

HOME VISIT REPORT INSTRUCTIONS

The HV form has been revised in order to provide our foster homes with as much information as possible. The most up-to-date version can be found on <http://grreat.org/admin/> or by contacting your Home Visit Coordinator. **The current version will have 2013 at the top.**

Remember, the foster homes are relying on the application and your observations in order to help them make the best decision for their dog. Your detailed and thorough observations and opinions matter!!!

Some things to keep in mind (your HVC will have more details for you):

1. **Contact the family in a timely manner.** Once you receive information from your HVC, please attempt to contact the family within four days to arrange a home visit. If you are unable to reach the family after 10 days, report this to the HVC.
2. **Not everyone who has a home visit will be approved.** Please do not indicate to the applicant one way or another - the Adoption Coordinator will make the decision and the family will be notified via mail and email if possible. **We will not share your specific comments with the applicants!**
3. **Bring your dog.** One of the most important observations you can make are the family's interactions with a big, slobbery, shedding, loving Golden - especially if this is going to be their first dog. Please do not bring your Foster Dog if you may consider this family as a potential adopter for him/her! Always **Introduce** your dog and the applicant's dog on neutral territory.
4. **Make sure ALL members of the family will be present.** Many of our dogs are given up or returned because one family member did not want it (this includes present pets). Note and monitor the children's behaviors, if it is inappropriate towards your dog, please address it.
5. **Make sure to address any issues to which the HVC alerts you!** If we do not get answers to the questions, we will have to call you back or possibly conduct another HV.
6. **Please be thorough and write detailed descriptions.** Yes/no answers do not give enough information to our foster homes
7. **Please notify your HVC when the home visit is completed.** **Within three days of the visit**, email the completed form to your Home Visit Coordinator AND your Application Coordinator (see below.) Please also notify your HVC if you encounter any problems or if you are unable to complete the home visit.
8. ****Please become familiar with GRREAT's policies.** Your own opinions and experiences are valuable and we encourage you to talk about them, but as a representative of GRREAT, you must present GRREAT's policies. The only GRREAT sponsored documents are the Feed Me brochure and the Dog Food Grading Worksheet. You may bring other hand-outs but please present them as your personal opinion, not necessarily that of GRREAT's

HERE ARE SOME GUIDELINES FOR AREAS WHERE WE SOMETIMES GET MISUNDERSTANDINGS:

- Electric fences are allowed as long as they are installed AND trained by professionals! *However, they will limit the number/types of dogs for which a family will be "qualified".*
- Dog doors are allowed ONLY if the yard is securely fenced! *A detailed description of the fence is required in these circumstances and an honest opinion about the safety of a dog.*
- Dog doors + electronic fence = rejection.
- Except for a dog door + SECURE fence scenario, our dogs are NEVER allowed outside unattended - even for quick errands to the grocery store! *These dogs are exposed to increased risk of theft, escaping out of boredom, abuse by passersby, sudden severe weather, other animals, etc etc.*
- There may be other areas to which your HVC can alert you, please be sure to cover these during the HV

A typical home Visit should last about an hour and should include a tour of the property and the house.

Please point out that our website, www.GRREAT.org, has many resources that can help answer the family's questions.

Once approved, the family's application will remain "active" for 6 months. After 6 months it will automatically be de-activated due to the cost of mailing out the dog list and the effort of maintaining a growing box of applications for potentially uninterested applicants. If they are still looking at this point, they may simply send an email to the Adoption Coordinator to discuss reactivation for another 6 months. This can be done for up to two years after the initial approval, thereafter they will need a new app and HV.

Encourage the applicants to be flexible and open and the right dog will appear!

EMAILING THE COMPLETED HV REPORT

Email the completed HV Report to the Home Visit and Application Coordinators for your state:

For VA/WV/DC:

Diane Lanigan (Home Visit Coordinator) dianelanigan@hotmail.com
Kelly Edmonds (Application Coordinator) adoptappsva@grreat.org

For MD/PA/DE:

Nancy and Dave Carter (Home Visit Coordinator) GRREATHVC@yahoo.com
Chuck Johnson (Application Coordinator) adoptappsmd@grreat.org

If you have any questions or comments please direct them to:

Jessie Robinson (Adoption Coordinator) adoptions@grreat.org