poses a risk to people). In this sad situation, the Rescue Coordinator will ask the fosterer to arrange for humane euthanasia.

## Foster Home Preparedness

The Rescue Coordinator will let the fosterers know what supplies they'll probably need for the Tibbie depending on what will come with him (e.g., collar, harness). She will also let the fosterer know about any food or medication requirements. If the Tibbie is a surrender, the Coordinator will encourage the former owners to donate any medications (e.g., heartworm preventative) and the Tibbie's possessions (e.g., bed, toys) to help ease the transition. Before picking up the Tibbie, fosterers should make sure they have everything ready at home.

## Settling In

The first order of business is to help the foster Tibbie settle down. Please remember that he will be stressed. His world is already turned upside down and shaken. If he came into rescue as a surrender, from his perspective, he's been taken away from the only home and owner he's ever known and shuttled from place to place. If he came into rescue from a shelter, he's probably traumatized. He doesn't understand what's happening. Even though Tibbies are resilient, fosterers should...



**Fosters are often sweet seniors.**

- Keep the environment as quiet and stress-free as possible. It's tempting to introduce your charge to everyone, but it's better to avoid strange people and animals getting in his face. Show him to his space and potty place, but let him explore and adjust at his own pace. Let him approach you rather than forcing yourself on him. Give him a refuge he can call his own.
- Make allowances for lapses in housetraining. We're never sure how well-housetrained foster Tibbies are, but the stress may cause lapses even if they're normally good. Be patient. Get him on a schedule of meal and potty times. Take him out often. Be consistent. Give positive reinforcement—praise and tiny treats—for doing the right thing.
- Go easy on the amount of food and treats. Sudden changes in food may cause some droopy poopy.
- Groom the Tibbie or have him groomed professionally. If he is in bad condition (e.g., severe matting), a professional groomer is a good idea. Try to preserve the coat, if possible.

Fosterers who cannot continue with the foster for any reason should immediately notify the Rescue Coordinator.

## Veterinary Care

The next order of business will be to arrange veterinary care for the foster Tibbie as soon as possible....

- Consult with the Rescue Coordinator about whether you should quarantine the Tibbie from other dogs in the household for 14 days or until a vet has confirmed that the Tibbie has no communicable disease.
- The Rescue Coordinator will send the foster home all veterinary records, if any, she has been able to obtain. Consult the Veterinary Protocol later in this Handbook—that's what we are required to

have done unless prior veterinary records establish that the dog doesn't need a given procedure (e.g., he's already up to date on vaccinations).

Before the initial vet visit...

- The Rescue Coordinator will provide the fosterer with a checklist of services the Tibbie needs based on the Veterinary Protocol and any prior vet records obtained (e.g., vaccinations).
- The Coordinator may ask the fosterer for suggestions of local veterinary practices that are likely to give a rescue discount. (The Trust that funds TSCA Rescue requires us to try to get a discount.) He/she will obtain estimate(s) for those services from one or more veterinary practice(s) in the area. The Coordinator may also ask the fosterer's help in obtaining the estimates. The Coordinator will select the veterinarian, provide any credentials the practice requires to set up an account for TSCA Rescue, make payment arrangements and update the Trust. The fosterer must wait for the Coordinator's go-ahead to schedule the initial veterinarian appointment.

At the initial vet visit, the fosterer should...

- Take the checklist and any prior vet records the Coordinator provided even if the Coordinator has already sent the records to the vet electronically.
- Ask questions about the dog's health.
- Schedule any later procedures, such as a spay/neuter. The Veterinary Protocol requires us to schedule all procedures that require anesthesia to be done at the same time.
- Let the Coordinator know the outcome of the visit and the schedule for future procedures.

When additional services and/or costs are identified, the fosterer should let the Coordinator know immediately since she must report these to the Trust for pre-approval. Do not assume procedures will be approved; wait for the green light from the Coordinator.

After the vet visits, send (or arrange for the vet office to send) all the health records accrued to the Rescue Coordinator, preferably electronically, so that she can share them with the adoptive home.

## Expenses

Fosterers often "donate" the cost of the day-to-day out-of-pocket expenses they incur for their foster Tibbie (e.g., food) by **not** requesting reimbursement from the Trust. However, if the fosterer wishes to be

reimbursed, the fosterer must advise the Coordinator in advance of the estimated expense, and the Coordinator will relay this to the Trust for pre-approval. Such expenses may include, for example, the purchase of a crate, harness and lead, bed, gas/tolls for transport to/from appointments and so on. Some fosterers also opt to pay the veterinary bills and later request reimbursement from the Trust.

The fosterer should keep receipts for all out-of-pocket expenses for which they intend to seek reimbursement from the Trust. To request reimbursement, the fosterer submits an *Expense Reimbursement Request*, along with receipts, to the Trust Treasurer at the address on the form.

Any item for which the fosterer is reimbursed belongs to the Trust and goes with the Tibbie when he/she is adopted.

## Ready for Adoption

The Rescue Coordinator depends on the foster family to get to know their foster Tibbie and to let her know when the Tibbie is ready for adoption. The fosterer's observations and advice are invaluable to helping the Coordinator find the best possible forever home and also to helping the Tibbie and his adoptive family adjust to each other.

The Coordinator will ask the fosterer to evaluate the foster Tibbie's temperament and behavior and to recommend the best type of home for him. The fosterer may also be asked to prepare notes on the Tibbie's behavior or special needs to be sent to the adopter as part of the adoption packet.

Fosterers may apply to adopt their foster Tibbie by submitting a [Prospective Adopter Questionnaire](#) (if one is not already on file) to the Coordinator. The fosterer should let the Coordinator know as soon as possible that he/she wishes to adopt the foster Tibbie and, in all cases, **before** the Coordinator releases the Alert on the Tibbie's availability.



Happy foster Tibbie

# VETERINARY PROTOCOL POLICIES AND PROCEDURES

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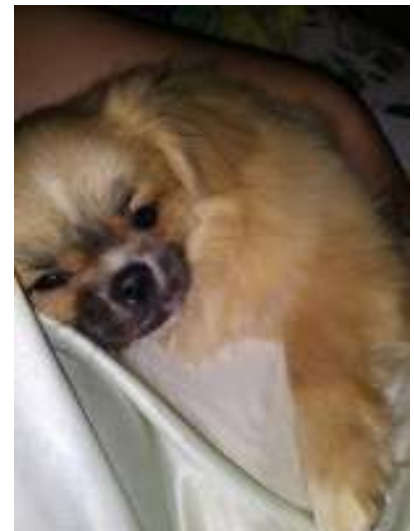
The purpose of the protocol is to ensure that the Tibbie has received preventative care and necessary treatments before adoption and that the adopter is fully informed of any health issues that exist at the time of adoption.

## General

- TSCA Rescue must inform the Trust of any health issues discovered during the protocol.
- All Tibbies in TSCA Rescue’s care must undergo the veterinary procedures listed below before placement in adoptive homes.
- A licensed veterinarian must vet all rescue Tibbies before placement. Volunteers are urged to work only with veterinarians who agree to discount their services. Expertise of the vet should be given high consideration as well.
- After redacting private information and costs, the Coordinator provides all veterinary records (both those from the Tibbie’s “former life” and those generated during the veterinary protocol) as part of the adoption packet sent to the adopter.

## Veterinary Protocol Checklist

The *Veterinary Protocol Checklist* is a form that facilitates communication between Coordinator and Trust, Coordinator and fosterer and Coordinator and veterinarian. Regardless whether the rescue is a shelter transfer or surrender, the Coordinator prepares the form at the start of the rescue to show what veterinary services are needed/not needed based on any prior vet records obtained (e.g., vaccinations). She then updates it continually throughout the rescue to show when and where the services were completed and any additional services needed.



Young Tibbie recovering from spay

## Coordinating with Veterinary Practice

The Coordinator works with veterinary practices to obtain estimates of a Tibbie's needed services to submit to the Trust for pre-approval. Since vet costs vary widely around the country (e.g., often higher in metro areas), it is often necessary to shop around for the most "rescue-friendly" veterinary practices in the area. The Trust requires TSCA Rescue to try to obtain a rescue discount. The Coordinator may ask fosterers or other local resources (such as local rescues) for suggestions of veterinary practices that may give a discount. Clinics affiliated with humane societies or non-profit veterinary practices are often cost-effective choices.

The Coordinator sends the checklist and estimate to the Trust for approval. No services should be provided until at least two of three Trustees approves the estimate.

After the Coordinator selects the practice, he/she asks about the practice's requirements to qualify for the rescue discount. Practices usually require rescues to submit their non-profit (501 c 3) credentials. Some practices require a form or a series of questions, while others simply ask for our "IRS Determination Letter" (the letter IRS sends non-profits when they approve tax-exemption). TSCA Rescue sends a standard email to veterinary practices; it includes contact info for Coordinator and fosterer, the IRS letter and a snip of our page on the IRS's tax-exempt organization search site:

<https://www.irs.gov/charities-non-profits/tax-exempt-organization-search>.

The Coordinator also discusses the payment arrangements with the practice. The three options are:

- fosterer pays bills and requests reimbursement from the Trust
- Coordinator pays bills and requests reimbursement from the Trust
- veterinary practice invoices the Trust (*preferred*)

Since most practices want to be paid on the day services are provided, few will agree to invoice the Trust. Typically, the Coordinator provides her personal credit card and, when she receives the receipt, files for reimbursement from the Trust.



## Routine Examination and Care

The following routine care must be given before placement:

- Rescue Tibbies must be neutered or spayed. At time of spaying, the veterinarian should check for mammary tumors.

**Note:** The Rescue Coordinator may waive the spay/neuter requirement for health reasons (e.g., veterinarian recommends avoiding anesthesia due to age or disease). The Coordinator must document the reason and inform the adopter.

- Bring all vaccinations up to date, including rabies, DHPP, and bordetella. Consult with the veterinarian regarding other immunizations such as canine flu and leptospirosis.
- Since heartworm is now present throughout the USA, rescue Tibbies must be on heartworm preventative. If the dog is not currently on heartworm preventative, blood work is to be completed to rule out heartworms, and preventative is to begin after heartworm testing returns a negative result.
- Have a fecal sample taken and, if necessary, administer worming medication.
- Nails are to be checked. If they are seriously overgrown, they are to be trimmed to an appropriate length, under anesthetic if quicking is necessary.
- Teeth are to be checked and, if excessive tartar and periodontal disease are present, they should be cleaned.
  - Skin and ears are to be checked and, if extensive care is needed, they should be treated.
  - All procedures requiring anesthesia should be completed under one general anesthetic, if possible.

## Special Consideration

The following additional care must be provided in the situations given:

- Any rescue Tibbie who is eight years old or older should have complete blood work to ascertain the health of an aging Tibbie.
- If a rescue Tibbie shows signs of hyper-pigmentation, is noticeably overweight, is lethargic, and/or has appreciable thinning of coat, thyroid testing should be done at the same time as heartworm testing.
- Any rescue Tibbie who exhibits signs of aggression should have a full panel of blood work, including thyroid testing and cortisol level check. If the blood work is normal, the Tibbie should be

evaluated for liver disease, which can cause aggressive behavior due to the build-up of ammonia toxins in the blood. A fasting bile acid test, followed by feeding and a repeat of the bile acid test is to be performed. The Tibbie should also be immediately placed on a low protein/vegetarian diet and watched for behavior changes.

- A rescue Tibbie from a shelter or from a puppy mill, hoarding situation or any similar situation should receive all of the veterinary care described above. In addition, if a breeder will be fostering the rescue Tibbie on his/her premises, brucellosis testing should be done.

## Micro-Chipping

TSCA Rescue should ensure that any Tibbie taken into its care should be scanned for a chip early in the Veterinary Protocol and, if none is present, chipped before adoption.

- The Coordinator should enroll all new and existing chips on TSCA Rescue & Health Trust's account with AKC Reunite. The TSCA Rescue & Health Trust is listed as both primary and alternate contact.
- When the adoption is finalized, the Coordinator transfers the chip enrollment to the adopter as primary contact, but the Trust remains the default alternate contact. In this way, we ensure that we will find out if the Tibbie is found as a stray or otherwise turns up in a shelter regardless what may have happened to the adopter.

# TRANSPORT POLICIES AND PROCEDURES

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## General Transport Policies

Transporting a rescue Tibbie involves moving the dog

- from a shelter or surrendering owner to a TSCA Rescue foster home (or other temporary housing)
- from a foster home to an adopter

When transporting a Tibbie in TSCA Rescue's care **from surrenderer or shelter to foster home**, the responsible TSCA Rescue Coordinator plans the transport and chooses transporters to carry out the plan. Unless the approved transporter is a professional "pet nanny," only a TSCA Rescue-approved volunteer(s) should accompany the Tibbie. He/she is responsible for taking care of the rescue Tibbie's needs and ensuring its safety in transit from one place to another.

When transporting a Tibbie **from foster home to its adopter**, the over-arching policy is that the adopter is responsible for both arranging and paying for the transport. TSCA Rescue must provide advice to ensure the safety of the Tibbie during transport. However, there are exceptions. On a case-by-case basis, TSCA Rescue may help plan and carry out the transport in coordination with the adopter in the same manner as we plan transports to foster homes. However, the cost is borne by the adopter.

Transport may involve accompanying a Tibbie by air or by car. Because TSCA Rescue's policy is to match the Tibbie with the best possible home, the selected adopter may be a long distance from the Tibbie's foster or other temporary housing. In deciding the mode of transport, give consideration not only to the cost involved but also the comfort and safety of transporters and the Tibbie.

TSCA Rescue's policy for air transport is to send Tibbies only in cabin in the custody of a volunteer or professional "flight nanny." We do not transport Tibbies in air cargo. As of this writing, we have never used a volunteer pilot services as they involve moving dogs from rescue to rescue, not rescue to adopter.

Transport by car is the most common method of moving Tibbies. The transport plan varies from case to case. For short transports, the adopter will drive to meet the volunteer and Tibbie at a time and place

they've agreed on. However, long-distance transport by car may also involve "legs" driven by multiple volunteers. This kind of transport involves time and effort to plan and carry out. It is important that every transport volunteer understands that everyone involved—the Coordinator, other transporters and the fosterer or adopter at the end of the transport—relies on everyone else to show up on time. Everyone must take their responsibility to each other and the Tibbie seriously.

- The Coordinator must authorize transporting a dog in the care of TSCA Rescue and approve the transporters and route.
- If transporting a Tibbie owned by a TSCA breeder who has asked TSCA Rescue to assist in rehoming the Tibbie, TSCA Rescue policies nonetheless apply while the dog is in our custody.
- To be a candidate for transport, the Tibbie must be over 12 weeks old, free of contagious medical conditions and of generally sound temperament. Specifically, the Coordinator should obtain
  - health records from the vet where the dog originated (e.g., shelter)
  - current rabies certificate (not just a collar tag) or written note from a vet indicating why this is not advisable (e.g., due to age, medical condition).

In cases where it is not possible to fully ensure health before transport, such as picking up from a surrenderer who did not provide veterinary care for the Tibbie, the Coordinator will ensure that transporters are aware of the Tibbie's condition and any risk entailed.

- The Coordinator will ensure that transporters are briefed on the Tibbie's behavior and that each transporter is sufficiently experienced to understand and take the needed precautions. ***Assume that a rescue Tibbie is always an "escape risk."***
  - For safety, all Tibbies must be transported in crates (preferably hard-sided), carriers, or dog safety seats. ***Never transport Tibbies loose in the car (e.g., in a lap or unrestrained in the back seat).*** If the Tibbie is unused to crate/carriers or safety seats, the Coordinator should endeavor to have the surrenderer, shelter or fosterer condition the Tibbie to the crate or safety seat before the transport.
  - For safety, all Tibbies must be kept in a harness with leash attached at all times—even when in their crate, carrier or safety seat—so that transporters can keep them under control whenever opening the crate/carrier or releasing them from the safety seat for a transfer or potty break.

## Long Distance Transport Planning

When a long-distance transport by car involves multiple legs, the following guidelines apply.

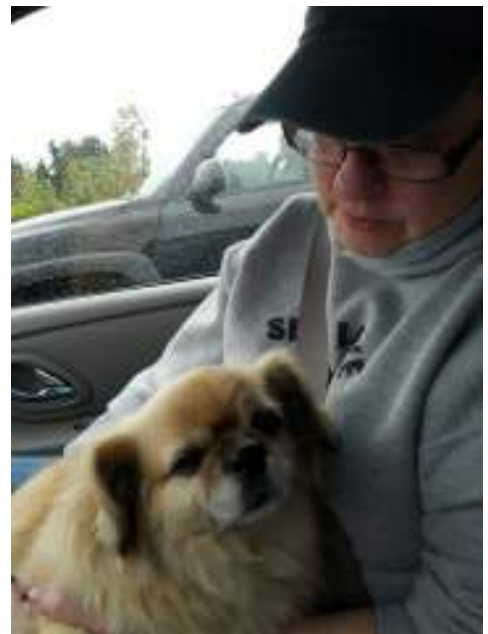
- The Coordinator recruits transporters by
  - plotting possible route(s) from where the dog is to where he's going
  - identifying prospective volunteer transporters who live along the routeGenerally, we recruit prospective transporters from the volunteer roster, TSCA members, and/or persons on the waiting list. The Coordinator can recruit by phone or email directly to the prospective transporter, especially if the recruit is known to the Coordinator personally, or by sending a transport appeal by Rescue/Re-Home Alert; Alerts are generally used if the list of prospective volunteers is long. If an Alert fails to yield any volunteers, the Coordinator should try the personal approach.
- Before approving a volunteer for a specific transport, the Coordinator should ensure that the transporter is screened and adequately experienced for the given situation. Regardless what paperwork we may already have on file (e.g., *Prospective Adopter Questionnaire*), obtain a [Transporter Application](#).
- If there are no prospective volunteers from the customary sources along a route or leg(s) of the route, the Coordinator may solicit volunteers from other rescue organizations, the AKC Rescue Network and/or other volunteers. Social media may be used as a last resort. The Coordinator must screen and approve prospective volunteers recruited in this manner as described in *Volunteer Policies and Procedures*.
- When recruiting, give as much detail as possible about the dog so that volunteers can make an informed choice to participate. For example, volunteers should be made aware if a Tibbie is fearful of car travel or subject to carsickness. Try to anticipate and answer questions in advance. Be prepared to answer questions, about that specific Tibbie or other related issues that arise.
- Each transport plan must have a "lead" person. Usually, the Coordinator is the lead but may name one of the transporters as the lead.
- The Coordinator and the designated lead will develop a transport plan. Generally, this involves a collaborative effort to decide the date(s) of transport, start and end points of each leg, and start and end times of each leg. The lead facilitates the process by email and phone. (See a sample facilitating email at the end of this subsection.) Once the details are worked out, the Coordinator and lead document the plan and ensure that everyone has a copy.

- When developing the plan, be considerate of the transporters and the dog and plan for all contingencies.
  - Canvass the transporters for their availability.
  - Find out whether the Tibbie will come in a travel crate/carrier or the transporters must supply a crate/carrier or dog safety seat. Make sure everyone knows whether each transporter should transfer the crate with the dog (preferred) *or* transfer the dog from crate to crate.
  - Google maps is your friend. Use it to verify distance and time from site to site along the route. Check the maps of each leg carefully to find out heavy traffic periods and other contingencies such as road closures (e.g., road washout) and construction delays.
  - Try to limit each transporter’s leg to no longer than 6 hours *roundtrip* from their home to the pickup site, from the pickup site to the meeting site, and from the meeting site back home. Don’t disregard how far/long the transporter must travel from/to home at the start and end points of his/her leg.
  - Try to keep the legs during daylight hours.
  - “Pad” the arrival and departure times for each leg by approximately 10 (or more) minutes to allow for unforeseen traffic delays, potty breaks (human and dog), leg-stretching, etc.
  - If an overnight is necessary, try to find a Tibbie-friendly place such as the home of a friend, relative or TSCA member. Paid accommodations (e.g., motel) are an ***absolute last resort***.
  - Meeting places should be a quiet area away from main roads, such as a church or vet’s office parking lot—never in busy, noisy places with traffic or lots of people around. ***Interstate service areas are an absolute no-no***. To find good spots, it’s best to discuss with the transporters themselves or someone local.
  - Give detailed instructions on the location of meeting places so that nothing is left to chance. For example, if the meeting site is at Albion State Park, ***where exactly*** in Albion State Park (e.g., tennis courts parking lot). You can even include “street view” photos from Google maps.
- The Coordinator or lead should distribute the final itinerary to each transporter involved in the transport. It must include:
  - Name of dog being transported
  - Name and mobile number of Coordinator
  - Name and mobile number of designated lead if other than the Coordinator
  - Date transport begins and a time line to the end

- Name of each transporter and complete contact information for each, including
  - Mailing address
  - Email address
  - Mobile phone transporter will be using during transport
  - Any backup phone numbers including home, work and alternate cell
- Make, model, year, and description (e.g., color, license plate) of transport vehicle
- Description of transporter, if necessary
- For each transporter's leg:
  - Exact departure location and time
  - Exact arrival location and time for next leg
- In addition to the plan, the Coordinator should provide *each* transporter the following information electronically:
  - Vet record showing current vaccinations
  - Biography of dog as known including any behavior issues and risks

## Transport Day

- **Lead Role** – The lead must be available throughout the time the transport takes place and will be the point of contact for anyone who encounters problems during the transport.
- **Confirmation Phone Tree** – On the day the transport begins, the lead will phone/text the first transporter on the route who will then phone/text the next transporter on the route and so on, ending with the transporter on the final leg to the fosterer or adopter, to confirm that everyone understands the plan and is ready.
- **Postponement Phone Tree** – If any transporter is unreachable, the transport is postponed. Whoever is unable to reach that person is responsible for informing the transporter before her and transporter behind her. Each transporter then passes the information on down the line by phone/text. The transporter on the first leg informs the lead, and the lead informs the Coordinator. The Coordinator and lead will re-coordinate another transport.



Transport Day for Austin en route from Vancouver BC to Seattle WA

- **Document Transfers** – Occasionally, the Coordinator may ask transporters to pick up and transport *hardcopy* documents, such as health records, in addition to the Tibbie. This occurs when electronic transmission of the documents in advance of the transport isn't possible, usually because the person who has the documents doesn't have the means or knowledge to send them to the Coordinator electronically. When electronic transmission in advance isn't possible, the Coordinator will inform transporters and document in the transport plan that the first transporter will pick up hardcopy documents that will accompany the dog through the journey. Each transporter in turn will be responsible for ensuring that the documents are handed to the next transporter. Each transporter will be responsible for ensuring that he/she receives the documents.
- **Surrender Donations** – Most surrenderers offer to donate items to accompany the Tibbie being surrendered. These may include, for example, the Tibbie's collar, harness, leash, food, medications, travel crate, etc. The Coordinator will inform transporters and document the items in the transport plan. The first transporter will ensure that he/she picks up donated items, and each transporter along the route will transfer the donated items along with Tibbie.

## Transport Supplies

- Before leaving the house, every transporter should have a copy of the entire plan that includes all the information listed above.
- To prepare for any contingency, equip the transport vehicle with the following supplies:
  - Crate (hard-side travel crates are preferred to wire crates)
  - Extra leash and collar/harness
  - Water and bowls
  - Snacks for humans/dogs
  - Poop bags
  - Tags or labels with rescue phone # (both home and cell, if applicable)
  - Blanket or large beach towel(s)
  - Baby or pet wipes
  - Paper towels
  - Clorox wipes or similar
  - Spray air freshener
  - Hand sanitizer



- First-aid kit
- Dramamine and anti-diarrhea meds
- Leather gloves (if bite history)

## Sample Transport Coordination Emails

The next page is a sample transport coordination email sent by the Coordinator to the lead and other transport volunteers so that they can collaborate on the final details of the transport plan. Each situation is unique. In this case, the Coordinator has already communicated with the volunteers by phone and email. She has picked a foster home, come up with a general route, provided information about the Tibbie, recruited volunteers along the route, and decided on a date all the volunteers are available. The purpose of this email is to put all the volunteers together so that they can sort out the final details of each leg. Everyone will be in on the planning. The Coordinator will summarize all the details into a final plan and share that with everyone.

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Hello everyone,

You're receiving this email because you have volunteered as a transporter for TSCA Rescue. I'm writing to try to arrange transport of a precious little girl named Fluff (pictured below) to her foster home.

Introductions first: Jane from Lakefront OH meet Alice from Columbus OH, Alice meet Joyce from Cincinnati OH, and Joyce meet Lindsay from Lexington KY. Jane is going to be the foster mom. Fluff is with Lindsay right now. Lindsay will be the lead transporter.

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The plan is to move Fluff on **Sunday, May 6**, the closest date you're all available. We want to move her the whole distance in one day with each of you driving approximately equal legs.

**First leg:** Lindsay will meet Joyce. Joyce has suggested meeting in Louisville, in the parking lot of the Executive Inn in at the same exit as the airport and the Kentucky Expo center.

**Second leg:** Joyce will meet Alice somewhere between Cincy and Columbus. Joyce has suggested Robert's Center (just off of I-71 at Wilmington) or at the outlet malls at the US 35 exit off of I-71.

**Final leg:** Alice will meet Jane somewhere between Columbus and Lakefront.

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Please get in touch with each other and decide exactly where and what time each of you will meet. Please "reply all" so we can all stay in the loop. Once all the details are settled, Lindsay and I will summarize them in the final "Transport Plan" and each of you will get a copy.

Lindsay Doe: Lexington KY  
Cell: 270-888-8888

Joyce Jones: Cincinnati OH  
Cell: 513-888-8888

Alice Smith: Columbus OH  
Phone: 614-888-8888 or 614-888-8888

To request reimbursement for your out-of-pocket transport expenses from the TSCA Rescue & Health Trust, keep your receipts. The reimbursement form is attached.

The best, fastest way to reach me is by email to [tibmom@comcast.net](mailto:tibmom@comcast.net). My mobile is 302-270-2881. Don't hesitate to get in touch if you have any concerns or questions. Thanks all!

Best,  
Susan



Susan Waller Miccio  
Author of *The Tibetan Spaniel – A Gift from the Roof of the World* and the Abby Swann Mysteries, Tales of Tibbies  
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## ADOPTION POLICIES AND PROCEDURES

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The purpose of our adoption policies and procedures are to ensure that we find the best possible home for each rescue Tibbie, that each prospective adoptive family is treated fairly, and that the adoptive family is fully informed.

### Maintaining the Prospective Adopter Waiting List

Earlier in this Handbook, the *Inquiry Policies and Procedures* section explains that the National Coordinator maintains a spreadsheet of all inquiries about adopting a Tibbie. The spreadsheet includes fields such as contact information and whether or not the inquirer has filed a *Prospective Adopter Questionnaire*. This spreadsheet is the Prospective Adopter “waiting list.” In addition, the National Coordinator maintains Prospective Adopter distribution lists for each state/province ready to be used for emailing Rescue/Re-Home Alerts to announce available rescue Tibbies. Every time the Coordinator adds an inquirer to the waiting list spreadsheet, she also immediately adds the inquirer’s email address to the distribution list for their state/province. This ensures that everyone on the waiting list in a given state/province receives Alerts sent from that point on.

There are far more prospective adopters than Tibbies available for adoption. When a rescue Tibbie becomes available, persons on the Prospective Adopter waiting list are given first notice. The waiting list is long, and would-be adopters usually wait a long time for a rescue Tibbie. We generally receive several applicants for every young-ish, healthy Tibbie available. Fewer applicants are interested in older Tibbies or Tibbies with behavior issues or special needs.

### Maintaining the Prospective Adopter Questionnaires

The *Prospective Adopter Questionnaire* is the required adoption application for TSCA Rescue. No consideration is given to those who have not filed a *Questionnaire*. The “welcome email” that we send all inquirers encourages, but does not require, them to immediately file a *Questionnaire*. The email explains that having the *Questionnaire* on file can speed up the adoption process. However, most do not file immediately.

The *Questionnaire* is available online on the TSCA Rescue webpage as a fillable pdf form to enable applicants to save, complete and submit them electronically. Some applicants have difficulty completing and sending us fillable pdfs electronically. Although most come in by email, some are snail mailed. On occasion, the Coordinator completes the *Questionnaire* by interviewing applicants who are unable to submit the form by email or snail mail.

It is the National Coordinator’s responsibility to carefully maintain *Prospective Adopter Questionnaires* received and to ensure that they are available to Regional Coordinators for evaluating applicants. If Regional Coordinators receive any *Questionnaires* directly, they should be sent to the National Coordinator for processing.

- As shown in the excerpt at right, the National Coordinator annotates the waiting list spreadsheet when a *Questionnaire* is received. The Coordinator maintains an electronic version of each *Questionnaire* in

Date Added	Mailing List Status (A=on list, N=not on list)	Notes/Comments	APP RECEIVED	Adoption
5/24/2018	A			
6/6/2018	N		Y	ADOPTED STAR 6/2018
7/14/2018	A			
10/27/2018	A		Y	
10/31/2018	A		Y	
11/26/2018	A			
12/26/2018	A			
12/30/2018	A			
5/8/2019	A		Y	

the Applications folder on her computer. This folder synchs with Google Drive and is available to all Regional Coordinators. If received by snail mail, the paper form is scanned and saved to the Applications folder.

- By personal preference, the Coordinator also maintains a hardcopy backup in an alphabetically-organized folder.
- Although uncommon, the Coordinator sometimes receives a *Questionnaire* without a prior inquiry. When this occurs, the Coordinator sends the “welcome email” (modified to acknowledge already having received the *Questionnaire*), adds the applicant to the distribution list and enters the applicant’s information on the waiting list spreadsheet. The spreadsheet should be annotated that a *Questionnaire* is on file.

## Soliciting Adopters

- When the Regional Coordinator determines that a rescue Tibbie is ready for adoption, she will prepare a Rescue/Re-Home Alert to be sent to the Prospective Adopters waiting list. For a sample of this type of Alert, see the *Notice of Available TSCA Rescue Tibbie to Waiting List* sample in *Outreach Policies and Procedures* earlier in this Handbook.
- The Coordinator will decide the distribution of the Alert. The first Alert is usually sent to the distribution list for the state/province where the Tibbie is located and perhaps the adjoining states. However, in the case of a Tibbie who may be difficult to place (e.g., due to age or special needs), the Coordinator may decide to send the Alert nationwide.
- Persons who have a *Prospective Adopter Questionnaire* on file need only contact the Coordinator by email or phone to request consideration for an available Tibbie. Those who do not have a *Questionnaire* on file must submit one in order to be considered. If a *Questionnaire* on file is very old, the Coordinator may ask the applicant to update their *Questionnaire*. The original *Questionnaire* should be attached to the request.
- Based on these responses and incoming *Questionnaires*, the Coordinator compiles a list of applicants to screen. When there are many applicants or several dogs being placed, the Coordinator may create a spreadsheet to help manage the steps in the screening process.
- If no (or too few) suitable adopters from the waiting list apply as a result of the Alert, the Coordinator may solicit additional adopters at her discretion. For example, she may send the first Alert to the waiting list in additional states or she may post the dog on our Facebook page.
- The Coordinator usually accepts applicants for a rescue Tibbie for one to two weeks after sending the Alert OR until, in the Coordinator's judgment, the list of applicants she has accrued offers a good choice of prospective homes.

## Screening Applicants

TSCA Rescue is responsible for carefully placing each rescue Tibbie in a home that is suitable for its age, health and temperament and that matches as closely as possible the best possible environment for that individual dog. To make the best possible match, we must gather and consider as much information as possible from the surrenderer or shelter, the fosterer and the applicants.

- First and foremost, we verify that an adoptive home meets the basic standards of care. The adopter must be able to provide:

- Clean, comfortable and SAFE housing
- Climate-controlled indoor environment
- Consistent and knowledgeable grooming
- Adequate and appropriate veterinary care
- Parasite control including heartworm and flea/tick preventative
- Adequate daily socialization with people daily including, playing, affection and training
- Daily fresh air and exercise.
- We assess the adoptive family's age and activity level as compared to that of the dog. For example, an older, shy dog would probably not thrive in a very active household. Similarly, a young, active dog should probably not be placed with a senior citizen with limited mobility.
- We assess the temperament of dog as compared to the experience level and desires of the adoptive family. For example, a Tibbie with food resource guarding issues is not a good match for a novice dog owner. An adoptive family that expects a dog to always be obedient may not be the best family for a Tibbie.
- Generally, TSCA Rescue does not place a Tibbie of any age in a home where children under five years old live or visit often. If the rescue Tibbie is reportedly okay with children, we will consider homes with older children but only if the children are familiar with dogs and their behavior is assessed during the home visit, preferably in-home.

With all of the above criteria in mind, screening applicants consists of the following steps carried out by the Coordinator sometimes assisted by volunteers under her direction. Not every step applies to every applicant. Each step is explained in detail in its own subsection below.

1. Review Questionnaires
2. Select Top Pick(s)
3. Veterinary Check
4. Personal Reference Check(s)
5. Home Check

## Step 1: Review Questionnaires

The Coordinator reviews the *Questionnaires* of those who indicated interest in the rescue Tibbie.

- If any questions are unanswered (e.g., the question about owning or renting the home is blank) or if the answers raise questions or concerns, the Coordinator should contact the applicant to discuss

and, if possible, resolve the issue. The Coordinator should maintain notes of any contacts with applicants; these can be appended to the *Questionnaire* form.

- When reviewing several *Questionnaires*, it is helpful to make systematic notes so that the applicants may be easily and consistently compared. For example, you may use the applicant summary spreadsheet mentioned above is suitable for brief notes. The *Prospective Adopter Evaluation Checklist* found at <https://tstrust.org/wp-content/uploads/2019/02/Evaluation.pdf> can be completed as a decision aide.
- At the end of the Step 1 review, the Coordinator will generally eliminate one or more applicants from consideration. For those eliminated, the screening ends. For those who make the cut, the Coordinator continues to Step 2.

*Note:* In a multi-dog rescue, such as the New York 4 or Ojai 3, bear in mind that an applicant who is not a good match for one Tibbie may be a good match for another.

## Step 2: Select Top Picks

In Step 2, the Coordinator tries to gather some online information about the applicants who made the cut in Step 1. Based on this information together with the *Questionnaire*, she will select the top picks.

Obviously, information found online may not be accurate—so exercise caution and good judgment—but it may also be revealing. Also, look for discrepancies in what the applicant stated on the *Questionnaire* (e.g., applicant says she is 68, Google says she 82; applicant says he is employed, LinkedIn says he isn't).

The kinds of searches that may aid in selecting the top picks include, but are not limited to:

- Google the applicant's name and city/state.
- Look up the applicant on social media, including Facebook and LinkedIn (if they indicate a profession or business). Depending on the applicant's privacy settings, you may or may not be able to glean much but you may be surprised. While we should not place undue significance on the applicant's social media presence, if any, their public posts may offer a glimpse of the applicant's character. For example, loving posts and photos about a Tibbie that died create a positive impression, but posts revealing unsafe practices (e.g., letting Tibbie run loose) raise concern that may warrant discussion and counseling before the final selection.
- Google the applicant's address and look for realtor listings of the address that include photos.

### Step 3: Veterinary Reference Check

The *Questionnaire* requests the name and contact information for the applicant's veterinarian. In Step 3, the Coordinator will contact the vet's office for a reference check on the top picks from Step 2. The purpose of this reference check is to find out if the applicant provided good veterinary care to their current or former dogs as an indicator of whether they would provide good care to a Tibbie they adopt.

Before completing this step, the Coordinator must ask the applicant (by email generally) to contact their veterinarian's office to give the office permission to give "Tibetan Spaniel Rescue a routine veterinary reference check" in connection with their application to adopt a Tibbie from us. Bear in mind that this contact will make the picks aware that they are in the running. It will get their hopes up. Those that we ultimately do **not** select will be severely disappointed. The Coordinator should strive to handle all contacts with the picks with courtesy and discretion and in a manner that will not drive up their hopes or lead to exaggerated expectations.

When contacting the veterinarian's office, Coordinators should always be considerate and professional. For example, before barging ahead, ask whether the contact has time to answer a few questions. Use the *Veterinary Reference Check* fillable form as a guide. The form gives step-by-step detailed instructions including who to speak to, a script for introducing yourself and the reason for the call, the questions to ask and space to document the answers. Here's an example of the script for opening the conversation:

**Hi, my name is [your name]. I am the [region name] regional coordinator for Tibetan Spaniel Rescue. Your client, [name of applicant], has applied to adopt a Tibetan Spaniel from us. We asked [her/him] to call you to give permission to give us a routine veterinary reference. Can you help me with that?**

For the most part, veterinary staff are very forthcoming and agree to help. If they actually know the applicant (their client), they may offer valuable insight into the person's attitude toward pets.

Although it is unusual, applicants occasionally "fail" the veterinary reference check. For example, we may learn that the applicant did not take their dog to the vet for a prolonged period or refused routine preventative measures such as heartworm tests, or declined necessary treatments.



## Step 4: Personal Reference Checks

The *Questionnaire* requests the name and contact information for two personal references, one of whom must be a non-relative. In Step 4, the Coordinator will contact at least one of the personal references on the top picks that pass Step 3. If the applicant listed a relative and a non-relative, give preference to the non-relative. Although it's to be expected that relatives, friends, and neighbors the applicant chose to list will give the applicant a good reference, the conversation may help us understand the applicant's ability to care for a Tibbie.

When asking the applicant to contact the veterinary practice in Step 3, the Coordinator should also suggest that the applicant give his/her personal references a heads-up that we may be contacting them. Personal references we contact tend to alert applicants that we contacted them, which raises the applicant's hopes.

Personal references are sometimes difficult to reach. Leave a brief message introducing yourself and explaining the purpose for your call. If they don't call back within a day, try again. If you can't reach the first contact after a couple tries, contact the second personal reference.

When contacting the personal references, Coordinators should always be considerate and professional. Use the *Personal Reference Interview Form* as a guide. The form gives step-by-step detailed instructions including a script for introducing yourself and the reason for the call, the questions to ask and space to document the answers. Here's an example of the script for opening the conversation:

**Hi, my name is [your name]. I am the [region name] regional coordinator for Tibetan Spaniel Rescue. Your [enter relationship], [name of applicant], has applied to adopt a Tibetan Spaniel from us and gave your name as a personal reference. Do you have time to answer a few questions?**

Personal references often don't know answers to all the questions. That's okay—just reassure them and keep going. Always thank the contact for their help.

If the contact's answers are uninformative or raise any questions in your mind about the applicant's suitability, contact the second personal reference. Otherwise, one reference is sufficient.

## Step 5: Home Check

In Step 5, the Coordinator will conduct a visit at the home of the applicants that pass Step 4. When contacting applicants to arrange the visit, explain that we will want to meet the family members and other pets. Describe the home visit as “mainly a Tibbie-specific safety check” and give them an idea what the visit consists of. Explain that we will ask the applicant to walk us around the house.

- Inside, we will need to see where the Tibbie will eat and sleep, all exit doors, flooring and stairs.
- Outside, we will need to see the areas where the Tibbie will exercise and potty, including the fencing and plantings.

The two types of home visits are in-person and e-visit. For an in-person visit, the Coordinator or a volunteer goes to the home. For an e-visit, a Coordinator arranges to view the home using Facetime, Messenger, Zoom or other videochat app. Whether we do an in-person visit or e-visit depends on whether a volunteer is available within easy driving distance of the applicant’s home and whether an earlier check raised concerns.

*Note: Due to the scarcity of TSCA members or volunteers in certain areas of the country, coupled with the COVID pandemic, we have relied almost exclusively on e-visits since 2020.*

Before a home visit, whether e-visit or in person, the Coordinator should Google the applicant’s home address. If the home sold in recent years, realty sites such as Redfin.com, Realtor.com or Zillow.com will have a write-up on the home that may include several interior and exterior photos. The Coordinator should familiarize herself (and, if an in-person visit, the volunteer) doing the visit with the location (neighborhood) and available photos. Seeing the photos in advance helps the person visiting the home orient to the house layout and preview areas to carefully view during the visit (e.g., exit doors that don’t have double barriers, gaps in fencing). Bear in mind that the photos would have been taken when the house was last sold, before the applicant moved in, and there may have been changes.

When a Coordinator conducts the visit, she may discuss and counsel the applicant about any concerns she notes during the visit itself. For example, the Coordinator may explain that gaps at the base of the fence need to be filled. If a volunteer conducts the visit, however, the volunteer should not undertake to counsel the applicant but should instead report deficiencies to the Coordinator for the Coordinator to address.



This snip from a realty site includes 25 photos of the applicant's house. Coordinators should copy relevant photos (e.g., street view, fence, water features) to retain with the completed *Home Visit Guidelines and Checklist* form. This aids in the review.

Follow these steps for in-person visits:

- Due to their understanding of the breed, Coordinators should try to find a TSCA members or Tibbie-smart non-member for in-person home checks. Look for volunteers within easy driving distance (one hour one way) of the applicant's home. (Google the distance and time between the applicant's address and the volunteer's address.) Sources of volunteers are:
  - TSCA members on the volunteer spreadsheet
  - TSCA members on the membership spreadsheet
  - Non-TSCA members on the volunteer spreadsheet

For information about volunteers, see *Volunteer Policies and Procedures* earlier in this Handbook.

- When you identify a possible volunteer from these sources, contact them by phone, if possible, to find out if they are willing. If they have never done a home check, explain that we will provide them with guidelines and a form.
- Regardless whether or not the volunteer is a TSCA member, the Coordinator should ensure the volunteer is well-prepared. Send the volunteer the *Home Visit Guidelines and Checklist* form. This fillable form includes not only what the volunteer should look for but also guidelines on how they should conduct themselves during the home visit. As the volunteer will be representing TSCA Rescue, ensure that the volunteer reads and understands the guidelines.

- In addition to submitting the completed *Home Visit Guidelines and Checklist* form, advise volunteers doing in-person visits that they may take photos during the visit, especially if they spot anything they are concerned about (e.g., a hole in a fence, a door that won't close).

If no TSCA members or Tibbie-smart volunteers are located near the prospective adopter or none is willing to do the visit, an e-visit will be necessary. When suggesting the e-visit, do not allude to or discuss our inability to line up a home visit volunteer; our internal process is irrelevant.

Follow these steps for e-visits:

- Today's applicants are generally familiar with videochats and most have a mobile device of some type. However, make sure they have a smartphone, tablet or laptop and find out what videochat apps they know about. (If the applicant doesn't have the hardware or is hesitant, ask if a family member or friend could help.)
- If the e-visit is agreed to, arrange a date and time to do the virtual tour. Give the applicant any help they may need to connect.
- During the visit, use the *Home Visit Guidelines and Checklist* form as a guide.

If there are any doubts about doing an e-visit or an e-visit isn't feasible, as a last resort, continue to try to arrange an in-person visit by soliciting a volunteer from another rescue organization as explained below.

- If we have good relations with other breed or all-breed rescue organizations, they may be willing to do a home visit on our behalf. (We would reciprocate if asked.) These organizations, such as PNC Midwest and AZ Cavalier Rescue, are available from the National Coordinator.
- TSCA Rescue is a member of the AKC Rescue Network of breed parent club rescues and the National Coordinator is on the Network's Google email group. To contact the other breed rescues, email [akc-parent-club-rescue-groups@googlegroups.com](mailto:akc-parent-club-rescue-groups@googlegroups.com) to request home visit assistance.
- If a volunteer steps up from one of these outside organizations, send them our *Home Visit Guidelines and Checklist* form. Assume that volunteers from any outside organization are unfamiliar with Tibbies; also, send them *Tibbie Tips*, included later in this Handbook. After the volunteer has had a chance to look the material over, discuss it with them to ensure they understand what we're looking for.

The following guidelines are from the *Home Visit Guidelines and Checklist* form.

### **General Guidelines for Home Evaluators**

- Try to make the prospective adopter or fosterer feel at ease with you. You want them to be themselves.
- If you need to take notes during the visit, please do so discreetly on a small notepad, rather than on this form. Complete this form after the visit is over, not in the presence of the prospective adopter or fosterer.
- We ask all adoptive or foster family members to be present during the visit. If any are absent, find out why.
- You are there to meet and observe the behaviors of family members as well as look around the premises. Note qualities such as sincerity, commitment, tolerance of normal dog behavior, honest representation of the home environment, children's behavior with other pets and the role of children in pet care.
- The Rescue Coordinator will share information about a specific Tibbie needing a foster or family home with the prospective fosterer or adopter. As the home evaluator, you should not discuss the Tibbie(s). Don't give opinions about whether a dog is "perfect" for the fosterer or adopter.
- The Rescue Coordinator makes the final decision whether to approve a foster or adoptive family. During your interaction with them, please do **not** indicate whether or not TSCA Rescue will approve them. The family will have passed initial screening based on the paperwork they submitted, but the visit's outcome is important. You are TSCA Rescue's eyes.
  - When a home is one you will recommend, you may be complimentary and enthusiastic about a wonderful home and family, but please don't make any commitments or promises.
  - When the home is one you will not be recommending, be polite and noncommittal while you are on site. Don't try to impose philosophies about dog ownership and care on the family. Don't suggest corrections or improvements about home environments that don't meet TSCA Rescue standards.
- When you share your observations with the Rescue Coordinator, please be open about any concerns. Discuss whether follow up education or counseling is indicated. The Rescue Coordinator will decide how to proceed.

### **TSCA Rescue Basic Standards for Dog Care in Foster and Adoptive Homes**

Fosterers should advise the Rescue Coordinator if they are unable to commit to caring for their foster Tibbie indefinitely. A foster home should have no more than six dogs per caretaker. (A caretaker may be a spouse or kennel help).

Adopters must commit to lifelong care for the Tibbie. If circumstance arise that prevent an adopter from meeting this commitment, the adopter must agree to contact TSCA Rescue about re-homing the Tibbie.

Foster or adoptive homes must meet these basic standards for dog care. Anything less is not considered responsible rescue practice or dog ownership and TSCA will not consider the home acceptable. The home must provide:

- clean, safe and comfortable housing with a climate-controlled indoor environment
- adequate and appropriate food, clean water available at all times
- adequate and appropriate veterinary care
- parasite control including heartworm and flea/tick preventative
- adequate daily socialization with people including, playing, petting, loving and training
- daily fresh air and exercise in a controlled, safe environment with adequate measures to prevent escape
- consistent and knowledgeable grooming.

## **TSCA Rescue Safety Standards for Foster and Adoptive Homes**

In addition, the home must meet safety standards specific to Tibbies. Bearing in mind the Tibbie's age and the breed's escapist tendency, look for these safety standards when visiting the home:

- Every exterior door should preferably have a "double barrier." Examples: Front door has a storm or security door in addition to the house door, front door leads to a screened porch or fenced yard, interior door or baby gate prevents access to front door.
- Adopter should be aware of and take measures to protect Tibbie from predators or poisonous animals such as coyotes, birds of prey, snakes, and cane toads.
- The fence should be at least 4 feet high and have no gaps greater than 3" under the fencing, adjacent to gate posts or where the fence meets the house walls. There should be no gaps around gates and gates should latch securely, preferably with a lock. Chain link should be "tight," not sagging. Pickets should be spaced no more than 3.75" - 4" apart, depending on size of Tibbie. Inspect the entire fence-line with attention to each of these features.
- There should be nothing pushed against a fence or rail (such as outdoor furniture, garden equipment) which would allow the Tibbie to climb up and over the fence or rail.
- Interior stair cases should be carpeted, have tread strips or other means to prevent slips and falls. Open stair cases are not desirable due to risk of fall.
- A way to bar Tibbies from access to water features, such as pools, ponds and spas, when family is not present is preferred.
- A way to bar Tibbies from jumping from decks or other high places is required.
- Dog doors should have means to be closed.
- Exterior landscaping and interior houseplants should not include toxic plants such as sago palms, dieffenbachia or lily of the valley. Adopter will be provided with toxic plant guide and encouraged to survey all plants.
- The following should be not be accessible to the Tibbie:
  - hanging electrical wires,
  - cleaning supplies or other chemicals
  - small objects that pose risk of choking

If any deficiencies are found, they should be noted and the Rescue Coordinator will counsel on corrective measures.

## Determining the Donation

To finalize an adoption, the selected adopters must sign an *Adoption Placement Agreement* and send the requested donation to the Trust. Before notifying the selected adopters of their selections, the Regional Coordinator determines the donation amount as follows:

- **Always** refer to the amount as a donation, rather than a fee, because the Trust is a non-profit organization that relies on *donations* and because the Trust is prohibited from selling dogs. In addition, “fees” are subject to sales taxes in some states.
- Determine the adopter’s individual donation in accordance with the Donation Schedule below. Note that the older the Tibbie, the less the donation. The donation is based on the Tibbie’s age, not on the costs associated with the Tibbie’s rescue. This age-based scale is intended to incentivize adoption of senior Tibbies even though expenses associated with the oldies are generally higher.

**Exception:** If the adopter was the Tibbie’s fosterer and the adopter opts not to request reimbursement for expenses the adopter incurred while fostering the Tibbie, the Coordinator may reduce or waive the donation provided the Trust Treasurer concurs. Since the amount of unreimbursed expense defrays the Trust’s outlay, it is itself effectively a donation.

Donation Schedule	
Age	Donation
0-5	\$250
6-8	\$200
9-11	\$150
12-13	\$100
14+	\$0

- The requested donation may also be reduced or waived due to the Tibbie’s special needs. For example, the donation for a 13-year-old Tibbie with kidney disease would normally be waived because the adopter is taking on significant expenses when adopting a dog with chronic disease.
- The Coordinator may reduce (including waive) an individual adopter’s donation only with the Trust Treasurer’s pre-approval. Email the Treasurer and explain the rationale.
- The Donation Schedule hasn’t changed since 2015. The Coordinator must obtain the Trust’s approval for any suggested change, whether increase or decrease, in the Schedule itself.

## Selecting and Notifying the Adopter

After completing all screens, the Regional Coordinator selects the adopter. This selection is tentative pending the outcome of the notification and submittal of the *Adoption Placement Agreement* and donation.

When the Coordinator notifies the applicant that he/she has been selected as the adopter, the Coordinator explains the terms of the adoption.

- **Outstanding Issues** – The Coordinator first resolves any outstanding issues. For example, if a hole in the adopter’s backyard fence was noted during the home visit, the Coordinator would explain that the adopter must fix the fence before the Tibbie arrives. At his/her discretion, the Coordinator may (or not) require proof of resolution of any issues. If any outstanding issues prove controversial, the Coordinator must exercise judgment and negotiation skills to either reach a satisfactory resolution or retract the offer. (This has never happened and hopefully never will.)
- **Adoption Placement Agreement** – When issues are resolved to the Coordinator’s satisfaction, the Coordinator explains that we will send an *Agreement* to transfer ownership to the adopter and finalize the adoption. Explain that its main purpose is to ensure that the Tibbie never again finds itself homeless and assures the adopter that our commitment is for the life of the Tibbie.
  - The adopter promises to take care of the Tibbie.
  - TSCA Rescue will take back the Tibbie if, for any reason or at any time, the adopter ever finds herself/himself unable to keep the Tibbie.
- **Donation** – The Coordinator next explains that the *Agreement* will include the amount of the donation requested. She either quotes the amount calculated or states that the donation has been waived (see *Donation* subsection above).
- **Confirmation** – Finally, the Coordinator asks whether the adopter wishes to proceed with the adoption. (There have been situations where an applicant was selected but changed their mind.)

The Coordinator explains that

- she will fill out the *Agreement* and email it to the adopter (see *Adoption Agreement* subsection below)
- the adopter should print, sign and send it to the Trust Treasurer at the address on the form along with the donation.

## Transport Arrangements

We match Tibbies with the best possible home without regard to the home’s distance from the Tibbie. When the adopter has agreed to finalize the adoption, the Regional Coordinator pins down the transport details. Note that adopters are aware that they may be responsible for some transport costs. The following question appears on the *Prospective Adopter Questionnaire* that applicants sign:



Do you understand that there may be additional transportation-related costs, such as a crate or small soft-sided bag required by airlines, medical certificates (for airline travel), fares or fees required by airlines or other modes of travel? Yes  No

Comments: \_\_\_\_\_

Arranging transport to the adopter's home is a collaborative undertaking. Follow these guidelines:

- We suggest opening the discussion of transport with a forthright question such as, “Did you have any thoughts about how we’re going to get Gizmo from Indianapolis to Philadelphia?”
  - The adopter may have already come up with his/her own plan, and the plan may entail low or no cost to the Trust. For example, if the adopter has decided that he/she will fly to the nearest large airport to pick up the dog, our role will be to arrange for a volunteer to transport the Tibbie from its foster home to the airport to meet the adopter.
  - If the adopter has no plan, discuss the matter with the adopter and come up with a plan.
- When possible, the plan should control costs to the Trust. Ideally, strive for a plan in which the adopter and/or transport volunteers assume responsibility for most/all costs.
- While we must be mindful of costs when arranging transport, the Coordinator must also consider the mode of transport that’s best—safest and least stressful—for the Tibbie.
- Under the *Transport Policies and Procedures* earlier in this Handbook, TSCA Rescue is responsible for the Tibbie until the dog is literally handed over to the care of the owner or the owner’s representative. Here are a couple examples:
  - If the plan calls for volunteer transporters to drive legs over a distance of 600 miles and meet the adopter’s daughter 100 miles from the adopter’s home, TSCA Rescue is responsible and our policies apply until the last driver meets the adopter’s daughter and hands over the Tibbie.
  - If the plan calls for the fosterer to drive 50 miles to an airport where they transfer the Tibbie to a volunteer who takes the Tibbie in cabin for the flight and then transfers the Tibbie to a volunteer driver at the destination airport who then drives to the adopter’s home, TSCA Rescue is responsible and our policies apply until the last driver arrives at the adopter’s home and hands over the Tibbie.

## Adoption Placement Agreement

When the Regional Coordinator confirms the adoption, she pre-fills the *Adoption Placement Agreement* and sends it to the adopter to be signed and submitted to the Trust together with the requested donation.

- The fillable pdf *Adoption Placement Agreement* is online at [https://tstrust.org/wp-content/uploads/2017/02/adoption\\_placement\\_fillable.pdf](https://tstrust.org/wp-content/uploads/2017/02/adoption_placement_fillable.pdf). Complete the adopter's and Tibbie's identifying information as shown in this sample:

**ADOPTION PLACEMENT AGREEMENT**

Adopting Party(ies): Susan Miccio  
Street Address: 120 Sweeping Mist Circle  
City: Frederica State: DE Zip: 19946  
Phone (home): 302-270-2881 (work): Email: tibmom@comcast.net  
Name of Tibbie: Ashley "Baby Girl" Sex: F, spayed

- A section of the *Agreement* calls for entry of the donation amount. Here are three examples of completing the *Adoption Donation* section. Note the annotations that were added to explain a reduced donation for the benefit of both the adopter and the Trust Treasurer.

### ***Example 1: full donation***

#### **Adoption Donation**

The Trust acknowledges receipt of check/cash in the amount of \$ **250**, as a donation to the TSCA Trust. Please make your check payable to "TSCA Rescue & Health Trust" and mail it to

**TSCA Rescue & Health Trust  
Linda Folles  
190 Cedar Valley Lane  
Louisburg, NC 27549**

### ***Example 2: partial donation (\$250 minus unreimbursed expenses of \$165)***

#### **Adoption Donation**

The Trust acknowledges receipt of check/cash in the amount of \$ **85.00**, as a donation to the TSCA Trust. Please make your check payable to "TSCA Rescue & Health Trust" and mail it to

**TSCA Rescue & Health Trust  
Linda Folles  
190 Cedar Valley Lane  
Louisburg, NC 27549**

*Note: Donation amount in consideration of unreimbursed out-of-pocket expenses of \$165 (veterinary treatment) as fosterer*

### Example 3: waived donation (unreimbursed expenses in excess of applicable \$250 donation)

#### Adoption Donation

The Trust acknowledges receipt of check/cash in the amount of \$ **0.00** as a donation to the TSCA Trust. Please make your check payable to "TSCA Rescue & Health Trust" and mail it to

TSCA Rescue & Health Trust  
Linda Foiles  
190 Cedar Valley Lane  
Louisburg, NC 27549

Adoption donation waived in consideration of adopter not seeking reimbursement of out-of-pocket expenses in excess of \$400 incurred while acting as Bentley's foster parents.

- Complete the final section as shown:

Printed Name: **Linda C. Foiles, Treasurer**

Signature: \_\_\_\_\_

Representative for the Tibetan Spaniel Club of America Rescue & Health Trust

## Adoption Packet

The Regional Coordinator generally transmits an "Adoption Packet" to the adopter by one or more customized emails (depending on the size of the attachments) shortly after notifying the applicant of their selection. The "packet" includes the *Adoption Placement Agreement* plus all the records that TSCA Rescue has accrued on the Tibbie plus educational materials—that is, everything that will help the adopter and Tibbie start their new life together. Occasionally, the Coordinator may need to send hardcopies instead of or in addition to the email(s) (e.g., adopter does not have a printer).

The Coordinator should use boilerplate language in the adoption packet email. These are the contents of the packet:

- Attach the *Agreement* (fillable pdf) pre-filled by the Coordinator as described above. The email should reiterate the purpose of the *Agreement* and our commitment to the Tibbie for life. It should tell the adopter what to do with the *Agreement*.
- If the Tibbie was surrendered, attach the surrender notes. You may send the pages from the *Surrender* form with information about the dog, **but do NOT include the pages with the surrenderer's identifying information or signature.**
- Attach all veterinary records, vaccination certificates, and other health-related documents. **The Coordinator MUST redact the name and address of the former owner if they appear on any documents. Also redact the dollar amounts on invoices.**

- If acquired at the time of surrender, attach the Tibbie's AKC registration. ***The Coordinator MUST redact the name and address of the former owner.***
- Attach documents showing the microchip registration number and give the adopter the link to AKC Reunite. Explain that the chip is registered to TSCA Rescue and that we will initiate transfer of the chip to the adopter.
- Educational materials that we send to all adopters include articles about how rescue dogs adapt to new homes (e.g., the 3-3-3 rescue rule). These materials help establish realistic expectations in the adopter's mind. A link to a toxic plant guide is especially important for adopters with extensive outdoor plantings or houseplants accessible to the Tibbie.
- At the Coordinator's discretion, the transmitting email (or separate emails) should include information or links to information specific to the adopted Tibbie's behavior, likes/dislikes, fears, medications and so on (e.g., article on resource guarding, article on senior care, etc.). Tips about caring for the Tibbie from the fosterer are especially helpful to adopters.
- At the Coordinator's discretion, the transmitting email (or separate emails) may also describe the transport plan (e.g., "Maryanne will meet you at the MacArthur rest stop on Tuesday, 1/7, at 11 am EST") and include transport reminders, e.g., "Don't forget to bring water."

The following pages show sample emails written to transmit the Adoption Packet to Kathi the adopter of a Tibbie named Louie.

---

Hi Kathi,

Thanks for showing me around your home yesterday. I enjoyed meeting and talking with you. This will be the first of two emails I'm sending today.

I've copied Jane, the foster mom, on this email. She will be your contact for coordinating the travel arrangements. Her phone is 888-000-0000. As a foster mom, her job has been to help both adopter and adoptee get ready for the big change coming. She gets to know and works with her foster dogs and shares what she learns with the adopters. Attached are Jane's notes about Louie. Don't forget to bring water and the travel carrier.

You asked what food to buy. Jane sent this photo of the food she is feeding Louie:



As promised, I've attached Louie's various records.

- Surrender notes I took when he was given up.
- Vet records including rabies certificate, neuter certificate, vaccination information, heartworm and fecal test results (all negative). You should share these with the new vet.
- Vet record for Louie's dental cleaning.
- Microchip registration – we will transfer the chip to you when the adoption is finalized.

As mentioned, here are a couple items that we share with all adopters:

- The attached 3-3-3 rule of rescue helps establish realistic expectations of how a rescue dog adjusts to a new home. However, it's really a "general guideline," not a hard-and-fast rule, because each rescue dog is different. Here's a link to an excellent article that elaborates on the process a rescue dog goes through and how describes how it may vary from dog to dog: <https://www.whole-dog-journal.com/lifestyle/disregard-the-3-3-3-rule/>
- Here's the link to the excellent Chewy guide to the common house and yard plants that are toxic to dogs and what to do in the event your dog chews on or ingests a toxic plant. <https://be.chewy.com/complete-guide-to-poisonous-plants-for-dogs/>

I will send the *Adoption Agreement* in the second email.

Best,  
Susan

Susan Waller Miccio

Author of *Tibetan Spaniel – A Gift from the Roof of the World* and the Abby Swann Mysteries, Tales of Tibbies

<https://susanwallermiccio.com>

[tibmom@comcast.net](mailto:tibmom@comcast.net)

[tibbielady@gmail.com](mailto:tibbielady@gmail.com)

Rescue Coordinator, Tibetan Spaniel Club of America

<https://tstrust.org>

[info@tstrust.org](mailto:info@tstrust.org)



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Hi Kathi,

This is the second of two emails I'm sending you today.

Attached is Louie's *Adoption Agreement*. As I explained when we spoke, the main reason for the *Agreement* is to transfer Louie's ownership to you. It asks you to commit to caring for him. It also serves to notify that TSCA Rescue will take him back and re-home him if, for any reason and at any time, you find yourself unable to keep him. Our commitment to you and to Louie is for the life of the dog.

Please print, sign and send the form by snail mail to Linda Foiles, the Trust Treasurer, at the address on the form. Please enclose a check, made payable to "TSCA Rescue & Health Trust," for the requested \$250 donation for a Tibbie Louie's age.

Please contact me anytime if you have any questions or concerns about anything.

Best,  
Susan

Susan Waller Miccio

Author of *Tibetan Spaniel – A Gift from the Roof of the World* and the Abby Swann Mysteries, Tales of Tibbies

<https://susanwallermiccio.com>

[tibmom@comcast.net](mailto:tibmom@comcast.net)

[tibbielady@gmail.com](mailto:tibbielady@gmail.com)

Rescue Coordinator, Tibetan Spaniel Club of America

<https://tstrust.org>

[info@tstrust.org](mailto:info@tstrust.org)



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## Post-Adoption Communication

Some rescue organizations require adopters to complete a satisfactory one- to three-month trial period before finalizing the adoption. This is not TSCA Rescue's policy: our adoptions are final when the adopter submits the *Adoption Placement Agreement*. We have had only one adopter who requested a 3-week trial period. Nonetheless, it's in the best interest of the Tibbie and the adopters to keep the lines of communication open. This is part of TSCA Rescue's educational mission.

- Retain recontact records so that you can schedule post-adoption contacts and keep control of this essential function.
- Initially, re-contact adoptive families about one to two weeks after placement and ask how everything is going. Work with them to provide support and resolve any issues that may have

come up. This is also be a good time to request a photo(s) of the Tibbie in his/her forever home to post on the Trust's [Adoptees](#) web page or social media.

- Periodically recontact the adopters—three- to six-month intervals—just to keep the lines open. You can use email but following the adopters on social media is also an easy way to keep in touch. Let them know you are available for support but, at the same time, be careful to avoid the appearance of “butting in.”
- Adopters often initiate contact to us. Sometimes they have questions, but they may simply want to touch base, share happiness and send photos. Welcome and encourage these contacts. Of course, an adopter-initiated contact would substitute for one of our periodic recontacts.



**Adoptive families often send us photos of their happy matches. That's one of the best perks of rescue work.**

## Returns

Adoption returns occasionally occur despite our best efforts to screen and select adopters who are a good match for the Tibbie. If the Coordinator thinks that a problem causing the return is solvable and the adoption salvageable, by all means the Coordinator can try counseling the adopter. For example, if an adopter contacts us because the adopted Tibbie has begun to display dog-on-dog aggression toward another dog in the family, we should discuss the matter and gauge whether the adopter is open to behavior advice and whether he/she can and would comply. However, we must always bear in mind the safety and happiness of both adopter and Tibbie. Even if we think the problem is solvable, the solution won't work without the adopter's buy-in and cooperation.

The Coordinator should be gracious and helpful in facilitating the return of an adopted Tibbie. Of course, this may involve arranging for a foster home and transport for the Tibbie coming back into our care. The Coordinator would then restart the process of finding another adopter for the Tibbie. While this may involve another Alert, the Coordinator may revisit the applications previously received for the Tibbie. (That's another reason to keep good records!)

# BREEDER ASSIST POLICIES AND PROCEDURES

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## Background

Under TSCA policy, a TSCA member in good standing is responsible for finding homes for the Tibbies he/she breeds—whether initial placements or re-homing dogs that are returned to the breeder. In addition, the Trust’s guidelines prohibit financial support to Tibbies owned by TSCA members. Therefore, as a general rule, TSCA Rescue plays no role in a placing or re-homing a TSCA member breeder’s Tibbies due to these policies. However, two exceptions have been approved—situations when a breeder may request TSCA Rescue assistance in placing his/her Tibbie(s) and TSCA Rescue is permitted to provide assistance:

- Re-home Assists
- Compassionate Assists

Breeders may submit requests for other exceptions to the Rescue Coordinator for consideration on a case-by-case basis.

## Re-Home Assists—Referral Service and Minor Assistance

Re-home assists are situations when TSCA Rescue helps a breeder re-home a Tibbie that was returned to the breeder (in compliance with the breeder’s original placement contract). TSCA Rescue provides two forms of help:

- **Referral Service**—allows breeder to connect with the prospective adopter “waiting list” that TSCA Rescue maintains
- **Other Assistance**—allows breeder access to TSCA Rescue volunteer resources (e.g., transport, home visit)

Breeder re-home assists are a “win-win-win” for breeder members, prospective adopters and, most important, the Tibbie.

- Breeders “win” by being able to connect with more adopters seeking Tibbies, especially those seeking adult dogs, and increase their chances of finding a great adopter.
- Prospective adopters on the TSCA Rescue waiting list “win” by having more Tibbies available to adopt.
- The Tibbie “wins” because a good match is more likely to be found in the larger applicant pool.



## ***The Trust provides no financial support for Breeder Re-home Assists.***

This is how the Re-Home Assist works:

- The breeder must submit a *Request for Referral Service and Minor Assistance in Connection with Breeder Re-Home* form or equivalent statement (e.g., email) on which he/she attests that *all of the following conditions are met...*
  - *Either* (1) he/she is in possession of a Tibbie returned by its owner, *or* (2) the Tibbie's owner has notified the breeder of his/her intention to return the Tibbie. The latter (2) is the common situation. Instead of taking possession of the Tibbie first, the breeder requests TSCA Rescue's help to re-home the dog directly from the owner. This may be due to the distance or other difficulty involved in returning the dog to the breeder. The Rescue Coordinator will evaluate how best to handle each request on a case-by-case basis. In some situations, it may be in the best interest of the Tibbie (e.g., not to change homes twice) and/or the current owner (e.g., to expedite the Tibbie's removal in an urgent situation), as well as the breeder, to handle the case as a Compassionate Assist as described in the *Compassionate Assists* subsection later in this Handbook.
  - The placement will be free of charge to a good home. TSCA Rescue will not provide referral service to breeder members who intend to sell a returned Tibbie.
  - The Tibbie is adoptable. TSCA Rescue will not provide referral service when the Tibbie is terminally ill or an established biter as explained in the *Assessment* subsection in *In-Take Policies and Procedures* earlier in this Handbook.
  - The Tibbie has completed (or will complete) the veterinary protocol at the breeder's expense—see *Veterinary Protocol Policies and Procedures* earlier in this Handbook.

**Note:** The form is under development.

- The breeder must supply the information to enable TSCA Rescue to compose a Rescue/Re-Home Alert email. This info should include a description of the Tibbie's health and behavior, photos, and any application form the breeder uses.
- The breeder gives a donation to the Trust.

**Note:** As of this writing, the donation amount has not been set and none is being requested.

However, the Trust gratefully accepts any donation offered.

- When TSCA Rescue receives the request, the Rescue Coordinator will compose a Rescue/Re-Home Alert email using the info the breeder provided. The Coordinator will extract the contacts from

the national waiting list who live in the area that the breeder selects (e.g., the Midwest, southern California, etc.). In addition, the email will:

- state that TSCA Rescue is facilitating a private adoption and that the breeder (not TSCA Rescue) will select the adoptive family
- include a disclaimer stating that TSCA Rescue is transmitting information the breeder supplied and that recipients should not infer that TSCA Rescue recommends the Tibbie or the breeder
- give the breeder's contact details
- It will be the breeder's responsibility to fully screen the applicants in accordance with TSCA's Code of Ethics, to select the adoptive family, to notify the adoptive family and to arrange transport.
- If the breeder requests, TSCA Rescue may provide such minor assistance that a breeder may need in addition to the Referral Service described above. Examples include providing samples of forms and soliciting transport volunteers. However, whether to provide such assistance is at the Rescue Coordinator's discretion on a case-by-case basis. In all cases, when deploying limited resources, the Rescue Coordinator must give priority to actual rescues.

## Compassionate Assists

Occasionally, a member breeder is unable to carry out his/her responsibility for the Tibbies he/she owns. This is generally due to personal hardship, such as onset of a permanent disability. In such situations, giving the breeder more help is in the best interest of the Tibbie, and the Tibbie's well-being is paramount. It should be emphasized that this policy is intended to apply only in hardship cases, not solely for a breeder's convenience.

- When the assistance the breeder needs extends to resource-intensive tasks such as finding a foster home, coordinating veterinary care, arranging and coordinating transport, and/or screening applications and selecting adopters, the assistance needed effectively amounts to full responsibility for the re-homing. Before taking on such full responsibility, at the Coordinator's discretion and with the Trust's concurrence, the Coordinator will request the breeder member to formally surrender the Tibbie's ownership to the Trust. TSCA Rescue will follow the procedures in *Surrender Policies and Procedures* earlier in this Handbook, including requesting the Trust's financial support.
- When requesting the Trust's support for this type of surrender, the Rescue Coordinator will explain the hardship circumstances.

- Following surrender, the Coordinator will follow the rules in *Adoption Policies and Procedures*, including the *Adoption Placement Agreement* and donation payable to the Trust.

# POLICIES AND PROCEDURES ON DONATIONS AND BEQUESTS

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TSCA Rescue relies on funding from the TSCA Rescue & Health Trust. To raise money, the Trust relies on primarily on donations and, secondarily, on fund-raising events (e.g., auctions of donated items at the National Specialties, Facebook fundraisers). The Trust is responsible for donations and fund-raising. However, the Rescue Coordinator and volunteers may receive inquiries about financial matters, such as how to donate or how to leave money to “Tibbie rescue.”

## Donations and Fund-Raising

- Refer a person wishing to make a donation to TSCA Rescue to the Donation page on the Trust’s website: <https://tstrust.org/donate/>. The donor may donate electronically via PayPal link on the page or by a check to the Trust’s Treasurer whose name and address are listed on the page. In addition to maintaining the financial and tax records of donations, the Trustees will send a thank you note acknowledging the donation to the donor.
- Although donations are the Trust’s responsibility, at the Trust’s request, the Rescue Coordinator may solicit donations on social media or on the Trust’s website. Typically, such a special solicitation occurs only when the Trust’s reimbursable expenses spike (e.g., several Tibbies needing extensive veterinary care hit in-take at the same time).
- At the Trust’s request in accord with the family’s wishes, the Rescue Coordinator may use the [Donate](#) page to solicit donations in memory of a person who has passed away.
- In general, organizing and running fund-raising events is the Trust’s responsibility and TSCA Rescue volunteers are not involved. However, at the Trust’s request, the Rescue Coordinator may publicize a fund-raising event (e.g., an auction) on social media.
- In general, Rescue/Re-Home Alerts addressed to the prospective adopter waiting list should not be used to solicit donations or publicize fund-raising. However, at the Trust’s request, those sent to the TSCA membership may be used for such purpose.

- Donations mistakenly sent to the Rescue Coordinator (or other volunteer) are to be immediately forwarded to the Trust Treasurer. Only when a donation check is made out to the Rescue Coordinator or other volunteer personally as payee may the payee deposit the check; however, the payee must immediately write a check in the donated amount to the Trust and include with it a letter giving the donor's name and any other useful details.

## Bequests

A person may contact TSCA Rescue or the Trust and express his/her intention to bequeath a sum of money to rescue. Sometimes they just want us to know; sometimes they have questions about how to make such a bequest. Be sure to thank the person for thinking of us.

- Advise the person to document his/her wishes in his/her Last Will and Testament. To ensure that Tibetan Spaniel Rescue benefits from the bequest, the named beneficiary should be the Trust, which is the financial arm of TSCA Rescue. Provide the person with the full name and EIN of the Trust, which are "The TSCA Rescue & Health Trust" and "EIN 20-4129223". The EIN ensures that the executor can find out how to contact the Trust and that the bequest will reach the correct organization.

## Advance Re-Home Requests

Occasionally, a Tibbie owner will contact TSCA Rescue and request that TSCA Rescue re-home his/her Tibbies in the future, upon either his/her death or incapacity to care for the Tibbies. This request usually entails a monetary bequest. The owner's concern may arise because he/she has no family or fears that his/her family will not comply with his/her wishes. When such requests are received, we thank the owner for contacting us to arrange care for the Tibbies in advance. At all times, be respectful and discrete.

- The Coordinator should ask the requester to state why he/she wishes TSCA Rescue to handle the re-homing of the Tibbie(s). In this context, find out the status of the Tibbie's breeder. Is the breeder known? Is the breeder living or deceased and, if living, is he/she still active or retired? For example, the requester may state that the breeder is no longer living or is too elderly to take responsibility. Some may simply express a preference that the dogs go to TSCA Rescue when the time comes. This is for documentation purposes only. Don't make an issue out of it!

- Since these requests are essentially future surrenders, the Coordinator should also obtain and document information that will help us re-home the dogs, bearing in mind that, when the time comes, the heirs or executor may not know this information.
- The Coordinator should also advise the requester to
  - document his/her wishes in his/her Last Will and Testament using the full name and EIN of the Trust, which are “The TSCA Rescue & Health Trust” and “EIN 20-4129223”. The full name and EIN ensure that the bequest reaches the financial arm of TSCA Rescue.
  - personally inform the executor of his/her estate regarding his/her wish for TSCA Rescue to re-home the Tibbie(s)
  - ensure that the executor knows how to contact TSCA Rescue
- ***Emphasize that this documentation is crucial.*** The requester must not rely solely on TSCA Rescue to carry out his/her wishes. Without this documentation, TSCA Rescue will have no legal standing when the time comes, regardless of what conversations transpired between the owner and the Coordinator.
- As we have no specific form for advance re-home requests, prepare a letter to the requester memorializing the request and all information the requester provided. Send the letter to the requester with copies to the executor/executrix and to the Trust. Retain a copy for file. See sample below. You may also use the *Surrender* form to document the information about the dogs.
- Prepare a separate folder with all correspondence in any form concerning the request.

The following page is a model letter for memorializing the information provided in connection with an advance re-home request. It is based on an actual letter. However, the personal information in it has been redacted for privacy reasons. Each letter will vary as to the details; however, the general structure and content of this sample may serve as a model to prepare future letters.



TSCA Rescue

[Date]

[Name of Requester]

[Street Address]

[City State Zip]

Dear [Mr./Mrs//Ms.] [Last Name]:

I am writing this letter at your request to document our conversation on [Date(s)] regarding your wish for Tibetan Spaniel Club of America (TSCA) Rescue, in partnership with the TSCA Rescue & Health Care Trust (hereafter “the Trust”), to re-home your Tibetan Spaniels (Tibbies) in the event you are no longer able to care for them. The remainder of this letter memorializes the information you gave me and that I gave you.

Your contact information is:

[Name of Requester]

[Street Address]

[City State Zip]

[Telephone]

[Email]

You have told me that you intend to include a provision in your Will to formalize your wishes in regard to the care of your Tibbies. Specifically, it will provide that, upon your death, the TSCA Rescue Coordinator will be contacted and your Tibbies (with their dog supplies) will be surrendered to the Trust for re-homing.

- The TSCA Rescue Coordinator is a volunteer who heads the Tibetan Spaniel Club of America Rescue Committee and carries out rescue/re-homing activities throughout the United States. To identify the Rescue Coordinator, see <https://tstrust.org/contact/>. As of this writing, I am the Coordinator, and my contact information is:
  - [Name of Current Coordinator]
  - [Phone of Current Coordinator]
  - [Email of Current Coordinator]
- The Trust provides financial assistance for rescue of homeless Tibetan Spaniels. It is a tax-exempt organization (501 c 3) that is eligible to receive tax-deductible charitable contributions, as determined by the U.S. Internal Revenue Service. The Trust has a separate but symbiotic

relationship with the Tibetan Spaniel Club of America. To identify the Trust in your Will or other documents, please use its full name and “EIN 20-4129223.”

You said that you have directed [Name of Executor/Executrix], your [Executor/Executrix], to carry out your wishes in this matter. [Mr./Mrs./Ms.] [Last Name]’s contact information is:

[Name of Executor/Executrix]  
[Street Address of Executor/Executrix]  
[City State Zip of Executor/Executrix]  
[Phone of Executor/Executrix]  
[Email of Executor/Executrix]

As of this writing, you have [Number] Tibbies. To help us re-home them, this is what you told me about them:

- [List each Tibbie by name, age, gender, whether spayed/neutered, color. Write a sentence explaining the origin of each Tibbie, including breeder’s name if known and status. Next, list any details that would help in re-homing including likes/dislikes and any health or behavioral issues. This is an example of the entry for one Tibbie: “Coco, age 13, spayed female, sable. Coco was bred by Jane Doe, who is deceased. Coco suffers from many allergies including cleaning products, Febreeze and perfumes. Exposure causes seizures. She has no food allergies nor other illnesses at this time and is not on any medication other than heartworm preventative.”]

I hope that this letter accurately reflects our conversation. If you have any corrections or additions, please let me know.

Thank you for thinking ahead about your Tibbies’ well-being. It’s something we all should do.

Sincerely,

[Coordinator’s Name]  
Rescue Coordinator  
Tibetan Spaniel Club of America, Inc.

Copies: [Name of Executor/Executrix], [Executor/Executrix]  
TSCA Rescue and Health Trust



# FORMS

This section lists and links to the approved forms for use of the TSCA Rescue and the TSCA Rescue and Health Trust. Links for the public use forms are on the Trust website as well as in this Handbook. Since the forms change frequently, we provide only links instead of actual forms to curtail use of outdated forms. Contact the Rescue Coordinator if you have questions or wish to request forms changes.

FORM NAME/LINK	HOW USED
<i>Prospective Adopter Questionnaire:</i> <a href="https://tstrust.org/wp-content/uploads/2019/01/adoption_application_fillable.pdf">https://tstrust.org/wp-content/uploads/2019/01/adoption_application_fillable.pdf</a>	Public submits <i>to the Rescue Coordinator</i> to get on the national waiting list and/or to apply for a specific Tibbie
<i>Adoption Placement Agreement:</i> <a href="https://tstrust.org/wp-content/uploads/2019/01/adoption_application_fillable.pdf">https://tstrust.org/wp-content/uploads/2019/01/adoption_application_fillable.pdf</a>	Coordinator completes and sends to selected adopter for signature. Adopter submits <i>to the Trust</i> as adoption contract
<i>Expense Reimbursement Request:</i> <a href="https://tstrust.org/wp-content/uploads/2017/02/expense_reimbursement_request_fillable.pdf">https://tstrust.org/wp-content/uploads/2017/02/expense_reimbursement_request_fillable.pdf</a>	Volunteer submits <i>to the Trust</i> to request reimbursement of expenses such as veterinary and transport expenses
<i>Surrender Form:</i> <a href="https://tstrust.org/wp-content/uploads/2019/02/Surrender_fillable.pdf">https://tstrust.org/wp-content/uploads/2019/02/Surrender_fillable.pdf</a>	Interview volunteer completes to document surrender interview; surrenderer signs and submits to TSCA Rescue upon relinquishment  <b>Caution:</b> Do NOT release blank form to public. Present completed form ONLY TO surrenderer for signature.
<i>Volunteer Application:</i> <a href="https://tstrust.org/wp-content/uploads/2019/04/volunteer_application-fillable.pdf">https://tstrust.org/wp-content/uploads/2019/04/volunteer_application-fillable.pdf</a>	Prospective volunteer submits to TSCA Rescue to volunteer
<i>Foster Volunteer Addendum:</i> <a href="https://tstrust.org/wp-content/uploads/2019/04/foster_volunteer_addendum_fillable.pdf">https://tstrust.org/wp-content/uploads/2019/04/foster_volunteer_addendum_fillable.pdf</a>	Prospective volunteer fosterer submits to TSCA Rescue when <i>Prospective Adopter Questionnaire</i> not already on file
<i>Home Visit Guidelines and Checklist:</i> <a href="https://tstrust.org/wp-content/uploads/2019/02/home_visit_guidelines_checklist_fillable.pdf">https://tstrust.org/wp-content/uploads/2019/02/home_visit_guidelines_checklist_fillable.pdf</a>	Volunteer completes and submits to TSCA Rescue after home visit
<i>Personal Reference Interview Form:</i> <a href="https://tstrust.org/wp-content/uploads/2019/02/Personal-Reference-Interview.pdf">https://tstrust.org/wp-content/uploads/2019/02/Personal-Reference-Interview.pdf</a>	Volunteer completes and submits to TSCA Rescue for each reference checked
<i>Prospective Adopter Evaluation Checklist:</i> <a href="https://tstrust.org/wp-content/uploads/2019/02/Evaluation.pdf">https://tstrust.org/wp-content/uploads/2019/02/Evaluation.pdf</a>	As a decision aide, selector completes a section for each adopter applicant
<i>Request for Referral Service and Minor Assistance in Connection with Breeder Re-Home</i>	Breeder requesting re-home assist or compassionate assist submits form to the TSCA Rescue. <b>Form is under development</b>

## EDUCATIONAL RESOURCES

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This section contains a few informational articles that may be helpful in Tibbie rescue. These are suitable for sharing with adoptive families, shelters, rescue organizations, foster families and other volunteers. You may print and distribute them as needed.

- *Breed Identification – Tibbie or Not?* by Susan Waller Miccio, familiarizes the reader with the traits that make a Tibbie a Tibbie and provides guidelines on evaluating whether a dog of unknown breeding is a Tibetan Spaniel. It is intended as a general introduction and an aid in breed identification.
- *Tibbie Tips for Shelters & Rescues* by Susan Waller Miccio, gives shelters and rescues unfamiliar with Tibbies some basic facts about the Tibbie personality and tips we hope they will use in screening prospective adopters.
- *Help for the Newly Adopted Dog* by Sara Wilson, gives adoptive families tips for helping their newly adopted dog adjust to a new home.
- *Snakes ‘n Snails* by Vickie Kuhlmann, discusses male vs. female for prospective adopters.
- *Resource Guarding* published by the [Peninsula Humane Society & SPCA](#), explains resource guarding and strategies for addressing it.
- *Crate-Training for Adult Dogs* by Kaye Diamond Davis, provides guidance on crate-training an adult dog for safety reasons.
- *Human Medications for Dogs* (unattributed) provides handy tips on dosages and poisons, including links.

You are also encouraged to provide adopters and other links to relevant and recent educational articles found in the *Whole Dog Journal*.

## Breed Identification: Tibbie or Not?

By Susan Waller Miccio © Copyright 2019, All Rights Reserved

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To qualify for the Trust's financial support, a dog must be identified as a pure-bred Tibetan Spaniel. TSCA Rescue faces a challenge that most breed rescues do not: identifying a rescue dog as a pure-bred Tibetan Spaniel can be difficult.

### **What's the challenge?**

Many mixed breeds can resemble Tibbies, especially those that include genes from other small Asian breeds—Lhasa Apso, Japanese Chin, Shih Tzu and Pekingese—in the mix, even when neither parent has any Tibbie blood. In addition to mixes of the small Asian breeds, other mixes that are sometimes confused with the Tibbie include those with Chihuahua, Cavalier King Charles Spaniel and Pomeranian genes. Even breeders with 30+ years of experience can mistake a known Peke-Pom (a mix of Pekingese and Pomeranian popular with backyard breeders and puppy mills) for a pure-bred Tibbie. Occasionally, pure-breds of other breeds can resemble Tibbies. For example, a pure-bred Lhasa Apso can look so much like a Tibbie that breed experts are fooled.

The reason for the resemblance is that the Tibetan Spaniel is thought to be the ancestral breed of the small Asian breeds mentioned above. Sometimes puppies in these breeds “throw back” to their ancestral Tibbie. In other words, the ancient Tibbie genes lurking in the roots of the family tree show up now and then in these breeds.

The breed most often confused with a Tibbie is the Pekingese. Pokes of a century ago so closely resembled today's Tibbies that people looking at old photos of Pokes are often convinced that they are looking at Tibbies. Over the years, Peke breeders have striven to attain more exaggerated traits such as shorter muzzles with a pronounced wrinkle and a more profuse, luxuriant coat. When bred for the traits in favor today, it is usually easy to differentiate the modern Peke from the Tibbie. However, when the Peke is not bred to the current standard or is mixed with other breeds, some traits of the Peke's ancestral Tibbie often pop up in the resulting dog. Given that Pokes far outnumber Tibbies and that they are

popular with puppy millers and backyard breeders who do not breed to standard, a dog displaying both Peke and Tibbie traits is more likely to be a Peke or Peke mix than a Tibbie or Tibbie mix.

### Where do we start?

There's no simple formula for deciding whether a dog is, or is not, a Tibbie. You start with a thorough grounding in what a well-bred Tibbie looks like. For that we turn to the official AKC Breed Standard. The Standard describes the ideal specimen of a Tibbie. A pared-down version of the Standard appears at right. The entire standard, which also lists the faults, is here: <https://images.akc.org/pdf/breeds/standards/TibetanSpaniel.pdf>.

We supplement the written standard with photos of Tibbies bred to that standard. If you look at the photo below, you don't have a moment's doubt that you are looking at a beautiful pure-bred Tibbie, do you?



Fergus (P. Dunlop)

Unfortunately, the photos TSCA Rescue receives to evaluate often leave us in doubt. The angle is bad. The lighting is dark.

### **Tibetan Spaniel Standard**

**General Appearance:** *Small, active and alert, well-balanced appearance,*

**Gait:** *Quick moving, straight, free, positive.*

**Temperament:** *Gay and assertive, highly intelligent, aloof with strangers.*

**Head:** *Small in proportion to body and carried proudly, masculine in dogs, slightly domed, stop (where muzzle joins skull) moderately defined, medium length blunt and cushioned muzzle, depth and width of chin, mouth slightly undershot (or level provided muzzle is blunt), evenly placed teeth, black nose preferred.*

**Eyes:** *dark brown, oval-shaped, bright, medium size, forward looking, black rims*

**Ears:** *medium size, pendant, set fairly high and well feathered*

**Body:** *Slightly longer from the point of shoulder to root of tail than the height at withers, height about 10", weight 9-15 lbs. Neck moderately short, strong and well set on. Level back. Well ribbed with good depth. Tail set high, richly plumed and carried in a gay curl over the back when moving.*

**Forequarters:** *Shoulders well placed and firm. When viewed from the front, the bones of the forearms are slightly bowed to allow the front feet to fall beneath the shoulders. Moderate bone.*

*Continued on next page*

We can't see the head well enough to judge the length of muzzle. The eyes are closed. The paws or tail are hidden in the arms of the shelter worker. There is no point of reference in the photo to give us an idea how large the dog is. Any of these faults could alter the decision of whether a dog is a Tibbie. Maybe we have time to arrange for a knowledgeable person to visit the shelter and put their hands on the dog; maybe we don't. Maybe the shelter will take another photo for us; maybe they won't. Usually, we just have to go with what we see in one poor photo.

Even when we have a good photo(s), the decision is often in doubt. If we humans had a "breed standard," there would doubtless be few "perfect humans" among us. The same is true of Tibbies: there are few Tibbies as perfect as the Standard describes. Everyone who owns a Tibbie is convinced that he knows a Tibbie when he sees one—until a photo comes along of a dog with the vague look of a Tibbie but a bunch of traits that aren't quite Tibbie.

### **How do we decide?**

We have to consider the whole dog—the sum of its parts—as well as its individual parts. Some individual parts may not be perfectly correct based on the Standard, but that doesn't mean the dog isn't a Tibbie; it may just mean that the dog isn't a perfect Tibbie. If most of the traits are adequately correct for a Tibbie, the dog may be a Tibbie despite individual traits that are wrong. In the end, it's often a tough judgment call.

1. Does the overall dog have the general appearance, size and weight of a Tibbie? When the answer is a resounding "No!" look no further. For example, individual Tibbies can be heavier and larger than the standard calls for, but a 38-pound dog is not a Tibbie.
2. Examine the head for Tibbie-ness.

*Continued from previous page*

**Hindquarters:** *Well made and strong, stifle well developed with moderate angulation, hocks well let down and straight when viewed from behind.*

**Feet:** *Small, hare foot with feathering on toes, often extending beyond the feet.*

**Coat:** *Double coat, silky texture, smooth on face and front of legs, of moderate length on body, but lying rather flat. Ears and back of forelegs nicely feathered, tail and buttocks well furnished with longer hair. Neck covered with a mane or "shawl" of longer hair which is more pronounced in dogs than bitches.*

**Color:** *Any color.*

- **Eyes:** Correct Tibbie eyes are oval-shaped, like an almond. Almond eyes, like those of the beautiful Tibbie in the photo below, are a strong indicator of Tibbie-ness. Many of the dogs we see in rescue have large, round, sometimes even protuberant, eyes. That's an indicator that the dog is a Peke, Peke mix or another small Asian breed. However, some pure-bred Tibbies have roundish eyes. In other words, round eyes should not be a disqualifier; they're just a factor to consider along with everything else.
- **Head:** Correct Tibbie heads are slightly domed and have a moderately defined stop where the muzzle joins the skull. Some of the dogs we see in rescue have little or no stop. That's an indicator that a breed characterized by little or no stop (such as a Dachshund) is mixed in.
- **Muzzle Length:** A correct muzzle is a strong indicator of Tibbie-ness. In a perfect Tibbie, it would be medium length; but the length may vary in pet Tibbies, some being quite short. However, the absence or near-absence of muzzle length, especially when there is a pronounced wrinkle of skin over the stop, is a disqualifier. In other words, a dog with almost no muzzle and a big wrinkle is almost certainly a Peke or Peke mix rather than a Tibbie.
- **Muzzle Shape:** Equally important to its length is the muzzle's shape. The correct muzzle is blunt and cushioned, and the chin has both depth and width, as seen in the Tibbie at right. Generally, the mouth is slightly undershot. Some dogs we see in rescue have pointy (snipey) muzzles with no padding. Although pure-bred Tibbies occasionally have muzzles that are more pointy than blunt, it's an indicator that the dog has genes from a breed that typically has pointy muzzles, such as Chihuahua or Pomeranian, even if the muzzle is the correct length. In other words, a pointy, uncushioned muzzle may not be a disqualifier, but it's a factor to consider along with everything else.
- **Ears:** Here's the thing about Tibbie ears. They're supposed to be fairly small drop ears that are set fairly high on the head, not prick ears and not long, heavy ears. Either of the latter ear types is a strong indicator of another breed. However, I have seen a pure-bred Tibbie with one

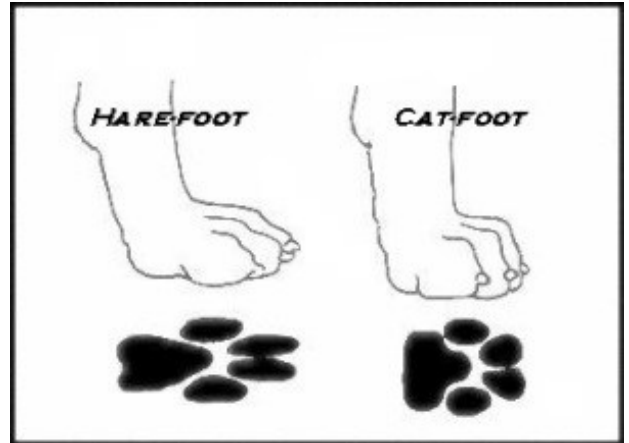


**Maddie (P. Dunlop)**

prick ear and one drop ear. There is also an historical Tibbie that had two prick ears. We have also seen Tibbies with heavy, low-set ears. Ear size, shape and set is an indicator but not conclusive; if a dog is correct in other features, it could be a pure-bred Tibbie.

3. Look over the body.

- Forelegs: The forelegs are supposed to be bowed. The degree of bow varies from a little to a lot. However, if a dog that purports to be a Tibbie has a straight, high foreleg, that's an indicator of another breed mixed in, *especially* when combined with the wrong type of paw.
- Paws: I place a great deal of importance on the presence or absence of the long-toed hare-foot. Yes, there may be Tibbies out there with cat-



feet but, for me, a good hare-foot clinches the decision. In my view, to overcome the presence of a cat-foot, the dog would have to be correct in every other respect. The feathering on the toes—variously termed slippers or snowshoes—is breed characteristic, but bear in mind that well-meaning people may trim it off.

- Tail: Nice Tibbie tails arch over the back when the Tibbie is moving. Although it's normal for a Tibbie to drop its tail when standing, it should lift when moving. A tail that's held straight back or low when moving may indicate another breed such as a Cocker or Cavalier mix. However, it could also indicate a scared Tibbie. A dropped tail shouldn't swing your decision.
- Coat: The face should be smooth. A hairy-faced dog is more than likely a mix; to overcome a hairy face, the dog would have to be correct in every other respect. The coat should be double and silky, of course, and should show at least some of the characteristic feathering and furnishing, such as a mane or shawl around the shoulders and the pantaloons or skirts on the buttocks. However, make allowances for coats damaged by neglect or poor nutrition or altered by over-zealous or incompetent trimming.

4. Almost all Tibbies have some hard-wired personality traits. If I find out that a dog is aloof with strangers or climbs to the highest available place, those personality traits tend to confirm the

physical traits I see. However, the absence of those traits should not be a disqualifier since Tibbies in rescue situations may not behave in a normal manner.

What if you've carefully analyzed the whole dog along with its individual parts and you're still on the fence? As a general rule, we give the benefit of the doubt and decide that the dog is a Tibbie. It's better to place a Tibbie-like mixed breed in a loving home than to consign a pure-bred Tibbie with faults to its fate in a shelter.

### **What would you decide?**

The photos on the following page were submitted to TSCA Rescue in connection with a prospective surrender. The owner of this nine-year-old female named Callie was moving to a nursing facility and could not take her. Would you identify Callie as a Tibbie—or not a Tibbie? Would your decision be any different if you had only one of these photos instead of the whole set?





*Tibbie or Not?*



Answer:

TSCA Rescue determined her to be a Tibbie, despite the wrinkle on her muzzle and her size (18 lbs) because her owner had papers registering her as a Tibetan Spaniel with the Continental Kennel Club. She was placed in a wonderful home.

# Tibbie Tips for Shelters & Rescues

By Susan Waller Miccio © Copyright 2018, All Rights Reserved

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## TIBBIE TIPS



We hope that these tips about Tibetan Spaniels (Tibbies for short) may help you foster or place a Tibbie in your care.

**Is it a Tibbie?** Tibbies aren't well known. 99.9% of people think they're Pekingese or mixes. Sometimes pure-bred Tibbies are misidentified as mixes. Conversely, mixes such as Peke-Poms are sometimes misidentified as Tibbies. TSCA Rescue can provide expert opinion if needed.

**Intelligence and Independence** Tibbies are intelligent and independent-minded. We even have a name for it—Tibbitude. We describe them as dog-cat-monkey because they have the loyalty of the dog, the independence of the cat and the cleverness and mischievousness of the monkey. Because of their ultra independent natures, they will escape and go walkabout given half a chance. They are problem-solvers. They will climb or dig or jump or squeeze through, whatever it takes, to go on an adventure. Despite their size and “frou-frou” appearance, they are athletic and super fast. They can NEVER be off-lead in a non-secured area. We always require secure fenced yards and warn fosters and adopters to keep them on lead.

**Aloofness** Even under the best of circumstances, Tibbies often act “aloof” with strangers. They often turn away their head from someone who approaches them and avoid eye contact. People who don't know that may think that they aren't friendly. But, when they've known someone for a few hours, all but the most traumatized or abused open up. They become sweet and utterly adorable and will gaze lovingly into their person's eyes.

**Sensitivity** Tibbies are very sensitive and perceptive. If they were human, we would call them soft-hearted or compassionate. It makes them great therapy dogs. But it also means that they are often absolutely terrified in shelters – so much so that it may cause a shelter to decide a Tibbie is unadoptable. In a stable, kind home, the terrified Tibbie's true temperament will shine through. We emphasize that only training methods based on positive reinforcement should be used with a Tibbie. Dominance-based or harsh training methods will utterly destroy a Tibbie's trust.

**Climbing and Dexterity** All Tibbies are built and hard-wired to climb. They naturally gravitate to the highest place available, whether it's the back of the sofa or atop the dining room table. They are fearless. Their hare-foot, with its long toes, gives them dexterity and they are often seen to use their paws like hands to grip and maneuver objects.

**Communicative** In Tibet, Tibbies were bred to be watchdogs. They use a variety of sounds to communicate and are very vocal. We call it Tibbie Talk. A unique Tibbie sound is the eerie howl we call The Scream. They are not yappy but they will bark to alert to intruders. They will need positive reinforcement training to learn when to “turn off” the bark.

**Enchantment** People who get to know a Tibbie are smitten—forever. Even big guys who only like big dogs. Seriously. We call it Tibbie Enchantment.

**For More Information...**

- See these websites:  
<https://tstrust.org/>  
<https://www.tsca.ws/>  
<https://www.akc.org/dog-breeds/tibetan-spaniel/>
- Contact TSCA Rescue (Susan Waller Miccio, national coordinator) at [info@tstrust.org](mailto:info@tstrust.org) or 302-270-2881.

## Help for the Newly Adopted Dog

By Sarah Wilson © Copyright GreatPets.com Inc. 2001, All Rights Reserved

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You may never know the past of the new adoptee in your life, but that isn't necessary. His new life starts the day you bring him home. What he needs most is for you to limit his stress, while increasing structure in the form of routines, training and confinement. Offering daily stress-release outlets, in the form of play, exercise, toys and positive training also helps.

### **Limit Stress**

Bring your new friend home during a relatively calm time (not during the holidays, for example). Keep things as quiet as you can. The first week is not the time to introduce him to the Boy Scout Troop or all your neighbors. Remember, he has no clue as to who you are or how you will behave. Give him time to settle in to his new life.

On a more basic level, feed him whatever he has been eating. If you don't know his diet, choose a name-brand dog food and mix it half and half with cooked white rice (not the instant kind). This will limit diarrhea, which is something both he and you will appreciate.

### **Structure**

Being social animals, dogs fare best when there is order in their group. Order is demonstrated through clear, calm leadership. Simple things really – having him "Sit" before you open the door, having him "Wait" when you let him out of his crate, practicing "Leave It" a few minutes each day. These little things go a long way to making your new dog feel secure and comfortable.

### **Routine**

Few things help an anxious dog like a routine. The more routine, the better. A biscuit before bed, a walk first thing in the morning, a little romp during commercials -- make up routines. Figure out ways you can make his world make sense to him; he'd thank you if he could.

## **Training**

I say training, but what I mean is building trust, forming a relationship, creating communication. Again, what you teach him to do is less important than how you teach him to do it. Teach him tricks; make him a pet therapy dog, work on agility. Do what thrills you both. Think, "This animal wants to please me; it is my job to show him how." And when he doesn't, it is because he does not understand, not that he is being difficult. Such an attitude is an enormous gift to anyone, but particularly sweet to a dog that has had much disappointment and confusion in his life already.

## **Confinement**

Give him a room of his own. Many adopted dogs thrive on a confinement schedule partly because it limits their decisions. When in the crate, all is well. Crating also prevents stress-related behaviors like chewing or housetraining mistakes.

## Snakes 'n Snails...

By Vickie Kuhlmann, West Central Coordinator, American Lhasa Apso Club – Rescue, [www.ApsoRescueColorado.org](http://www.ApsoRescueColorado.org) – [ApsoRescue@aol.com](mailto:ApsoRescue@aol.com)

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... and puppy dog tails! Or – more to the point – why one should consider adding a male dog instead of insisting on a female.

Growing up in a pet-friendly family in the late '50s, the mindset was you always wanted a female because the males "marked." I'm sure they did as neutering, training and responsible pet-ownership (including not allowing the dogs to run the neighborhood at large) were not the norm. Vaccinations were not widespread and distemper claimed many a pet. What a difference 50+ years has made in companion animal care!

"Marking" is the act of releasing small amounts of urine to claim an area as their own. Both males and females will engage in this territorial behavior; however, it is with intact males that this generally becomes more noticeable ... and especially when they bring this behavior into the home. Basically, they're saying "this is mine and I'm willing to fight for it." And when one considers the focus of an *intact* male dog -- food, fighting and, ummm, well, fornicating -- they generally don't make the ideal pet for the average owner. Take away the last two parts to that equation ... fighting and fornicating ... by neutering and you have a dog that's focused on you. One that's not climbing over the fence at the first whiff of a female in heat. One that's totally content being your velcro dog, following you from room to room. Some females will do that as well, but the males are just ... sweeter. And, let's face it. They don't call 'em "bitches" for nothing. Their job, if you will, is to raise the pups and at all costs.

Many of the male dogs arriving in rescue are intact and with little or no housetraining. First order is business is an immediate neuter. During the recovery period, they're enrolled in [Housetraining 101](#). We also utilize a tether (a 4-6 foot leash) and [belly bands](#) if the dog arriving was previously neutered. Why belly bands? For several reasons --(1) you know exactly if they are "getting" the concept of housetraining (the incontinence pad in the band is either dry or wet), (2) it protects your furnishings during the training period, and (3) many dogs do not like the wet feel and that's a deterrent in and of itself. The tether is used as a means of supervision (he's right there with you) and as a means of issuing a correction (short, sharp jerk of the tether and a verbal command "no mark!"). With consistency, patience and clear guidance on what is and isn't appropriate behavior, most males quickly adapt to toileting outside.

Another "tool" for training is the [crate](#). Dogs are innately clean creatures who will not usually soil their eating and sleeping areas. That hardwired behavior can be used to your benefit when housetraining

by confining them to a crate when unable to supervise and giving them ample opportunity to toilet in a designated area (with lots of immediate praise/treats for appropriate behavior).

Regarding the belly bands at the link provided above ... I find the adjustable bands are much more comfortable for the boys. Just the shape alone is more form fitting and allows for greater freedom of movement. The bands linked above had some stretch to them, will take an incontinence pad and are cut narrow on the ends for greater comfort. The only "issue" with using belly bands: one must remember to remove them prior to sending the dog outside to potty!

So, if you're seriously thinking about adding an Apso to your household, please don't rule out a male based on gender alone. They truly are delightful little creatures who easily adapt with consistent training and the right tools ... and will become your best buddy in the process!

## Resource Guarding

Published by the [Peninsula Humane Society & SPCA](#), used with permission

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Your dog's guarding behavior might be subtle or might involve him snarling when you get close to his food bowl or snapping when you or your child try to take his favorite toy away. These behaviors can be threatening or downright scary. If any guarding behaviors are left untreated – even the subtle ones – they are only reinforced and can easily and quickly become more problematic over time.

### **RESOURCE GUARDING:**

Wolves work very hard for scarce pieces of food; when they've attained even a tiny morsel, they don't let go easily. Food is high on the list of things guarded by dogs, too. But don't forget that today's modern dog can extend this territoriality to more than just food: couches, toys, blankets, even aunt Rita, can all be considered valued resources worth guarding. Once you realize dogs are genetically programmed to do so, with no hidden agenda or malice, then working toward ridding them of this perceived threat becomes much easier. The key is teaching them that it's no big deal. In fact, they want you and others hanging around "their" stuff, since it means only good things for them in return. Without meaning to, we tend to teach dogs that food = alone time. We feed them big meals in a dish, and then promptly leave. Dogs quickly learn then that food time is a time to be enjoyed alone. Going from this to suddenly having a screaming toddler sit in your kibble can be quite the adjustment for any dog.

Instead, start hanging around him when he eats. Make it a family affair. Also, until your dog is perfectly trained in your eyes, why not eliminate the food dish altogether and hand-feed his meal? You can reserve your dog's daily diet in installments to be fed out during training (i.e., loose-leash training on walks), behavior modification (i.e., getting him to like the mailman), or times spent alone inside of toys and puzzle feeders (so as to avoid separation anxiety or destruction of your favorite shoes). This way, your dog learns you're in control of the food resources, but you're happy to share when he's behaving nicely. It gives him a great incentive to learn and keeps him physically and mentally stimulated throughout the day, even when you're gone! Additionally, allowing him to approach you and accept food from your hand (or conversely, allowing him to go away if he's afraid) immediately alters the atmosphere, making both dog and owner much more relaxed from the get-go.

### **TURN FEEDING TIME INTO A TRAINING EXERCISE:**

Practice "come" and "sit" for each handful of food. After a few rounds of this, ask your dog for a sit, and when she does, put down her food dish with a few pieces of her kibble as her reward. Stand there as she laps it up. Once she's done and looking to you for a refill—Perfect! She wants you near her dish!—bend down and toss another few pieces of kibble into the dish. If at any point she is already nervous, take a step back and allow her to get away. However, she also doesn't get any food for backing away. If she seems relaxed with your proximity, hand feed a piece of kibble to your dog as you pick up her empty dish. Then ask for a behavior; if she does it, set it down again with some kibble but don't take your hand off of it. Add another handful of food to the dish, and as your dog is eating remain there with your hand on the dish, adding a few pieces of kibble or "high value" treats such as small pieces of cooked chicken or cheese cubes, as she's eating. So far so good. Now you can release the dish. After she's finished the contents, tell



your dog to “sit” as you approach her bowl. When she sits, give her a treat, while reaching down to take the bowl. After a few seconds, give dish back to her, and again add a few morsels of food. Whenever you take something away, try to follow it up with a “trade”, a piece of food from your hand that’s equally tasty. If that goes well, she gets her dish back. Every now and then, put her dish down empty as though, silly human that you are, you forgot her food. When she looks at you with an “um, you FORGOT something” look then reward her with a handful of something tasty. This can also be done with non-food items. Start by offering an item to your dog such as a chew toy, but keeping hold of one end not allowing your dog to take it. If she tries to yank it away from you, hold on tight and see if you can pull it away from her. If you’re successful in having her drop it, reward her with a trade (food) so she’s being rewarded for the correct behavior which, in this case, is dropping the item. If she really put up a fight, put the item away and end the session, she gets nothing for now.

If your dog does show signs of discomfort when you approach him while he has a toy or food, simply take a step back, to the point where he stops growling. You want to find that moment before which he begins to growl, and work from there. From that comfort zone, you can ask for a command, such as a “sit” and if he completes it, toss him a piece of food. If not, you walk away, and he doesn’t get the rest of his breakfast.

Go slow. All too often, owners rush this process. It’s important to keep in mind that every time the dog growls, you’re setting back his progress and you must take a few steps back yourself.

### **WHAT NOT TO DO:**

Physically reprimanding a dog who growls when you’ve penetrated their comfort distance around resources will only confirm their fears of you as a threat and escalate their response toward you until they find what works. This can mean that a dog who simply growled initially, may resort to biting if he learns the growling does nothing to ward you off. Take those growls as what they are – warnings, and heed them. Next time around, set up the environment so that the outcome is in your favor. Hand feed your dog breakfast, allowing him several pieces of kibble for every “sit” or “down stay” until he’s finished the entire ration. This way, he learns you’re in control of the resources, but that you’re more than happy to share provided he’s asked for it nicely.

### **MANAGE THE SITUATION:**

Take control of the resources. Until you’re able to ascertain what situations and objects elicit your dog’s guarding response, take precautions when feeding them or giving them objects, and keep in mind who’s around when doing so. Don’t leave objects lying around the house for your dog to find and develop an affinity for. All objects should be ones that you intend to give to your dog. If you know that having certain things, such as rawhides or cell phones, consistently leads them to growl and snap when you approach, then don’t give them rawhides or cell phones. Or if you do, leave your dog and the item in a safe confined area of the house where no one will approach, until he’s eaten or destroyed the entire thing (note, we don’t recommend giving your dog a cell phone). At the very least, you can manage the situation until you get further behavioral help.

Though all dogs undergo possession testing at the shelter, many may not exhibit guarding signs until they’re comfortable in a new home. If your dog shows any signs, please contact our behavior department for help.

There are different guarding levels amongst dogs with food and toys. Some are not aggressive and will simply hold onto their valuables without relinquishing. Others will become aggressive. Here are some signs to look for:

- *Dog quickens his eating, or turns his head and avoids your hand or he moves the food or toy further away or to another room. These are mild possession signs.*
- *Dog plunges his face into his bowl, or stiffens and with a hard stare (lots of white around the eyes) pushes the bowl away from your hand when you reach for it.*
- *He stares at you intently while quickly eating, or grabs a toy without letting you have it. You may have in the past forced him to let it go.*
- *Dog protects food or toys within a radius of several feet, sometimes simply being in the same room is all it takes for them to begin snapping and growling. This is extreme possession.*

**For more information about Resource Guarding, follow these links...**

VCA Hospitals: <https://vcahospitals.com/know-your-pet/fear-vs-aggression>

Patricia McConnell (food guarding from human):

<https://www.patriciamcconnell.com/theotherendoftheleash/resource-guarding-treatment-and-prevention>

Victoria Stilwell (food guarding from human): <https://positively.com/dog-behavior/aggression/resource-guarding/>

Your Dog's Friend (food guarding from human): <https://yourdogsfriend.org/help/resource-guarding-growling/>

Erica Lieberman (owner guarding from other dog): <https://pawsibilitiesny.com/dogs-resource-guard-part-3-owner-guarding/>

The Bark (food guarding from human): <https://thebark.com/content/resource-guarding-dogs-solving-troubling-problem>

Animal Behavior College (owner guarding): <https://www.animalbehaviorcollege.com/blog/is-my-dog-protecting-me-or-is-he-scared/>

Whole Dog Journal (food guarding from human): [https://www.whole-dog-journal.com/issues/18\\_8/features/Resource-Guarding-And-What-To-Do-About-It\\_21282-1.html](https://www.whole-dog-journal.com/issues/18_8/features/Resource-Guarding-And-What-To-Do-About-It_21282-1.html)

Your Dog Advisor (food guarding): <https://yourdogadvisor.com/resource-guarding/>

PetHelpful (owner guarding): <https://pethelpful.com/dogs/Why-Some-Dogs-Become-Protective-of-Owners>

## Crate Training for Adult Dogs

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Crate-training is easiest in puppyhood, but at times it's both necessary and feasible to train an adult dog to rest calmly in a crate. It's important to note, though, that not all dogs can be crate trained. Some will panic and can hurt themselves.

It's possible to create the panic problem by how crate-training is attempted. If the puppy or dog gets the idea that making a fuss will cause you to come to the rescue, you can accidentally create a dog who becomes hysterical when confined to a crate, a dangerous situation for the dog.

But most dogs can be crate-trained, especially when it's not a crisis and you can take your time. Plus, with a mature dog who is not a chewer, you can put bedding in the crate and make it a cozy place to sleep. That's often unwise with chewing pups or young dogs who will chew and possibly swallow bedding.

Evaluate your mature, non-chewing dog as to whether you'll best use cool bedding or warm bedding. Blankets can be too hot under furry dogs. Cold-natured dogs, on the other hand, need warmer bedding. So customize that aspect for your dog's body. Ideally, you want your dog friend to like the bedding enough to go in there for a nap with the door open.

Then, with the crate door open, start giving your dog treats in the crate, feeding some meals in there, and generally making it positive and pleasant. Never overdo the length of time a dog is in a crate. While you might be able to regain the dog's trust with a slow process of building up from short times again, some dogs will never forget.

The length of time to continue work on positive conditioning to the crate with the door open will vary according to your dog's history and how your dog feels about the crate. Take it slowly.

As the dog gets completely happy about the crate with the door open, start closing the door briefly with the same pleasant things going on. Build the time gradually, staying in the room. Next, start leaving the room for short periods. Then gradually lengthen the periods of time you are gone.

Eventually you'll be up to the time periods you need. Eight hours is the top limit for crating at any one time. A dog who can sleep 8 hours in a crate cannot necessarily go 8 hours at other times. During sleep, the dog's body quiets bowels and bladder. When the dog wakes up, the body has to compensate for having held this waste.

If your dog can't handle the crate for some reason, often a small area of the house works equally well. Another option is to use baby-gates to keep the dog out of certain sensitive areas of the house. You may need to do this while conditioning the dog to the crate, since you would ruin the conditioning by suddenly leaving the dog in the crate for longer than the time you've conditioned.

Other options for managing your dog until the training is complete would be doggy day care or day boarding with your veterinarian. You might also be able to find a friend, relative, neighbor or professional to dog-sit while you're out.

Managing a dog is an interesting and creative activity! Dogs change, our circumstances change, and we often have to rethink what "always worked before" but now doesn't. Communicate with your veterinarian to stay aware of any issues that affect your dog's ability to cope with crating or with the current schedule. Various medications, medical conditions, and body changes with age can mean a dog simply can't handle what worked fine when the dog was younger.

Dogs differ, too, in their temperaments, ability to hold bowels and bladder, past experiences, and many other factors that affect crating. What one dog takes in stride can be just too much for another dog.

The ability to rest calmly in a crate has saved dogs' lives during crisis times. If you have to cope with a situation such as evacuating in an emergency or keeping your dog on restricted activity for several weeks after an orthopedic surgery, crate-training can make a huge difference in how the dog will do. Be sure to allow plenty of time for your dog to learn to feel safe, secure, and comfortable in a crate.

## Human Medications for Dogs

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### Meds OK for Dogs

These meds are okay to give dogs in the dosages shown. These instructions do not apply to cats or other pets.

- **Buffered Aspirin** (enteric- coated) – 5 mg per pound every 12 hours for pain relief as an anti-inflammatory. Maximum dosage – one 325 mg tablet / 33 lbs (max 2) every 12 hours. For small dogs you might want to use "HalfPrin" which is an enteric coated aspirin with only 81 mg. Note –
- **Pepto Bismol** – 1 tsp per 5 pounds every 6 hours for relief of vomiting, stomach gas or diarrhea. Note – Before using, note that *Pepto Bismol* contains salicylates, the active ingredient in aspirin.
- **Di Gel Liquid** – up to 4 tbsp every 8 hours for antacid and anti-gas.
- **Kaopectate** – 1 ml per pound every 2 hours for diarrhea. Note – Before using, note that *Kaopectate* contains salicylates, the active ingredient in aspirin.
- **Mineral Oil** – up to 4 tbsp daily to eliminate constipation.
- **Imodium AD 2mg** – 1 caplet per 30 lbs every 8 hours to relieve diarrhea. Note – Plain canned pumpkin works well for diarrhea and constipation – start with 1 tsp for small dogs.
- **Benadryl** – up to 2 mg per pound every 8 hours to treat allergies, itching, etc. Can also be used as a tranquilizer when the dosage is reduced.
- **Dramamine** – up to 50 mg every 8 hours to reduce motion sickness.
- **Peroxide** – 10 ml mixed with 10 ml of water every 15 minutes to induce vomiting in animals that have ingested a non-caustic poison. Note – Syrup of ipecac is not always effective for animals.

### POISON to Dogs

Common medications that are ***poisonous*** to dogs include:

- NSAIDs (e.g., Advil, Aleve and Motrin)
- Acetaminophen (e.g., Tylenol)
- Antidepressants (e.g., Effexor, Cymbalta, Prozac, Lexapro)
- ADD/ADHD medications (e.g., Concerta, Adderall, Ritalin)
- Benzodiazepines and sleep aids (e.g., Xanax, Klonopin, Ambien, Lunesta)

- Birth control (e.g., estrogen, estradiol, progesterone)
- ACE Inhibitors (e.g., Zestril, Altace)
- Beta-blockers (e.g., Tenormin, Toprol, Coreg)
- Thyroid hormones (e.g., Armour desiccated thyroid, Synthroid)
- Cholesterol lowering agents (e.g., Lipitor, Zocor, Crestor)

See <https://www.petpoisonhelpline.com/pet-owners/basics/top-10-human-medications-poisonous-to-pets/> for more information. For emergency instructions, see <https://www.petpoisonhelpline.com/pet-owners/emergency/>

### **Poison Control Numbers**

Save these 24/7 emergency numbers in your phone. Fees apply.

**(888) 426-4435**

ASPCA Animal Poison Control

<https://www.aspca.org/pet-care/animal-poison-control>

**(855) 764-7661**

Pet Poison Helpline

<https://www.petpoisonhelpline.com/>

### 3-3-3 Rule of Rescue and Useful Links for Adopters

We give adopters the 3-3-3 rule of rescue on the next page in their adoption packet because it helps establish realistic expectations of how a rescue dog adjusts to a new home. However, it's really a "general guideline," not a hard-and-fast rule, because each rescue dog is different. We also give them the link to an excellent article that elaborates on the process a rescue dog goes through and how describes how it may vary from dog to dog: <https://www.whole-dog-journal.com/lifestyle/disregard-the-3-3-3-rule/>.

In addition, adoption packets should include a link to the excellent Chewy guide to the common house and yard plants that are toxic to dogs and what to do in the event the Tibbie chews on or ingests a toxic plant. <https://be.chewy.com/complete-guide-to-poisonous-plants-for-dogs/>

See also *Adoption Packet* earlier in this Handbook.

# IT DOESN'T HAPPEN OVERNIGHT

THE 3/3/3 RULE IS A GENERAL GUIDELINE FOR THE ADJUSTMENT PERIOD OF A DOG AFTER ADOPTION. EVERY DOG IS UNIQUE AND WILL ADJUST DIFFERENTLY.

		
<b>3 DAYS</b>	<b>3 WEEKS</b>	<b>3 MONTHS</b>
<b>TO DECOMPRESS</b>	<b>TO LEARN YOUR ROUTINE</b>	<b>TO START TO FEEL AT HOME</b>
<ul style="list-style-type: none"><li>● FEELING OVERWHELMED</li><li>● MAY FEEL SCARED/UNSURE OF WHAT'S GOING ON</li><li>● NOT COMFORTABLE ENOUGH TO BE "HIMSELF"</li><li>● MAY NOT WANT TO EAT OR DRINK</li><li>● SHUTS DOWN AND/OR HIDES UNDER FURNITURE</li><li>● TESTS THE BOUNDARIES</li></ul>	<ul style="list-style-type: none"><li>● STARTS SETTling IN</li><li>● FEELS MORE COMFORTABLE</li><li>● REALIZES THIS COULD BE HIS FOREVER HOME</li><li>● FIGURES OUT HIS ENVIRONMENT</li><li>● GETS INTO A ROUTINE</li><li>● LETS HIS GUARD DOWN, MAY BEGIN TO SHOW HIS TRUE PERSONALITY</li><li>● BEHAVIOR ISSUES MAY START TO APPEAR</li></ul>	<ul style="list-style-type: none"><li>● FINALLY FEELS COMPLETELY COMFORTABLE IN HIS HOME</li><li>● BEGINS TO BUILD TRUST AND A TRUE BOND</li><li>● GAINS A COMPLETE SENSE OF SECURITY WITH HIS NEW FAMILY</li><li>● SETS INTO A ROUTINE</li></ul>

## GIVE THEM A CHANCE



Notes ...

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