

**Franklin County Dog Shelter**  
**Adoption Center**

**2018 Holiday Sleepover  
Program Handbook**



## Welcome to the Franklin County Dog Shelter & Adoption Center

Thank you for your interest in partnering with the Franklin County Dog Shelter & Adoption Center and joining us to provide the dogs in our care a happy holiday season! We are very pleased that you have chosen to volunteer your time to help out one of the nearly 10,000 dogs that come through our doors each year. So, on behalf of the employees, volunteers, and dogs of the shelter... Welcome!

The Franklin County Dog Shelter & Adoption Center deeply appreciates all of our volunteers who are an essential part of providing the dogs here with their everyday enrichment, exercise, and emotional well-being. The time our volunteers spend here is invaluable to the dogs and helps to make them more adoptable. This holiday season, the shelter wanted to expand the opportunities for the community to get involved and volunteer their time for the dogs in our care. As such, we have developed two new exciting programs that will enable the community to be directly involved with our dog's journeys to find their forever homes.

This handbook is designed to briefly acquaint you with the Franklin County Dog Shelter & Adoption Center and provide you with an overview of the **Holiday Sleepover Program**. The information provided in this handbook will enable the community, volunteers, and shelter employees to recognize their roles and responsibilities as we work collaboratively to make a positive difference in the lives of the dogs in our care this holiday season.

The first step to participate in our Holiday Sleepover Program is to complete a Host Information Form, found at this link: [https://docs.google.com/forms/d/1g7gi0vW2nkge\\_lj-TDX6qfYxTtCCD3XiHaodhuwka7g/edit?ts=5be47a4b](https://docs.google.com/forms/d/1g7gi0vW2nkge_lj-TDX6qfYxTtCCD3XiHaodhuwka7g/edit?ts=5be47a4b). We will then send you a confirmation email with details regarding when you can come to the shelter to find your Holiday Sleepover guest. If you have any questions about this program, please email [holidaysleepover@franklincountyohio.gov](mailto:holidaysleepover@franklincountyohio.gov).

We acknowledge that we cannot anticipate every circumstance of questions that may arise and that the information found within this handbook may need to be amended. Therefore, the Franklin County Dog Shelter & Adoption Center reserves the right to revise, supplement, or rescind any of the information found in this handbook at any time.

## About the Shelter

The mission of the Franklin County Dog Shelter & Adoption Center is to balance the welfare and safety needs of the citizens and dogs in Franklin County. We are dedicated to providing responsible enforcement of dog laws in our community, compassionate treatment of the dogs in our shelter, and on-going education for our citizens.

A few of the services we offer include:

- Pet Adoptions
- Animal Awareness Education
- Animal Enrichment Program
- Volunteer Program
- Shy Dog Program
- Dogs Playing for Life Playgroup
- Mingle with the Mutts events
- Reduced or free spay/neuter program (SNYP IT)
- Dog Training Class
- Microchipping
- Dog Licensing
- Community Food Pantry
- Stray/Lost Dog Pick Up
- Dog Bite Investigations

Please check out our website at <https://dogs.franklincountyohio.gov> for more information regarding these services and programs.

## Holiday Sleepover Guidelines

Members of the community participating in our Holiday Sleepover Program for Thanksgiving, Christmas, and/or New Year's will arrive at the shelter the day before the holiday to find a dog to host. They will then be responsible for that dog until the dog is returned to the shelter the day after the holiday. Please note that the dogs will be available on a first come, first served basis. Please refer to the table below regarding dates and times for pick-ups and returns:

<b>Holiday</b>	<b>Pick-Up Date &amp; Hours</b>	<b>Return Date &amp; Hours</b>
Thanksgiving	11/21/18, 1:00pm – 6:00pm	11/23/18, 11:00am – 3:00pm
Christmas	12/24/18, 11:00am – 4:00pm	12/26/18, 11:00am – 3:00pm
New Years	12/31/18, 11:00am – 4:00pm	1/02/19, 11:00am – 3:00pm

Please note that dogs must be returned on the dates indicated in the table above. If you decide to adopt your Holiday Sleepover guest, then you will need to return to the shelter to complete the adoption process.

We are confident that hosting on our dogs for their Holiday Sleepover will be a very rewarding experience for both the dogs and the community. However, we want to make sure that you are aware of what to expect from our dogs, and what our dogs expect of you!

After you have found your guest dog at the shelter, a shelter employee or volunteer will share with you all of the information we have available about the dog you are interested in. This will include any behavior and medical history that we may have. However, it is important to keep in mind that we have not had an opportunity to assess these dogs' behavior outside of the shelter environment and that their behavior may be different in a home setting.

This is where you can be a real asset in helping us find these dogs' forever homes! While the dog is in your care, we ask that you complete a "Holiday Report Card" that will be returned to the shelter after the Holiday Sleepover. This report card will be where you record the dog's behavior, likes/dislikes, and any other information that you think would be useful for a potential adopter to know.

We ask that you complete and return a "Holiday Sleepover Report Card," to let us know how the dog did while in your care. The information you provide on this report card will be incorporated into the dog's biography on our website and will help potential adopters make a more informed decision when looking to adopt. We also ask that you take a lot of pictures of your guest enjoying their Holiday Sleepover and encourage you to post those pictures on social media. When posting pictures, be sure to use the hashtag **#FCDSHolidaySleepover**.

When you come in to pick up your guest dog, you will be provided with a collar, leash, and any necessary medicine for the dog, all of which must be returned, along with your "Holiday Report Card." The shelter will also provide you with an appropriate amount of food and instructions on portioning out the food during the dog's stay with you. Any leftover food should not be returned to the shelter.

When making the decision to participate in the Holiday Sleepover program, it is essential that your home is "dog proof" and that you understand what should be expected. Including, but not limited to, the following:

- Fresh/clean water should always be available for the dog
- Dogs should be fed twice daily (we will provide specific instructions on portions)
- Human food should not be given to the dog
- Medicine should be given to the dog as directed by the shelter
- A comfortable space should be available for the dog to lounge and sleep
- A kennel or crate is recommended if you need to leave the dog unattended

- The dog should be kept on a leash at all times while outside
- Hard dog toys, such as Kongs or Nylabones are recommended
- Soft/plush toys and rawhides are **not** recommended
- Cleaning supplies, medications, and any small chewable objects (including shoes, socks, etc.) should be kept out of reach of the dog
- Trash cans should be kept covered
- All wires, blind cords, or other objects the dog could become entangled in, should be kept out of reach of the dog
- Even if a dog is housebroken, an accident upon arriving at your home is not uncommon

It is important to remember that we do not know how the dog in your care will respond to large groups of people, small children, and/or other household animals. If you own a household pet, be sure to take the time to introduce the dog in a slow and appropriate setting.

If any of the following occurs, please contact the Franklin County Dog Shelter & Adoption Center at **(614) 525-3400** at any time, 24/7:

- Excessive sneezing and/or coughing
- Vomiting and/or diarrhea
- Bleeding from any part of the body
- Unusual twitching or gagging
- The dog is injured
- You observe a sudden change in behavior or temperament
- You observe growling, snarling, snapping, or biting attempts
- Any other concerning behaviors

**Thank you!**

We hope that you are as excited as we are to host one of the dogs at the shelter for a Holiday Sleepover. It takes a very special heart to selflessly assist in helping these precious dogs. Together, we can ensure that the homeless dogs of Franklin County will have all of their physical and emotional needs met with the quality that they deserve while they await their forever homes. Thank you for participating in this exciting program!

## **Holiday Sleepover Frequently Asked Questions**

### **Q: Are the dogs participating in the Holiday Sleepover program housebroken?**

While some are learning, we cannot guarantee that our dogs are housebroken. We recommend you take your Holiday Sleepover guest out once every two hours to avoid accidents. However, you should be aware that accidents inside may happen.

### **Q: What supplies will the shelter provide?**

The shelter will provide you with a collar, leash, dog food, and any medicines the dog is taking.

### **Q: What supplies will I need to have on my own?**

You will need to provide a water bowl, fresh water, food bowl, and a comfortable place for your guest to lounge and sleep.

### **Q: Will the dog I bring home get along with other dogs?**

We try our best to determine whether or not the dogs here at the shelter get along with other dogs and we will certainly share this information with you when you come to pick up your Holiday Sleepover guest. Regardless, you should use discretion when introducing your Holiday Sleepover guest with any dogs you have at home.

### **Q: Will the dog I bring home get along with cats?**

We oftentimes do not know whether or not the dogs at the shelter get along with cats. Therefore, we recommend you use caution when introducing your Holiday Sleepover guest to any cats you have at home. Please ask us for tips regarding dog and cat introductions when you arrive to the shelter.

### **Q: Who do I call if I have a question after business hours?**

The Franklin County Dog Shelter & Adoption center has 24/7 staffing who can be reached at (614) 525-3400 at any time.