ANIMAL RESCUE
ACCREDITATION AUDIT GUIDE

PAWS FOR HOPE
animal foundation

CONTENTS

1. DELIVERABLES FROM ORGANIZATION

This document outlines deliverables required to meet the standard criteria. For further details regarding the standards for each deliverable, see the Audit Tool. Deliverables may overlap with multiple standards.

- ❑ Annual Report to Ministry of Finance
- ❑ Copy of organization's online charitable tax return
- ❑ Organization bylaws
- ❑ Membership application
- ❑ Board chart
- ❑ Most recent Annual General Meeting Minutes
- ❑ Human resource policy
- ❑ Volunteer policy
- ❑ PIPA Policy
- ❑ Board position, staff and volunteer staff descriptions (where applicable)
- ❑ Financial policies and procedures (including date most recently reviewed)
- ❑ Fundraising policy (including date most recently reviewed)
- ❑ Animal intake policy
- ❑ Adoption application
- ❑ Adoption contract
- ❑ Demonstration that the organization has not exceeded their capacity for care
- ❑ Foster application
- ❑ Foster policy or contract
- ❑ Animal files
- ❑ Confirmation of active partnership with at least one veterinarian
- ❑ Animal health care policy or protocols
- ❑ Quarantine and isolation protocols
- ❑ Behavioural assessment and training policy
- ❑ Behaviour records policy
- ❑ Animal transport policy
- ❑ Animal transport—Documents such as previous Memorandum of Understanding (MOUs), vaccination certification from origin/receiving organizations, etc.
- ❑ International transport—provide proof of Quarantine for dogs under 8 months and documentation from partner organization
- ❑ Animal euthanasia policy or protocol
- ❑ Conflict of Interest policy
- ❑ Records Retention policy
- ❑ Training/orientation package or presentation
- ❑ Health and safety protocols
- ❑ Proof of WorkSafe BC insurance (for organizations with paid staff)

- ❑ Financial report for most recent fiscal year
- ❑ Term duration for board members and board roles (may be included in bylaws)
- ❑ Foster contract
- ❑ Animal vaccination policy
- ❑ Spay/neuter policy
- ❑ Quarantine and isolation policy
- ❑ Emergency/Disaster policy

2. AUDIT RESULTS

STANDARDS FOR ALL ORGANIZATIONS		TOTAL
	Must	/64
	Should	/33
	Ideally	/7
	Unacceptable	/10
Cats and dogs (if applicable)		
	Must	/5
	Should	/5
Rabbits (if applicable)		
	Must	/2
	Should	/3
Other Species (if applicable)		
	Ideally	/3
Organizations with fosters (if applicable)		
	Must	/8
	Should	/11
Organizations with facilities (if applicable)		
	Must	/2
Adoptions (if applicable)		
	Must	/13
	Should	/7
	Ideally	/2
Feral cat standards (if applicable)		
	Must	/8
	Should	/9
	Ideally	/1
Sanctuary organizations		
	Must	/3

	Total (count)	Total (percentage)
Total **Musts**		
Total **Should**		
Total **Ideally**		
Total **Unacceptable**		

AUDITOR RECOMMENDATION & COMMENTS

3. STANDARDS FOR ALL ORGANIZATIONS

Standard: **MUST**		Example(s) of Deliverables	Y/N	Notes
	I. ORGANIZATIONAL MANAGEMENT AND RECORDKEEPING			
1	Clearly defined mission statement.			
2	Policies and procedures as stand-alone documents that are readily available to stakeholders, either on its website or by request in writing.			
3	Board liability insurance.			
4	Incorporated society and/or registered charity in good standing. Records as required under the Societies Act of BC.	• *Annual Report to Ministry of Finance* • *Copy of organizations online charitable tax return*		

5	Consist of the following:
	I. Members (if applicable)
	II. Board of Directors
	 a. Executive Positions (at minimum)
	  i. Chairperson or President
	  ii. Vice Chairperson or Vice President
	  iii. Secretary
	  iv. Treasurer
	 b. Directors at Large
		• *Organization Bylaws*
		• *Membership Application*
		• *Board Chart*
		• *Most recent Annual General Meeting minutes*		

6	Depending on the size of the organization, administration consists of the following: I. Chief Executive Officer, Executive Director, or President II. Paid staff (if applicable) III. Volunteers	• *Human resource policy* • *Volunteer policy*		
7	Follow the guidelines outlined in BC's Personal Information and Protection Act to ensure the privacy of information gathered.	• *PIPA Policy*		
8	A position description for each position	• *Board position, staff and volunteer staff description (when applicable)*		
	II. FINANCIAL MANAGEMENT AND FUNDRAISING			
9	Written financial policies and procedures in their operations manual, which may include: I. Financial reporting procedures and responsibilities II. Budgeting III. Banking IV. Day-to-day operations/cash management	• *Financial policies and procedures, including date most recently reviewed*		

	Standard: **MUST**	Example(s) of Deliverables	Y/N	Notes
10	Fundraising policy that adheres to the guidelines set out by the Societies Act of BC and Canada Revenue Agency.	• *Fundraising policy, including date most recently reviewed*		
	III. ANIMAL INTAKE			
11	Animals MUST be taken in by the organization for the purpose of rehabilitation, adoption, compassionate boarding, sanctuary, or euthanasia.			
12	Adhere to local animal control bylaw requirements, where applicable, regarding reporting and/or relinquishing stray animals.	• *Animal intake policy*		
13	Animal intake includes: • Signed relinquishment documents (i.e., owner surrenders). • If identification registration information does not match that of the relinquishing person, or the surrenderer is not the owner, the organization attempts to contact the owner. • If animal cruelty is suspected, it is reported to the British Columbia Society for the Prevention of Cruelty to Animals (BC SPCA).	• *Animal intake policy*		
14	A return policy stated on all adoption application and contract forms.	• *Adoption application and contract*		
	IV. ANIMAL CARE AND ENRICHMENT			
15	At any given time, the organization knows its overall capacity and that of each of its foster homes and facilities.	• *Demonstrate they have not exceeded their capacity for care*		
16	ANIMAL HOUSING Organization to ensure: • Space for confined animals to move around, make normal postural adjustments (including stretching), eat, drink, and eliminate. Additional space for those in long-term care • Monitoring of animals' behaviour and body language carefully to ensure they are comfortable in a group-housed setting. • Ambient temperature in animal housing areas in an appropriate range for the needs of that species.	• *Policy or foster contract* • *Interview with foster and/ or volunteers*		

	Standard: **MUST**	Example(s) of Deliverables	Y/N	Notes
17	**FOOD AND WATER** **Animal housing (facility or fosters) to ensure:** • Fresh food of an appropriate type and quantity • Fresh water provided daily • Food and water intake monitored	• *Policy or foster contract* • *Interview with foster and/ or volunteers*		
18-19	**18. Opportunity for safe daily exercise appropriate for individual needs (i.e., species, age, breed).** **19. Animal handling, training, and daily care is done in a gentle, humane, and low-stress manner.**	• *Policy or foster contract* • *Interview with foster and/ or volunteers*		
20	**SANITATION** • Sanitation protocols are be designed to address the primary pathogens of concern in that species and population (e.g., parvovirus, ringworm). • Housing, equipment, and supplies disinfected between animals who are not already in direct contact. • Cleaners and disinfectants are safe to use around animals and used according to manufacturer instructions.	• *Policy or foster contract* • *Interview with foster and/ or volunteers*		
21	**GROOMING** • Animals' coats and nails are maintained regularly to ensure comfort based on individual needs, and may include bathing, brushing, nail trimming, and clipping of hair by either regular caregivers or professional groomers.	• *Policy or foster contract* • *Interview with foster and/ or volunteers*		
22-25	**22. Animal records:** • Records follow the animal and the organization keeps a copy for the average lifespan of the species. • Each animal is given an identifying number and/or name.	• *Animal files*		

	Standard: **MUST**	Example(s) of Deliverables	Y/N	Notes
	23. Records of all animals in care includes the following: I. **Intake:** date in, origin II. **Veterinary visits:** date in and out, veterinarian's information III. **Fostering**: date in and out, foster's information IV. **Adoption**: date out, adopter's information V. **Transfers**: date out, organization's information VI. **Returns**: date in, reason for return, returner's information VII. **Euthanasia or death**: date deceased, method of euthanasia (if applicable), reason for euthanasia or cause and location of death, disposal method **24. If the animal has permanent identification (microchip or tattoo), it is recorded.** **25. Each animal has a detailed medical record consisting of the following:** I. All medications and vaccinations administered, including dose and frequency II. All health issues or concerns listed III. All veterinary visits recorded, including the veterinarian's notes			
	V. MEDICAL HEALTH AND PHYSICAL WELL-BEING			
26	Intake health assessment done by a veterinarian or someone trained by a veterinarian (registered veterinary technician, staff, volunteer, or foster)	• *Animal files*		
27	Identified health needs are disclosed to the adopter or, in the case of transfers, the receiving organization, with a written agreement that the necessary care will be provided.			
28-29	**28. Organization has an ongoing relationship with a veterinarian or veterinarians familiar with its protocols and procedures.** **29. Organization develops health plans and protocols in collaboration with a veterinarian.**	• *Confirmation of active partnership with at least one licensed veterinarian.*		

	Standard: **MUST**	Example(s) of Deliverables	Y/N	Notes
30-32	**30. All visible or diagnosed parasites are treated.** **31. Protocols are in place to ensure that all animals suffering from illness or injury are evaluated by a veterinarian, diagnosed, and treated in a timely way.** **32. Prescription medications is used only on the order of a veterinarian for a particular animal.**	• *Policy* • *Animal files*		
33	**Surgeries are conducted by a licensed veterinarian.**	• *Policy* • *Animal files*		
34	**Animals in the organization's care are not bred.**	• *Policy* • *Animal files*		
35-38	**35. Quarantine and Isolation protocols:** • Animals displaying signs of a contagious disease (a disease that spreads between animals) are not housed with healthy animals. • If contagious disease is widespread or spreading within a population, a veterinarian is consulted and a treatment plan implemented. • If contagious disease is suspected or confirmed in an animal, the prospective foster or adopter MUST be notified prior to them receiving the animal into their care. • The quarantine period MUST be equal to the maximum incubation period of the disease of concern. **36. Isolation and quarantine procedures are developed in consultation with a veterinarian**	• *Policy* • *Animal files*		
	37. Animals with known or suspected zoonotic disease are not placed in foster or other living situations where at-risk (immunocompromised) humans may be exposed. **38. All cases of reportable zoonotic disease are reported to the appropriate public health authorities.**			

Standard: **MUST**	Example(s) of Deliverables	Y/N	Notes
VI. BEHAVIOURAL HEALTH AND MENTAL WELL-BEING			

39-41   BEHAVIOURAL ASSESSMENT AND MONITORING
 	
39. Behaviour and behaviour trends are monitored daily by caregivers while in care.
 	
40. Animals displaying signs of psychological distress, behavioural deterioration, or posing a danger to staff, volunteers, or other animals in care are assessed and action is taken (i.e., treated promptly or euthanized).
 	
41. When considering whether to move forward with animals who display signs of aggression, overall risk is assessed, including the following:
  I.   Size of the animal and likelihood of the animal causing injury to a human or other animal
  II. Welfare of the animal (e.g., whether he or she is experiencing ongoing fear and anxiety, and whether that can be mitigated)
 III. Resources available for treatment and management
 IV. Indicators that help predict future behaviour, such as bite severity, predictability of triggers, chronicity, emotional motivation, level of management/behavioural expertise needed, and response to treatment
	• *Policy*
	• *Animal files*		

42-43 BEHAVIOUR RECORDS **42. All information, including any instances of aggression (threat of harm to an animal or human, including lunging, barking, snarling, growling, snapping, and biting) and the context in which they occurred, is communicated and recorded in an honest and transparent fashion.** **43. Complete behaviour records are kept**	• *Policy* • *Animal files*		

	Standard: **MUST**	Example(s) of Deliverables	Y/N	Notes
44-46	BEHAVIOURAL TRAINING AND MANAGEMENT 44. Staff, fosters, and volunteers are trained to recognize animal body language and use humane, science-based behaviour modification and behaviour monitoring protocols. 45. Appropriate management techniques and precautions for animals with behaviour challenges are used and may include avoidance of triggers, temporary confinement, muzzles, leashes, exercise, and maintaining a consistent routine. 46. Appropriate socialization (balanced with risk for infectious disease) is provided for all young animals in care during their critical socialization period.	• *Policy* • *Animal files*		
47-48	EXPERT INVOLVEMENT 47. Organization identifies professionals such as veterinary behaviourists, certified applied animal behaviourists, veterinarians with behaviour expertise, and professional trainers certified in humane, science-based training techniques, and know when to seek outside help. 48. In general, professional assistance is sought when animals in care have behaviour concerns that are affecting their quality of life or pose a risk to others.	• *Policy* • *Animal files*		
	VII. ANIMAL TRANSPORT			
49	Origin and receiving organizations have an established working partnership.	• *Documents such as previous MOUs, vaccination certification, etc.*		
50-51	50. Origin organization confirms with the receiving organization that each animal has left on transport and that each animal has been received. 51. Origin organization provides the receiving organization with a detailed list of the animal(s) being transported, the contact information for the transporter (volunteer or company), and the approximate itinerary.	• *Policy* • *Documents such as previous MOUs, vaccination certification, etc.*		

	Standard: **MUST**	Example(s) of Deliverables	Y/N	Notes
52-53	**PRIOR TO TRANSPORT** **52. Animals selected for transport:** I. Are in good overall health (exceptions may occur for animals with existing treatment plans who have been cleared for transport by a veterinarian) II. Have received a physical examination by a trained volunteer or staff member within 24 hours of transport III. Have received a veterinary examination if required by provincial or federal transportation regulations **53. Extra measures are taken during transport to provide for the comfort, health, and safety of animals who are under 8 weeks of age, geriatric, pregnant, have anxiety, or have serious medical conditions.**	• *Policy* • *Documents such as previous MOUs, vaccination certification, etc.*		
54-57	**DURING TRANSPORT** **54. Animals are not sedated unless recommended by a veterinarian.** **55. Depending on the age, species, and duration of transport, the following is provided:** I. Adequate water and food (affixed securely to prevent spillage) II. Appropriate bedding III. Opportunity to appropriately eliminate (e.g., access to a litter box, toileting breaks) IV. Regular observation and appropriate rest time **56. The vehicle must have:** • Adequate ventilation in the vehicle as well as in each enclosure • Heat and cooling as needed to allow animals to thermoregulate properly **57. Animal enclosures must:** • Allow for animals to stand, sit upright, turn around normally while standing, and lie in a natural position. • If more than one animal is in the enclosure, all animals can lie down at the same time without needing to lie on top of each other. • Animals must be safely confined within the enclosure. • Doors on enclosures must be secured to prevent accidental opening.	• *Policy* • *Documents such as previous MOUs, vaccination certification, etc.*		

	Standard: **MUST**	Example(s) of Deliverables	Y/N	Notes
58-59	INTERNATIONAL TRANSPORT 58. Federal Canadian Food Inspection Agency (CFIA) regulations, which depend on several factors such as the origin country and animal species, is followed. 59. Animals with known aggression who are considered at risk (see VI. Behavioural Health and Mental Well-Being) of injuring or killing humans or animals are not selected for international rehoming.	• *Policy* • *Documents such as previous MOUs, vaccination certification, etc.* • *Organization that transport internationally can provide proof of quarantine for dogs under 8 months and documentation from partner organization*		
	VIII. ANIMAL PATHWAYS AND OUTCOMES			
60-61	60. Origin organization reviews the animal's medical and behaviour needs before deciding whether to transfer the animal to another organization. 61. All animal records (health, behaviour assessments, etc.) are sent with the animal to the receiving organization.	• *Policy*		
62-64	EUTHANASIA 62. All euthanasia is conducted or overseen by a licensed veterinarian. 63. Death is quick using a method that causes the least possible pain and distress. 64. Organization must euthanize: I. Animals who are suffering from untreatable behaviour issues that prevent them from experiencing the Five Freedoms II. Animals who have severely injured or attacked humans or otherwise pose a risk of human injury when managed by an average adopter	• *Policy*		

	Standard: **SHOULD**	Example(s) of Deliverables	Y/N	Notes
	I. ORGANIZATIONAL MANAGEMENT AND RECORDKEEPING			
1	Conflict of interest policy for board members.	• *Conflict of Interest policy*		
2	Clear policies and procedures for record-keeping accessible for the public to view, either on its website or by request in writing.	• *Records Retention Policy*		

	Standard: **SHOULD**	Example(s) of Deliverables	Y/N	Notes
3	Training in the duties and responsibilities for all staff and volunteers, including board members and fosters.	• *Training/orientation package and/or presentation* • *Interview with staff and/or volunteers*		
4	Health and safety protocols, including compassion fatigue awareness and support.	• *Stand alone document or included with other HR policy.* • *Organizations with paid staff have WorkSafe BC insurance*		
5	An annual report that includes financial and program information published and made publicly available.	• *Annual report and financials for the most recent fiscal year*		
6	Term durations for board members and board roles.	• *Included in bylaws*		
	III. ANIMAL INTAKE			
7-9	INTAKE PROCEDURE 7. Identification registration transferred to the organization. 8. Each animal is photographed upon intake and the photo attached to the animal's file. 9. Make every effort to obtain as much historical medical information as possible.	• *Animal intake policy*		
	IV. ANIMAL CARE AND ENRICHMENT			
10-11	ANIMAL HOUSING 10. For most species, the elimination area is separate from the feeding and resting areas. (Canadian Standards of Care in Animal Shelters: Supporting ASV Guidelines). 11. Housing includes areas for: eating, drinking, sleeping, elimination, activity, hiding, interacting with humans, interacting with other animals (if desired by the animal), and other species-specific needs (e.g., scratching for cats, dust bathing for chinchillas). • These areas are included in the primary enclosure (e.g., for rodents); for others, these areas may be separated into a primary housing area and one or more activity areas.	• *Policy or foster contract* • *Interview with foster*		
12-13	SANITATION 12. Cleaning occurs at least once daily. 13. Sanitation protocols are developed in consultation with a veterinarian.	• *Policy or foster contract* • *Interview with foster*		

	Standard: **SHOULD**	Example(s) of Deliverables	Y/N	Notes
	V. MEDICAL HEALTH AND PHYSICAL WELL-BEING			
14-16	14. Additional/elective vaccines are given based on local/regional risk as determined by a veterinarian. 15. Adult vaccines and/or titres are given when there is no vaccine history. 16. Parasite prevention for parasites common in the region are used.	• *Policy* • *Animal files*		
17	Spaying of pregnant animals is performed at the individual discretion of the organization based on consultation with a veterinarian and capacity to care for and place offspring.	• *Policy* • *Animal files*		
18-19	QUARANTINE AND ISOLATION 18. The necessity of routine quarantine of apparently healthy animals is evaluated based on their history and origin. 19. A written plan is in place to mitigate zoonotic disease risk including precautions to prevent transmission to humans or other animals.	• *Policy* • *Animal files*		
	VI. BEHAVIOURAL HEALTH AND MENTAL WELL-BEING			
20-21	20. Behaviour protocols outlining how it maintains behavioural wellness (including socialization, enrichment, training, and daily routines) and how it handles various types of common behaviour problems in each species under care. 21. If behaviour modification (treatment techniques such as desensitization and counterconditioning) is used, records are kept of each animal's behavioural condition, training methods used, and the animal's response.	• *Policy* • *Animal files*		
	VII. ANIMAL TRANSPORT			
22-27	22. Each animal is identified by a collar, tag, tattoo, microchip, or any combination of these methods. 23. Animals selected for transport (IV) are vaccinated and treated for internal/external parasites and (V) are spayed/neutered and microchipped.	• *Policy* • *Documents such as previous MOUs, vaccination certification etc., to confirm conditions are met.*		

	Standard: **SHOULD**	Example(s) of Deliverables	Y/N	Notes
	24. Screening, prevention, and quarantine plans are developed and carried out for each disease of concern (e.g., heartworm, rabies, canine influenza) in consultation with a veterinarian familiar with regional disease patterns.			
	25. Maximum transport time (measured from the start to end of confinement) to an intermediate or final destination is no more than 12 hours.			
	26. Floor area has non-slip material.			
	27. Enclosures are secured to prevent movement.			
28	All animals are quarantined for a period of time based on regional disease risk from the exporting country (typically 1 week to 30 days).	• *Policy* • *Documents such as previous MOUs, vaccination certification etc.*		
	VIII. ANIMAL PATHWAYS AND OUTCOMES			
29	Transfers are done to improve the animal's welfare and/or chance of adoption.	• *Policy*		
30-31	EUTHANASIA 30. Euthanasia policy is transparent and available to stakeholders. 31. Animals who pose a severe risk to other companion animals when managed by an average adopter are euthanized.			
	IX. EMERGENCIES AND DISASTERS			
32-33	EMERGENCY PLANNING 32. Identified areas of risk and types of emergencies/disasters (e.g., large and small, natural and manmade). 33. Defined relevant stakeholders, which may include staff and volunteers, foster homes, adoptive homes, other animal agencies, and local government.			

	Standard: **IDEALLY**	Example(s) of Deliverables	Y/N	Notes
	I. ORGANIZATIONAL MANAGEMENT AND RECORDKEEPING			
1	Organization has a strategic plan.	• *Current strategic plan*		
2	Records are stored in a cloud-based system.	• *Cloud based software and/ or google documents*		

	Standard: **IDEALLY**	Example(s) of Deliverables	Y/N	Notes
3	Succession plan for executive board roles, senior staff (if applicable), and key volunteer roles.	• *Annual review of executive roles, including staff (if applicable), and key volunteer roles*		
	IV. ANIMAL CARE AND ENRICHMENT			
4	Group or pair housing is used for social species if animals are bonded, are not showing any signs of infectious disease, and do not have a history of aggressive behaviour towards other animals.	• *Policy or foster contracts* • *Interview with foster and/or volunteers*		
5	Where appropriate, some food is provided in ways that are mentally stimulating and mimic natural feeding behaviour (e.g., food puzzles) while ensuring that: I. The feeding method allows for consumption of a normal food quantity across the entire day II. The feeding method prevents frustration	• *Policy or foster contracts* • *Interview with foster and/or volunteers*		
	VII. ANIMAL TRANSPORT			
	TRANSFER PARTNERSHIPS 6. A memorandum of understanding 7. Both organizations adhere to the Animal Rescue Standards of Practice.	• *Policy* • *Documents such as previous MOUs, vaccination certification etc.*		

	Standard: **UNACCEPTABLE**	Example(s) of Deliverables	Y/N	Notes
	III. ANIMAL INTAKE			
1	Obtain animals illegally	• *Animal intake policy*		
	IV. ANIMAL CARE AND ENRICHMENT			
2	Exceeding the organization's capacity for humane care.	• *Demonstrate they have not exceeded their capacity for care*		
3-4	3. Portable crates as long-term primary enclosures. 4. Tethering as a means of primary confinement.	• *Policy or foster contracts* • *Interview with foster and/or volunteers*		

	Standard: **UNACCEPTABLE**	Example(s) of Deliverables	Y/N	Notes
5-7	5. Primary water sources are frozen or contaminated, or for food sources to be functionally inaccessible due to contamination, competition (crowding), or other reasons.	• *Policy or foster contracts* • *Interview with foster and/or volunteers*		
	6. Animals to become matted or chronically soiled while in the organizations care.			
	7. The use of physical force in anger or as punishment when an animal is resistant to being groomed.			
	VI. BEHAVIOURAL HEALTH AND MENTAL WELL-BEING			
8-10	8. Failure to take action with an animal displaying serious behaviour issues.	• *Policy* • *Animal files*		
	9. Placing animals with known aggression into a situation where they may injure a person or animal.			
	10. The use of aversive training methods, including the use of shock or prong collars (with the exception of the use of vibration for deaf animals)			

4. SPECIES-SPECIFIC ORGANIZATION STANDARDS

4.1 CATS AND DOGS

	Standard: **MUST**	Example(s) of Deliverables	Y/N	Notes
	IV. ANIMAL CARE AND ENRICHMENT			
1-2	**1. All cats and dogs receive core vaccines.** • Feline viral rhinotracheitis, calicivirus, panleukopenia (FVRCP) for cats (AAFP 2009) • Distemper, hepatitis, parainfluenza, canine parvovirus (DHPP)/distemper, adenovirus 2, parvovirus, and parainfluenza virus (DA2PP) and Bordetella bronchiseptica for dogs (AAHA 2006). **2. All cats and dogs receive treatment for roundworm and hookworm.**	• *Policy* • *Animal files*		
3-4	**3. All adult dogs, cats are spayed or neutered prior to adoption unless medically or behaviourally contraindicated according to a veterinarian.** **4. For juvenile cats, dogs, who may be too young to be altered before adoption, there is a stipulation included in the adoption contract for the animal to be altered by a certain date, including a voucher or other arrangement, and the financial responsibility lies with the organization.**	• *Policy* • *Animal files* • *Sample of adoption contract*		
	VII. ANIMAL TRANSPORT			
5	**For dogs being transported, Canadian Veterinary Medical Association (CVMA) recommendations for dogs MUST be followed, including:** I. Veterinary examination before departure and upon arrival II. Rabies vaccination (depending on species, age) III. Other core vaccinations including distemper and parvovirus for dogs IV. Deworming, including with a medication that treats tapeworm V. External parasite treatment, including a medication effective against ticks VI. Heartworm testing (if from an affected area) VII. Tests for diseases that may be present in the country of origin but not present or uncommon in Canada (e.g., Leishmania species, Brucella canis)	• *Policy*		

	Standard: **SHOULD**	Example(s) of Deliverables	Y/N	Notes
	IV. ANIMAL CARE AND ENRICHMENT			
1-2	1. Puppy/kitten vaccines start by 6 to 8 weeks of age depending on risk and then be given at 2- to 4-week intervals until the animal is 16 weeks of age or older as recommended by a veterinarian. 2. All dogs, cats, placed for adoption have a form of permanent identification (tattoo or microchip).	• *Policy* • *Animal files* • *Sample of adoption contract*		
3	Techniques to hold or restrain animals for grooming that cause fear and stress are avoided, including scruffing of cats	• *Policy*		
	VII. ANIMAL TRANSPORT			
4-5	4. Dogs receive follow-up heartworm tests 6 months after the first test. 5. Adult dogs and cats are housed individually (unless separation of familiar animals would cause extreme distress or in the case of bonded littermates)			

4.2 RABBITS

	Standard: **MUST**	Example(s) of Deliverables	Y/N	Notes
	IV. ANIMAL CARE AND ENRICHMENT			
1-2	1. Rabbits are spayed or neutered prior to adoption unless medically or behaviourally contraindicated according to a veterinarian. 2. For rabbits who may be too young to be altered before adoption, there is a stipulation included in the adoption contract for the animal to be altered by a certain date, including a voucher or other arrangement, and the financial responsibility lies with the organization.	• *Policy* • *Animal files*		

	Standard: **SHOULD**	Example(s) of Deliverables	Y/N	Notes
	IV. ANIMAL CARE AND ENRICHMENT			
1-2	1. Rabbit hemorrhagic disease (RHD) vaccines to rabbits over 10 weeks of age in affected areas. 2. rabbits placed for adoption have a form of permanent identification (tattoo or microchip).	• *Policy* • *Animal files*		

	Standard: **SHOULD**	Example(s) of Deliverables	Y/N	Notes
3	Techniques to hold or restrain animals for grooming that cause fear and stress are avoided, including dorsal hypnosis (tonic immobility) in rabbits.	• *Policy*		

4.3 OTHER SPECIES

	Standard: **IDEALLY**	Example(s) of Deliverables	Y/N	Notes
	IV. ANIMAL CARE AND ENRICHMENT			
1-2	1. Other animal species (e.g., rats) are spayed or neutered prior to adoption where feasible. 2. Other animal species are microchipped where practical based on animal size.	• *Policy* • *Animal files*		
	VII. ANIMAL TRANSPORT			
3	Other animal species are housed based on existing social bonds.			

5. ORGANIZATIONS WITH FOSTERS

Standard: **MUST**	Example(s) of Deliverables	Y/N	Notes
VIII. ANIMAL PATHWAYS AND OUTCOMES			

1-3   FOSTER APPLICATION
 	
1. Organization's application process:
  I.   Ensure the suitability of prospective foster homes
  II.   Include an application form to collect personal information
 	
2. The foster applicant must be allowed to review the contract, policies, and protocols prior to taking in an animal.
 	
3. All approved fosters are supplied with a copy of the above contract, policies, and protocols.
	• *Foster application*
	• *Sample foster contract*
	• *Interview with previous and/or current fosters*		

4   FOSTER CONTRACT
 	
Foster contract outlines the responsibilities and rights for both the foster and the organization, including the following:
  I.   Information about legal ownership of the animal
  II.   Expected duration of the foster period
  III.   Expenses
  IV.   Veterinary partners
  V.   Contact information
	• *Policy*
	• *Interviews with previous and/or current fosters*		

5-8 FOSTER PLACEMENTS 5. An animal is not placed in a foster home that is unsuitable for the animal's medical or behavioural needs. Return of the animal to find a more suitable foster placement is considered. 6. Monitor the foster placement periodically to ensure the animal is thriving and the foster is supported. This includes animal's health, such as vaccine schedules, wellness exams, and bloodwork. 7. Organization is easily accessible for the foster should they have any questions or concerns and provide prompt correspondence. 8. The foster is provided with support and training for medical, behavioural, and general care of the animal.	• *Interviews with previous and/or current fosters* • *Interview with foster coordinator (if applicable)*		

Standard: **SHOULD**	Example(s) of Deliverables	Y/N	Notes
IV. ANIMAL CARE AND ENRICHMENT			
1 Protocols for introducing animals to other animals in foster homes or facilities (both resident and other rescue animals). These protocols address safe practices including initial separation, gradual introductions, regular monitoring, and the provision of resources such that each animal's needs are met.	• *Policy* • *Interviews with previous and/or current fosters*		
V. MEDICAL HEALTH AND PHYSICAL WELL-BEING			
2 Fosters are counselled that they are to immediately notify the organization of any contagious health concerns arising with the animal.	• *Policy* • *Animal files*		
VII. ANIMAL TRANSPORT			
3 Fosters are counselled that they are to immediately notify the organization of any contagious health or serious behaviour concerns arising with the animal.			
VIII. ANIMAL PATHWAYS AND OUTCOMES			
4-7 4. Organization's application process (III) include an interview to discuss specific concerns or questions. 5. Organization has policies that outline protocols for different situations, such as the foster going on vacation, moving, or needing to return the animal, or when the foster animal requires medical care, including emergency care. 6. The foster household members and the animal meet to ensure a suitable match. 7. If issues arise, including the need to return the animal, the organization provides timely assistance with making appropriate changes to rectify concerns.	• *Policy* • *Interviews with previous and/or current fosters*		

	Standard: **SHOULD**	Example(s) of Deliverables	Y/N	Notes
	IX. EMERGENCIES AND DISASTERS			
8-9	**EMERGENCY RESOURCES FOR FOSTERS** **8. Resources include the following:** I. Food, water, and shelter for shelter-in-place II. Supplies for moving animals in the event of evacuation (e.g., crates, leashes) III. Emergency animal first-aid supplies and training IV. Handling skills for stressed and/or injured animals V. Transportation to safe location **9. Organization provides support to their fosters during an emergency, including the following:** I. Emotional support during and after II. Access to supplies for fostered animals III. Additional equipment to provide safe confinement during emergencies	• *Policy* • *Interview with foster and/or volunteers*		
10-11	**EMERGENCY POLICIES** **10. Ensure fosters are aware that duration of stay may be longer than normal after a disaster due to fewer adoptions.** **11. Organization plans alternate locations for fostered animals who are out of the affected area and not reliant on emergency shelters.**	• *Policy* • *Interview with foster and/or volunteers*		

6. ORGANIZATIONS WITH FACILITIES

	Standard: **MUST**	Example(s) of Deliverables	Y/N	Notes
	IX. EMERGENCIES AND DISASTERS			
1-2	**EMERGENCY RESOURCES AND SUPPLIES** **1. Including the following:** I. Shelter and supplies for staff/ volunteers caring for animals II. Sufficient equipment and supplies to confine and care for shelter animals safely III. Documentation, including photographs, for animals in care IV. Sufficient training and resources for worker care (e.g., briefings, debriefings, emotional support, availability for respite, safe workplace) V. Transportation to safe location **2. Plan alternate locations for sheltered animals who are out of the affected area and not reliant on emergency shelter.**	• *Policy* • *Interview with foster and/or volunteers*		

7. ADOPTIONS

Standard: **MUST**	Example(s) of Deliverables	Y/N	Notes
VI. BEHAVIOURAL HEALTH AND MENTAL WELL-BEING			
1-2 1. Appropriate options for post-adoption support is provided to the adopter when adopting animals with known or suspected behavioural issues. 2. Complete behaviour records and a full behavioural history are provided to the adopter.	• *Policy* • *Animal files*		
VIII. ANIMAL PATHWAYS AND OUTCOMES			

3-8   3. Application process to ensure the suitability of prospective adopters, includes the following:
  I. An application form to collect personal information
  II. An interview to discuss specific concerns or questions
 	
4. If in-person or virtual home visits are part of the organization's adoption process, a consistent procedure is followed.
 	
5. Organization does not knowingly place an animal in a home that is unsuitable for the animal's medical or behavioural needs.
 	
6. The adopter is supplied with a copy of the animal's health records.
 	
7. Organization is easily accessible for the adopter should they have any questions or concerns and provide prompt correspondence.
 	
8. In urgent circumstances where there is a public safety risk or risk to the animal, the organization must admit the returned animal immediately.
	• *Policy*
	• *Interviews with previous adopters*
	• *Adoption application*
	• *Home visit documentation*
	• *Documentation from off-site organization showing standards of care*		

9-13 9. If the organization partners with an off-site adoption centre, such as a retail store, animal café, or veterinary clinic, to showcase adoptable animals, there is a clear policy regarding the adoption process, standards of care (adhering to the standards of care outlined in this document), and legal ownership of the animals.	• *Policy* • *Interviews with previous adopters* • *Adoption application* • *Home visit documentation* • *Documentation from off-site organization showing standards of care*		

Standard: **MUST**	Example(s) of Deliverables	Y/N	Notes
10. Animals selected for off-site adoptions are in good health and up to date on vaccinations, and every effort made to ensure they are free of infectious disease.			
11. Animals who are placed in a communal adoption area have undergone screening and/or a quarantine period.			
12. Animals are free of behaviour problems where welfare would be compromised by the adoption setting or that could pose a risk to the public.			
13. If adoption events are held at these sites, the Animal Rescue Standards of Practice are still upheld.			

	Standard: **SHOULD**	Example(s) of Deliverables	Y/N	Notes
	III. ANIMAL INTAKE			
1	If, for any reason and at any time, an animal cannot be kept by the adopter, the organization accepts the animal back into its care or assist in finding alternate placement/support.	• *Adoption application and contract includes organization's return policy*		
	V. MEDICAL HEALTH AND PHYSICAL WELL-BEING			
2	Information about what health tests were or were not performed is given to adopters.	• *Policy* • *Animal files*		
3	Adopters are counselled that they are to immediately notify the organization of any contagious health concerns arising with the animal.	• *Policy* • *Animal files*		
	VII. ANIMAL TRANSPORT			
4	Adopters are counselled that they are to immediately notify the organization of any contagious health or serious behaviour concerns arising with the animal.			
	VIII. ANIMAL PATHWAYS AND OUTCOMES			
5-7	5. The potential adopter meets the animal to ensure a suitable match. 6. Organization has an adoption contract that outlines the responsibilities and rights for both the adopter and the organization, such as veterinary care provided, standard of care expected, and the return policy. 7. Organization checks in with the adopter at least once to ensure the placement is suitable.	• *Policy* • *Interviews with previous adopters* • *Documentation from off-site organization showing standards of care*		

Standard: **IDEALLY**	Example(s) of Deliverables	Y/N	Notes
VIII. ANIMAL PATHWAYS AND OUTCOMES			
1	Organization's application process (IV) includes a home visit to ensure a safe physical environment.	• *Policy* • *Interviews with previous adopters*		
2	All household members, including resident animals (depending on species) meet the animal to ensure a suitable match.	• *Policy* • *Interviews with previous adopters*		

8. FERAL CAT STANDARDS

	Standard: MUST	Example(s) of Deliverables	Y/N	Notes
	X. FERAL CAT STANDARDS			
1-2	1. Traps must: • Be humane live traps. • Be disinfected after use. • Be monitored at all times, either by the organization or by the resident. • Be conducted in accordance with any local animal control bylaws. • Be monitored more closely in extreme weather **2. Cats in traps are transported as soon as possible and not left in a trap outdoors longer than 8 hours.**	• *Policy*		
3-5	**3. Once sedated, cats are examined and checked for identification.** **4. While at the veterinarian (VI) Cats receive pain medication during surgery and post operatively based on sex and age** **5. Only absorbable sutures or inert, nonabsorbable material are used**	• *Policy*		
6-7	**6. Cats are kept in care post-surgery for a duration of time recommended by the attending veterinarian (generally 12-72 hours depending on organization resources).** **7. In recovery, feral cats are monitored regularly and housed in a quiet and temperature-controlled environment and, if in care longer than 12 hours, housed following the guidelines in IV. Animal Care and Enrichment.**	• *Policy*		
8	**If the original location is unsafe or has been demolished, feral cats may be relocated to a suitable environment with the following conditions:** • (IV) The caretaker agrees to provide fresh food and water daily and to monitor the cats' health			

	Standard: **SHOULD**	Example(s) of Deliverables	Y/N	Notes
	X. FERAL CAT STANDARDS			
1-6	1. Veterinary care is provided by a veterinarian knowledgeable of feral cats. 2. If there is a marked difference between indoor and outdoor temperature, cats are allowed to acclimate to the indoor temperature prior to surgery. 3. Cats are sedated while still in the trap or a suitable cage/ carrier. 4. While at the veterinarian: I. Cats receive permanent identification (tattoo and/or microchip) II. If necessary, cats receive ear tipping or notching III. Cats receive a Feline Viral Rhinotracheitis Calicivirus-Panleukopenia (FVRCP) vaccine IV. Cats receive a rabies vaccine (if in an area where rabies is a concern) V. Cats receive parasite control 5. If antibiotics are needed beyond the day of surgery, long-acting injectable versions are given the day of surgery. 6. Other health concerns are addressed at the same time of the spay/neuter surgery (e.g., dental disease, wound treatment).	• *Policy*		
7	**RECORD KEEPING** **Records include the following information:** I. Date of trapping II. Exact address/location of trapping III. Caretaker's contact information: name, phone number, email address IV. Detailed description of cat: sex, age, state of health, coatcolour and markings V. Date of spay/neuter surgery and the clinic VI. Detailed list of veterinary care provided: tattoo/microchip number, if ear tipped, vaccines, flea and parasite treatment, dental care, wound treatment, medications VII. Date returned VIII. Exact return address/location	• *Policy*		

	Standard: **SHOULD**	Example(s) of Deliverables	Y/N	Notes
8-9	RELEASE 8. Feral cats are returned to the exact spot they were trapped. 9. If the original location is unsafe or has been demolished, feral cats may be relocated to a suitable environment with the following conditions: • (II) All resident cats are sterilized, identified, vaccinated, dewormed, and healthy • (III) There is a plan to acclimate the cat(s), such as temporary confinement in a smaller space	• *Policy*		

	Standard: **IDEALLY**	Example(s) of Deliverables	Y/N	Notes
	X. FERAL CAT STANDARDS			
1	If the original location is unsafe or has been demolished, feral cats may be relocated to a suitable environment with the following conditions: • (I) Cats should be relocated in familiar groups where possible • (V) The caretaker has a succession plan/contact person in the event they are no longer able to care for cats.	• *Policy*		

9. SANCTUARY ORGANIZATIONS

	Standard: **MUST**	Example(s) of Deliverables	Y/N	Notes
	VIII. ANIMAL PATHWAYS AND OUTCOMES			
1-3	1. Organization is responsible for the animal's medical and behaviour needs for the remainder of his or her life, whether the animal is in a sanctuary or a private foster home. 2. The animal's welfare is monitored regularly as determined by their individual needs. 3. A sanctuary facility meets the Animal Rescue Standards of Practice.	• *Policy*		

10. INTERVIEW QUESTIONS

10.1 VOLUNTEER

AUDIT TOOL #	MUST/SHOULD	INTERVIEW QUESTION (IN BOLD) & FOLLOW-UP PROMPTS
ANIMAL HOUSING		
2.0 (IV.16)	MUST	**Can you tell me about the housing envrionment for each animal?**
2.0 (I.1)	SHOULD	Are the feeding areas separate from elimination areas?
2.0 (I.1)	SHOULD	Does the animal have areas for: eating, drinking, sleeping, elimination, activity, hiding, interacting with humans, interacting with other animals (if desired by the animal), and other species-specific needs (e.g., scratching for cats, dust bathing for chinchillas)?
2.0 (IV.4)	IDEALLY	Are your social species group housed where possible?
2.0 (IV.3-4)	UNACCEPTABLE	Have you ever seen any instances where animals are tethered or housed in portable crates long-term?
ANIMAL BEHAVIOUR		
2.0 (IV.16)	MUST	**Can you describe how the volunteer/staff typically monitor behaviour?**
2.0 (IV.8-9)	UNACCEPTABLE	Have you ever had an animal with serious behavioural issues? What actions were taken?
ANIMAL FOOD/WATER		
2.0 (IV.17)	MUST	**What is your daily care schedule like?**

AUDIT TOOL #	MUST/SHOULD	INTERVIEW QUESTION (IN BOLD) & FOLLOW-UP PROMPTS
2.0 (IV.17)	MUST	How often do you provide new food/water?
2.0 (IV.5)	UNACCEPTABLE	Have you ever seen a scenario where water provided for animals was frozen, contaminated or inaccessible in any way?

ANIMAL ENRICHMENT

AUDIT TOOL #	MUST/SHOULD	INTERVIEW QUESTION (IN BOLD) & FOLLOW-UP PROMPTS
2.0 (IV.18-19)	MUST	**What are typical enrichment activities that you do with (species)?**
2.0 (IV.18-19)	MUST	Were you trained on how to handle or train animals? What methods do you use?
2.0 (IV.4)	IDEALLY	Do you provide any food enrichments to your animals (e.g. food puzzles)?
2.0 (IV.10)	UNACCEPTABLE	Is there any instances where anyone in your organization used aversive training methods?

CLEANING/SANITATION

AUDIT TOOL #	MUST/SHOULD	INTERVIEW QUESTION (IN BOLD) & FOLLOW-UP PROMPTS
2.0 (IV.20)	MUST	**Can you describe how you typically clean and sanitize the animals' cages?**
2.0 (IV.20)	MUST	What types of cleaners/discinfectants are used?
2.0 (IV.14-15)	SHOULD	How often are the housing areas cleaned?

GROOMING

AUDIT TOOL #	MUST/SHOULD	INTERVIEW QUESTION (IN BOLD) & FOLLOW-UP PROMPTS
2.0 (IV.21)	MUST	**Can you describe any grooming that you do with the animals?**

AUDIT TOOL #	MUST/SHOULD	INTERVIEW QUESTION (IN BOLD) & FOLLOW-UP PROMPTS
2.0 (IV.6)	UNACCEPTABLE	Has there ever been a case where animals had matting, soiling, or unruly nails without being addressed?

TRAINING

AUDIT TOOL #	MUST/SHOULD	INTERVIEW QUESTION (IN BOLD) & FOLLOW-UP PROMPTS
2.0 (I.1)	**SHOULD**	**Can you describe the training process for your role?**
2.0 (I.1)	SHOULD	Were you trained on all your duties?
2.0 (I.1)	SHOULD	What types of training did you do?

EMERGENCIES (ORGANIZATIONS WITH FACILITIES)

AUDIT TOOL #	MUST/SHOULD	INTERVIEW QUESTION (IN BOLD) & FOLLOW-UP PROMPTS
5.0 (IX.1-2)	**MUST**	**Can you tell me about your organization's emergency protocols?**
5.0 (IX.1-2)	MUST	Does your facility have emergency resources and supplies (e.g. animal care supplies, documentation of animals in care)?
5.0 (IX.1-2)	MUST	Does your facility have training for workers on emergency planning (including emotional suppport, availability for respite, safe workplace)?
5.0 (IX.1-2)	MUST	Does your facility have alternate locations for animals in the event of an emergency?

10.2 FOSTER

AUDIT TOOL #	MUST/SHOULD	INTERVIEW QUESTION (IN BOLD) & FOLLOW-UP PROMPTS
ANIMAL HOUSING		
2.0 (IV.16)	MUST	**Can you tell me about the housing envrionment for each animal?**
2.0 (I.1)	SHOULD	Are the feeding areas separate from elimination areas?
2.0 (I.1)	SHOULD	Does the animal have areas for: eating, drinking, sleeping, elimination, activity, hiding, interacting with humans, interacting with other animals (if desired by the animal), and other species-specific needs (e.g., scratching for cats, dust bathing for chinchillas)?
2.0 (IV.4)	IDEALLY	Are your social species group housed where possible?
2.0 (IV.3-4)	UNACCEPTABLE	Have you ever seen any instances where animals are tethered or housed in portable crates long-term?
ANIMAL BEHAVIOUR		
2.0 (IV.16)	MUST	**Can you describe how the volunteer/staff typically monitor behaviour?**
2.0 (IV.8-9)	UNACCEPTABLE	Have you ever had an animal with serious behavioural issues? What actions were taken?
ANIMAL FOOD/WATER		
2.0 (IV.17)	MUST	**What is your daily care schedule like?**
2.0 (IV.17)	MUST	How often do you provide new food/water?

AUDIT TOOL #	MUST/SHOULD	INTERVIEW QUESTION (IN BOLD) & FOLLOW-UP PROMPTS
2.0 (IV.5)	UNACCEPTABLE	Have you ever seen a scenario where water provided for animals was frozen, contaminated or inaccessible in any way?
ANIMAL ENRICHMENT		
2.0 (IV.18-19)	**MUST**	**What are typical enrichment activities that you do with (species)?**
2.0 (IV.18-19)	MUST	Were you trained on how to handle or train animals? What methods do you use?
2.0 (IV.4)	IDEALLY	Do you provide any food enrichments to your animals (e.g. food puzzles)?
2.0 (IV.10)	UNACCEPTABLE	Is there any instances where anyone in your organization used aversive training methods?
CLEANING/SANITATION		
2.0 (IV.20)	**MUST**	**Can you describe how you typically clean and sanitize the animals' cages?**
2.0 (IV.20)	MUST	What types of cleaners/discinfectants are used?
2.0 (IV.14-15)	SHOULD	How often are the housing areas cleaned?
GROOMING		
2.0 (IV.21)	**MUST**	**Can you describe any grooming that you do with the animals?**
2.0 (IV.6)	UNACCEPTABLE	Has there ever been a case where animals had matting, soiling, or unruly nails without being addressed?

AUDIT TOOL #	MUST/SHOULD	INTERVIEW QUESTION (IN BOLD) & FOLLOW-UP PROMPTS
TRAINING		
2.0 (I.1)	**SHOULD**	**Can you describe the training process for your role?**
2.0 (I.1)	SHOULD	Were you trained on all your duties?
2.0 (I.1)	SHOULD	What types of training did you do?
EMERGENCIES (ORGANIZATIONS WITH FACILITIES)		
5.0 (IX.1-2)	**MUST**	**Can you tell me about your organization's emergency protocols?**
5.0 (IX.1-2)	MUST	Does your facility have emergency resources and supplies (e.g. animal care supplies, documentation of animals in care)?
5.0 (IX.1-2)	MUST	Does your facility have training for workers on emergency planning (including emotional suppport, availability for respite, safe workplace)?
5.0 (IX.1-2)	MUST	Does your facility have alternate locations for animals in the event of an emergency?
FOSTER APPLICATION		
4.0 (VIII.1-3)	**MUST**	**Can you describe the foster application process?**
4.0 (VIII.1-3)	MUST	Were you able to review the organization's policies, protocols, and foster contract before you took in the animal?
4.0 (IV.2-5)	SHOULD	Were you given a copy of the policies, protocols, and foster contract?

AUDIT TOOL #	MUST/SHOULD	INTERVIEW QUESTION (IN BOLD) & FOLLOW-UP PROMPTS
4.0 (VIII.4)	MUST	What was the foster application process like (e.g. interview, application form, meet and greet)?
4.0 (VIII.4)	MUST	What information about your responsibilities and rights were on the foster contract?
FOSTER SUPPORT		
4.0 (VIII.5-8)	**MUST**	**Can you tell me about your experience with the organization while you were fostering?**
4.0 (VIII.5-8)	MUST	Have you ever fostered an animal that you felt was unsuitable for your home (e.g. for medical or behavioural reasons)?
4.0 (VIII.5-8)	MUST	Do you have check-ins with the organization to make sure you and the animal are still doing well?
4.0 (VIII.5-8)	MUST	Do you feel supported by the organzation as a foster?
4.0 (VIII.5-8)	MUST	Do you have an easy time getting help from the organization if needed?
FOSTER RETURN		
4.0 (IV.2-5)	**SHOULD**	**Have you ever been in the situation where you had to return a fostered animal?**
4.0 (IV.2-5)	SHOULD	Did the organization provide you with information on what the protocol is to return animals?

AUDIT TOOL #	MUST/SHOULD	INTERVIEW QUESTION (IN BOLD) & FOLLOW-UP PROMPTS
FOSTER RESOURCES		
4.0 (IV.6-7)	**SHOULD**	**Can you describe the resources that were given to you as a foster by the organization?**
4.0 (IV.6-7)	SHOULD	Does the organization supply emergency resources like the following? I. Food, water, and shelter for shelter-in-place II. Supplies for moving animals in the event of evacuation (e.g., crates, leashes) III. Emergency animal first-aid supplies and training IV. Handling skills for stressed and/or injured animals V. Transportation to safe location "
4.0 (IV.6-7)	SHOULD	Does the organization provide the following? I. Emotional support, during and after II. Access to supplies for fostered animals III. Additional equipment to provide safe confinement during emergencies
FOSTER DISASTERS		
4.0 (IV.8-9)	**SHOULD**	**Can you tell me about your role as a foster in the event of an emergency or disaster?**
		Are you aware that the duration of foster may be longer than normal after a disaster (due to fewer adoptions)?
		Are you aware of any emergency planning in case there is a disaster in your area?

10.3 PREVIOUS ADOPTERS

AUDIT TOOL #	MUST/SHOULD	INTERVIEW QUESTION (IN BOLD) & FOLLOW-UP PROMPTS
ADOPTION SCREENING		
6.0 (VIII.2-13)	MUST	**Can you tell me about the adoption process?**
6.0 (VIII.2-13)	MUST	Did the adoption process include an application form and interview?
6.0 (VIII.2-5)	SHOULD	Did you have a meet and greet with the animal before adoption?
6.0 (VIII.2-5)	IDEALLY	Did the adoption process include a home visit?
6.0 (VIII.2-5)	IDEALLY	Did all the members of your family (and your current animals) meet the animal before the adoption?
ADOPTION FINALIZATION		
6.0 (VIII.2-13)	MUST	**Can you describe the information you were given once the adoption was finalized?**
6.0 (VIII.2-13)	MUST	Did the organization disclose all behavioural or medical concerns with the animal?
6.0 (VIII.2-13)	MUST	Were you given a copy of the animal's health records?
6.0 (VIII.2-13)	MUST	Is the organization easily accessible if you have any questions or concerns about the animal?

AUDIT TOOL #	MUST/SHOULD	INTERVIEW QUESTION (IN BOLD) & FOLLOW-UP PROMPTS
6.0 (VIII.2-5)	SHOULD	Do you have an adoption contract? What is included in the contract?
6.0 (VIII.2-5)	SHOULD	Did the organization check up on you after the adoption was finalized?

. REFERENCE DOCUMENTS

SOCIETIES ACT OF BC

- Charity records
- Fundraising policy

BC PERSONAL INFORMATION AND PROTECTION ACT

- PIPA policy

CANADA REVENUE AGENCY

- Fundraising Policy

FEDERAL CANADIAN FOOD INSPECTION AGENCY REGULATIONS

- Animal transport

CAPACITY FOR CARE RESOURCES

- "Overview of Capacity for Care (C4C)" UC Davis
- "Calculating shelter capacity" UC Davis
- Capacity for Care presentation Maddie's Fund

CANADIAN STANDARDS OF CARE IN ANIMAL SHELTERS

- Supporting ASV guidelines

AMERICAN ASSOCIATION OF FELINE PRACTITIONERS

- Vaccine standards

AMERICAN ANIMAL HOSPITAL ASSOCIATION

- Vaccine standards

CANADIAN VETERINARY MEDICAL ASSOCIATION

- Recommendations for dog transport