

Procedures to Kennel Your Dog in the Fort Leavenworth Rod & Gun Club Kennels

3 January 2021

Version 1.0

General.

All dogs that are to be kenneled in the Fort Leavenworth Rod and Gun Club Kennels must be approved for boarding before they can be kenneled. Approved dogs will be issued an Affable Dog Certificate by the kennel staff for the dog's records.

New boarders, or rarely boarded dogs, must spend ½-to-1 duty day of free (no cost) "day care" in the kennels. No overnight free Day Care boarding will be allowed. During this time the kennel staff will evaluate the dog's temperament under their care and with other dogs in adjacent kennels. Your dog will also be assessed for their health appearance and suitability for boarding in our kennels. The Rod & Gun Club kennels are outdoor kennels. They are partially sheltered from rain and snow. Each kennel includes a doghouse. However, **the kennels are subject to Kansas extreme weather conditions**. During the winter months, where temperature are often below 20 degrees, they are not suitable for dogs that are not use to being outside during cold weather. During the midsummer months when the heat index periodically reaches above 100 degrees, they are not suitable for thick coated or very old dogs.

No dogs that are dangerously timid, growl, or attempt to nip or bite a kennel staff member or that continuously attempt to "fence fight" a dog in an adjacent kennel will be boarded.

Dog owners will be authorized only one free Day Care assessment/boarding.

Dogs that are currently routinely boarded at the kennels and have no temperament issues will be issued an Affable Pet Certificate and placed on the kennel's list of approved boarders.

Day Care Procedures.

Essentially the same process will be used to make a Day Care kennel appointment that is currently used to make a standard kennel reservation. Make your one, free Day Care reservation by visiting or calling Mr. Christian Guerzon at the Auto Crafts and Outdoor Recreations Rental Facility, located in Building 109. Mr. Guerzon's phone number is 913-684-3395. His email is christian.f.guerzon.naf@mail.mil. The Auto Crafts and Outdoor Recreations Rental Facility hours of operation are Thursday-Monday, 1030 AM to 6:30 PM. Please give Mr. Guerzon and the kennel staff at least two days notice in order to ensure they have ample time to arrange for your reservation. You will be required to give us a copy of your dog's health record reflecting current rabies and kennel cough (Bordetella) shots/vaccine and **your reservation form when you drop your dog off for Day Care**.

Dogs may be dropped off for the free Day Care on Monday through Friday between 8:30 and 11:00. Dogs must be picked up no earlier than 3 PM (enough time for the kennel staff to assess your dog) but must be removed from the kennels at the end of the day. No overnight free Day Care boarding is allowed.

Shortly after your Day Care boarding you will receive or be emailed an Affable Pet Certificate signed by a kennel staff member or you will be notified why we cannot accept your dog. Additionally, your dog will be added to the kennel's Affable Pet Roster; approved for boarding.

Emergency pet boarding will be handled on a case by case basis.

If you have questions or need additional information about the Day Care assessment program, contact John Harrington, Kennel Master at email: john.l.harrington2.civ@mail.mil or Mr. Christian Guerzon at (913) 913-684-3395 or via email: christian.f.guerzon.naf@mail.mil.

Temporary Boarding.

Short Term/temporary kennel reservations and payment can be made by calling Mr. Christian Guerzon at the Auto Crafts and Outdoor Recreations Rental Facility, located in Building 109. Mr. Guerzon's phone number is 913-684-3395. His email is christian.f.guerzon.naf@mail.mil. The Auto Crafts and Outdoor Recreations Rental Facility hours of operation are Thursday-Monday, 1030 AM to 6:30 PM. Please give the staff at least one week notice in order to ensure they have ample time to arrange reservations.

Your dog **must** weigh at least **20 lbs** for us to board them safely in our facility. Normally, we do not put more than one dog in a kennel. Puppies must be **at least six months old** and have completed their puppy immunizations.

In order to board your dog at the kennels you must provide evidence that your dog has been certified for boarding in our kennels (Affable Dog Certification), a copy of your dog's health record reflecting current rabies and kennel cough shots/vaccine, your reservation form (that includes emergency contact information), and the FMWR receipt showing the boarding cost has been paid. Dogs must wear a collar while being boarded and the owner must provide enough **dry dog food** for the boarding period. The kennel staff does not feed canned dog food. We do not need your bowls, blankets, bedding, etc. We do not put things like these in the kennel run or doghouse since it interferes with the kennel cleaning and misting hoses. Any such items will get wet and mildew. A plastic chew toy, within reason, is allowed.

Kennel check-in. After you have paid for the kennel reservation, take the completed Kennel Reservation Form, your payment receipt, and a copy of the dog(s) shot records to the kennels and see the Kennel Master or one of our Kennel Staff. The Kennel Staff or the Kennel Master must be present for you to drop off your dog. Unless special arrangements have been made/approved, **current kennel hours for drop off are Monday - Friday (0830-1100)**. Pick-up of your dog does not require the presence of the kennel worker or Kennel Master. You may pick up your dog any time of day per your reservation, however you must pick your dog up prior to midnight on the last day of your finalized reservation.

If you have not boarded your dog with the Fort Leavenworth Rod & Gun kennels before, we highly encourage you to take the paperwork down to the kennel office prior to the day you wish to drop off your dog in order to expedite the drop off process and ensure your paperwork is in order.

If your dog(s) is/are a female and is/are NOT spayed, it is YOUR responsibility to inform the kennel worker(s) and/or the Kennel Master during kennel check-in, especially if the dog(s) is/are in season or will come in season during the kennel boarding period. As per our SOP, the

kennels, employees and volunteers are not responsible for inadvertent breeding during the boarding period and we strongly encourage spaying and neutering of animals.

The Rod and Gun Club Kennels will not administer, store, or otherwise possess any vet/doctor prescribed medications which includes over the counter medications, diet supplements such as vitamins, etc. intended for animal use. Kennel customers will be responsible for administering required medications to their dogs as necessary. The lone exception is Heart Worm medications, which we will be happy to administer to your animal if so requested.

Permanent Boarding.

Permanent/long term boarding kennel reservations (for six months or more) is only available to Rod & Gun Club members. Reservations can be made by contacting the Kennel Master, John Harrington, at (913) 684-2673, or via email john.l.harrington2.civ@mail.mil. Permanent boarding payment accounts are set up Ms Sun Rogers at the FMWR Financial Management Office located at the Resiliency Center (Bldg 198, 2nd floor).

Please direct any additional questions to Mr. Christian Guerzon at (913) 913-684-3395 or via email: christian.f.guerzon.naf@mail.mil or to the Kennel Master, John Harrington at (913) 684-2673, email john.l.harrington2.civ@mail.mil.

Current Rod & Gun Club Kennel Rates.

	Member	Non-Member
Day Care Assessment	free	free
Permanent Boarders	\$66/month	No non-member rate
Short Term/Temporary	\$10/day	\$12/day
	\$36/week	\$60/week
	\$84/month	\$114/month

Note: Rates are subject to change.

Should Emergencies Arise.

Should a situation arise regarding a boarded dog's health, the owner or the designated emergency contact person will be notified by John Harrington, the Kennel Master, Jeff Honey, Chief Recreation Officer, FMWR or other designated individual. At this time we will request instructions (e.g., continued observation or transportation to a vet, etc.) Such "emergencies" include, but not limited to, bleeding from cuts or dew claws, blood in stool for two days, not eating for three days, diarrhea for three days, etc. In extreme emergencies the dog will be taken to the nearest available veterinarian for treatment at the owner's expense.