

**Potter League for Animals (PLFA) & Women's Resource Center (WRC)  
Pet Friendly Shelter Memorandum of Agreement**

The PLFA and WRC enter into this MOU concerning the care, support, and fostering of companion animals of residents currently staying at WRC's shelter.

PLFA agrees to provide the following supports to WRC when a pet is being co-housed with a client at the shelter:

- Pet Food
- Pet supplies including crates, beds, bowls, and toys
- Basic veterinary care (at PLFA's facility)

The WRC agrees to abide by established protocols and procedures as outlined in the program manual when accessing these supports from the PLFA.

PLFA agrees to provide appropriate foster or in-shelter care for pets that the WRC shelter is unable to house on-site. WRC may transfer animals to PLFA due to lack of space, and specialized needs of frightened, numerous, or larger animals.

Requests for sheltering will be made via phone or email to PLFA, with as much notice as possible, and the PLFA reserves the right to defer to other housing options for aggressive animals.

During the pets' stay at PLFA or in a foster home, the following care will be provided at no cost to WRC or their residents:

- Clean housing and fresh water daily or as needed.
- Nutritious and appropriate food such as that provided to other shelter animals. PLFA can provide a special diet due to medical needs or feed animals with food provided by the owner.
- Dog walking when staff is available. Regular exercise in the foster home.
- Preventive vaccinations, if the pet is not up-to-date, including dogs and cats 4 months of age and older, must be current on a rabies inoculation and, if not current, the vaccine will be provided unless the owner has a letter from a veterinarian listing medical reasons why the vaccine should not be administered. Dogs must be current on their distemper, parvovirus and coronavirus vaccination, and kennel cough vaccination and, if not current, the vaccines will be provided. Cats 8 weeks of age and older must be current on their FVCRP vaccination and, if not current, the vaccine will be provided.

For pets being housed with their owners at the WRC shelter, animals will be brought to the PLFA shelter first where the pets will be examined by a veterinarian and basic vaccines and topical parasite treatment will be available from PLFA at no cost to the owner. Food and supplies may be requested and will be

provided from PLFA. After the veterinary examination PLFA will deliver the pet to WRC staff at an agreed-upon site.

If the pet is not sterilized, the owner may request that the animal undergo surgery at the PLFA at no cost. Sterilization is not required to enter the program.


More extensive veterinary treatment for illness or injury that is within the PLFA's capacity for care will be provided at no cost to the owner.

If the pet requires emergency medical care or care that is beyond PLFA's capabilities animals should be transported to a private veterinary emergency clinic where the owner will be responsible for the cost of care. PLFA may have funds available to subsidize emergency care, but can not guarantee a subsidy.

For security reasons, residents may not visit their pets at PLFA unless prior approval has been granted, but they may call to check on their pets during regular office hours.


The pet owner will be required to execute a Pet Safe release form before the pet is transferred to PLFA for care. The original will be kept on file at PLFA with a copy on file at WRC. The agreement will be for an initial two week period, but may be extended upon the agreement of all parties. The owner must continue to be actively engaged in a program with WRC in order to continue housing their pet at PLFA

This MOU will continue at the agreement of both parties and may be cancelled by either party in writing at any time.

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Brad Shear, Executive Director                      Date  
Potter League for Animals

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Jessica Walsh, Executive Director                      Date  
Women's Resource Center

**Potter League for Animals & Women’s Resource Center  
Pet Friendly Shelter Memorandum of Agreement  
Confidentiality Addendum**

As a condition of the agreement between Potter League for Animals (PLFA) and Women’s Resource Center (WRC), wherein PLFA will be providing support services to enhance WRC’s capacity to be a pet-friendly shelter, PLFA agrees to abide by the confidentiality requirements of the WRC, mandated by the Violence Against Women Act.

Specifically, PLFA agrees to:

1. Abide by the WRC Confidentiality Policy, attached.
2. Share this Confidentiality Policy with all employees who will have access to: 1) information pertaining to the location of the WRC Shelter building(s), and/or 2) personally identifying information of WRC clients
3. Require all employees who have knowledge related to either the shelter location and/or personally identifying information of WRC clients to sign the WRC’s Confidentiality Agreement
4. Retain documents and/or digital communications pertaining to WRC clients for the minimally required time for the health and safety of their pets. Documents will be destroyed no more than \_\_\_\_ (month/years) after a WRC client is no longer using Potter League services.
5. Coordinate an annual training for employees engaged in the Pet Safe program and their supervisors about domestic violence and VAWA confidentiality requirements.

The WRC agrees to:

1. Obtain written consent from WRC counseling clients to share personally identifying information required for the adequate care of their pet with PLFA. WRC will update this consent every three months for the duration of a client’s treatment.
2. Share only the minimally required information necessary for adequate support of those clients with pets.
3. Provide a legal defense to any PLFA staff person who is subject to a lawsuit because of their compliance with this policy.
4. Provide annual domestic violence and confidentiality training to relevant PLFA staff free of charge.
5. Provide technical assistance to PLFA as it pertains to the confidentiality requirements outlined herein.

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*Brad Shear* 5/26/2022  
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Brad Shear, Executive Director Date  
Potter League for Animals

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*Jessica Walsh* 5/26/2022  
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Jessica Walsh, Executive Director Date  
Women’s Resource Center