



Utah Friends of Basset Hounds

1338 S Foothill Drive, #172
Salt Lake City, UT 84108
www.utahbassethoundrescue.com

Intake Procedures

Utah Friends of Basset Hounds helps place Basset Hounds from shelters, as well as those surrendered by their owner. Utah state law requires strays found by individuals to be taken to a local animal shelter. Volunteers and members should use the following information as a guideline on basset hound intake procedures.

Shelter Pick-ups

Is it a Basset?

First, you must determine whether the dog is a purebred basset hound. Some Bassetts can appear to be a mix. In actuality, they are a result of bad breeding. This requires a judgment call on your part. If the dog looks enough like a basset to appeal to a future adoptive family, we should take this dog into rescue.

Shelter Information:

Take the following steps to pick up a basset from a shelter:

- 1) Know the Shelter's regulations and policies on working with rescue groups.
- 2) Know the hours they are open and the location of the shelter.
- 3) Go to the shelter. Verify that the dog is indeed a basset hound.
- 4) Be sure to introduce yourself as a representative of UFBH and make contacts at the shelter.

When should I pick up the Basset?

Determine whether this Basset Hound is available today. If not, place a hold on the Basset. Placing a hold involves filling out paperwork, and may involve the payment of fees at this time. When filling out the paperwork, use the name Utah Friends of Basset Hounds, if possible (or your own name with Basset Hound Rescue in parenthesis), in case another volunteer ultimately picks up the Basset on the release date.

It is not our policy to try to take on every shelter dog; rather, we serve as a last resort. Therefore, if the shelter takes a list of names (holds), UFBH should be the last hold, allowing the shelter to adopt out the Basset if someone else is interested. Make certain that you have all the necessary information pertaining to release time, time to follow up, procedures, etc. If you are unable to return at that date/time, another volunteer will pick up the Basset.



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What do I need to do?

- If possible, take a collar, nametag, and leash with you. If you have sufficient advance warning, you can get these items from UFBH. Otherwise, a UFBH volunteer will deliver a collar with tag to the Basset as soon as possible.
- Check your car so that the Basset Hound will have a safe, comfortable ride; many shelter bassets are dirty, so protect your vehicle if you are concerned.
- Bring cash or a checkbook to pay the shelter fees; UFBH will reimburse you upon presentation of a receipt. When paying fees, some shelters offer a discount to rescue organizations; be sure to ask. Keep all receipts and label them with the name of the Basset. (We must have receipts in order to reimburse you.)
- Verify that you have a spay/neuter certificate, if applicable and any available vaccination records, as well.

As a rule, the Basset's first stop will be a UFBH veterinarian. The Intake Coordinator will arrange for drop off at a UFBH veterinarian. Get the name, address, and phone number from UFBH Intake Coordinator. If you are taking the Basset to your home, always make sure that your dogs have current vaccinations.

If the Basset Hound has no name, you have the honor of choosing a name. Report that name to the UFBH veterinarian and to your UFBH Intake Coordinator. (Although the new owner may ultimately change the name, we use this name for tracking.)

Found Dogs

If someone reports a found dog to you, get a full description of the dog and a photo, if possible. We can post this photo on our web site. In addition, we sometimes have calls from people who have lost their Bassets, and we may be able to facilitate a reunion.

You should take found Bassets to the shelter closest to where you found the dog, since that is where the owner will look and it is the law. You should place a hold on the basset at that time. The finder should be encouraged to post flyers in the area, and an ad in the paper. (Such ads are usually free; UFBH may pay for the ad, if there is a cost).

Owner Surrenders

Why does this happen?

A Basset owner who, for a variety of reasons, wants to have his/her Basset Hound placed in another home may contact us. Because of foster home shortage, we ask to the owner to continue to care for the basset hound while we begin looking for a suitable new permanent home.



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Is it urgent to pick up the Basset?

However, the basset hound should be removed from the home if the owner has threatened euthanasia, placement in a shelter or the dog is in unsafe/unhealthy conditions, or is likely to be bred if left. UFBH will arrange to have the Basset Hound picked up and taken to a foster home or a UFBH vet, as appropriate.

Focus on the Basset.

If UFBH asks you to go to a home to pick up a Basset Hound from its owner, and you witness less than desirable conditions, *remember that your only interest is the Basset Hound.* You should be pleasant and cooperative so that you can safely remove the Basset Hound.

Keep it formal.

When taking in surrendered Bassets, always request that the owner complete a UFBH Owner Surrender form (see Appendix). If he/she is unwilling or unable to complete this form, make an effort to verbally gather as much information as possible from the owner about the Basset Hound's habits, behaviors, diet, health problems, etc. This information will make the Basset Hound's transition simpler.

In lieu of an owner surrender form, make sure that you get something in writing containing the following information, at a minimum:

"I am the owner of _____ (Basset Hound's name); I surrender him/her to Utah Friends of Basset Hounds and will place no further claim on him/her. I understand that this Basset will be spayed or neutered." Include a signature and the date.

Collect Information

Request paperwork related to the Basset Hound, including veterinary records, proof of sterilization, AKC registration, etc. Leash, collar, bowl, bed, and toys are also useful and a comfort to the Basset Hound.

Keep it confidential

UFBH recommends that you not give out your home address or allow a Basset to be dropped off at your home; rather, pick up the Basset Hound or meet the surrendering owner at a veterinarian's office or other appropriate place. Give out only the UFBH post office box and rescue telephone numbers, if requested. We will not release the name of the adoptive family; however, upon request, we may provide the surrendering owner's phone number to the new family.



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Sample Owner Surrender Form Part 1

Surrendering your dog is a very serious decision. Please be advised that once you have surrendered your dog, you cannot automatically have it back should you change your mind. UFBH will ask you to fill out an adoption application like anyone else. We reserve the right to deny you.

Please answer the following questions as accurately as possible so that we are able to find the best new home for your basset hound. Moreover, please consider making a donation in your basset hound's name so that UFBH may continue to provide care and assistance to bassets in need.

BIOGRAPHICAL INFORMATION

Last Name	First	Middle
Address		
City	State	Zip code
()	()	
Home Phone	Work Phone	Email

Basset Hound's Name _____

Age/Date of Birth (If known) _____ Sex Male Female Spayed/Neutered? Yes No

Physical Description Tri-Color Red/White Lemon/White Other

Special Identifiers _____

Microchip ID _____ Rabies Tag # _____

Why are you giving up your basset hound? _____

How long have you had him/her? _____ Where did you get him/her? _____

He/She is Housebroken Partially Trained Paper Trained Not housebroken

Is your basset hound crate trained? Yes No

How often do you exercise your basset hound?

Multiple times a day Once daily 4-5 Times a week 2-3 times a week

Once a week Never

Please describe the type of exercise _____

What does your basset hound eat? _____ How often? _____

Does your basset hound spend more time outside or inside? Outside Inside



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How many hours a day is your basset hound alone? 1-2 3-4 5-6 7-8 9 and above

Where does your basset hound sleep at night? _____

Which of these traits best describes your basset hound? (Check all that apply)

- Independent Dependent Gentle Energetic Confident
- Playful Silly Serious Protective Quiet
- Easygoing

About what traits should the new owner be warned? (Check all that apply)

- Dominance Stubbornness Tendency to Escape Protective of Food
- Digging Biting Noisy Plays Rough
- Jumps up on people Destructive chewing Not good other dogs Has Accidents Indoors
- Not good with cats Aggressive with children Excessive Shyness Counter cruises

Name and phone number of current veterinarian? _____

Is the basset hound current on the following vaccinations?

Rabies Yes No DHLPP Yes No Bordatella Yes No

Date _____ Date _____ Date _____

Who or where were these vaccinations given? _____

Does the basset hound have any significant past or current health issues? _____

Additional Comments _____

I/we represent that I/we am the rightful owner/s of this dog and have full authority to relinquish it to UFBH. I/We hereby certify all answers and information provided by us is true and accurate.

Signature _____ Date _____

Signature _____ Date _____

Please return this application and copies of all veterinary records available for the basset hound to:

By snail mail Utah Friends of Basset Hounds
1338 S. Foothill Drive #172
Salt Lake City, UT 84108

Or by fax 801/467-5366



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Sample Owner Surrender Form Part 2

Part 2 of the Owner Surrender Form should be signed at the time the basset hound is transferred into Utah Friends of Basset Hounds care.

BIOGRAPHICAL INFORMATION

<<OriginalOwnerName>>
<<OriginalOwnerAddress>>
<<OriginalOwnerCity>> <<OriginalOwnerState>> <<OriginalOwnerZipcode>>

Basset Hound's Name <<AnimalName>>

On this date, entered into on the above date, I/we hereby irrevocably relinquish this dog and all property and ownership rights, interests and title to Utah Friends of Basset Hounds.

I/we represent that I/we am the rightful owner/s of this dog and have full authority to relinquish it to UFBH. I/we understand that this means the dog is no longer mine, but as of the date of this instrument, belongs to Utah Friends of Basset Hounds. I/we hereby hold harmless and indemnify UFBH, its agents and volunteers from any and all claims, demands, actions, causes of action and/or liability of any kind whatsoever arising as a result of or in connection with the surrender and subsequent placement or other disposition of this dog.

I/We hereby certify that I/we have read and fully understand this relinquishment form and that all answers and information provided by us is true and accurate. I/We have read and understood the foregoing and willingly agree to its terms

Signature Date

Signature Date