

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

01 August 2023

## General

All dogs that are to be kenneled in 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 our kennel staff for assessed dog's records.

**New boarders, or rarely boarded dogs**, must spend half to full duty day free (no cost) "day care" in our kennels. No overnight free Day Care boarding will be allowed. During this time our kennel staff will evaluate 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, **kennels are subject to Kansas extreme weather conditions**. During winter months, where temperatures are often below 20 degrees, they are not suitable for dogs that are not use to being outside during cold weather. During midsummer months when heat index periodically reaches above 100 degrees; our kennels 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.

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

Affable assessments on occasional/current boarders will be made every two years.

## 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 Leisure Travel Services, 310 McPherson, Bldg 464 (old Detention Barrack-DB) or contact Julia Slane Gott / (913) 684-2580 / [ft.leavenworth.kennels@gmail.com](mailto:ft.leavenworth.kennels@gmail.com) or [Julia.a.slanegott.naf@army.mil](mailto:Julia.a.slanegott.naf@army.mil).

Alternative contact is Ms Dalen Fritz / 913.684.1704 / [magdalena.g.fritz.naf@army.mil](mailto:magdalena.g.fritz.naf@army.mil) located at FMWR Financial Management Office, Resiliency Center, Bldg 198, Room 223, 600 Thomas Avenue.

Reservations must be made at **least 48 hours prior** arrival date to ensure our kennel staff has time to prepare for arrival. You will be required to provide a copy of your dog's health record reflecting current rabies (RV), DHLPP (distemper, hepatitis, leptospirosis, Parvo, Parainfluenza) and Bordetella (bord)/kennel cough shots/vaccines and **completed Temporary Boarding form when you drop your dog off for Day Care**.

Dogs may be dropped off for a free Day Care on Monday through Friday between 0830-1100. Dogs must be picked up between 1500-1800 (enough time for our kennel staff to assess your dog). No overnight free Day Care boarding is allowed.

Within 72 hours of your Day Care boarding you will receive, by email, 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 our 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 Shannon Arnold / [shannon.arnold.vmis.opoc@gmail.com](mailto:shannon.arnold.vmis.opoc@gmail.com) / 910.257.1803 or Kennel Master Larry Noelle / [eodltc82@gmail.com](mailto:eodltc82@gmail.com) / 913.240.5503

## Temporary Boarding

Short term/temporary kennel reservations and payment must be made through Kennel contact at Leisure Travel Services, Julia Slane Gott, [fort.leavenworth.kennels@gmail.com](mailto:fort.leavenworth.kennels@gmail.com) or [julia.a.slanegott.naf@army.mil](mailto:julia.a.slanegott.naf@army.mil) or 913.684.2580. Please give Kennel contact and staff at least one week notice to ensure there is availability and time to arrange your reservation.

Your dog **must** weigh at least **20 lbs** for us to board them safely in our facility. Normally, we do not have 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 our kennels you must provide these items by arrival date

- Affable Dog Certification—evidence that your dog has been certified for boarding in our kennels
- Copy of your dog's health record reflecting current rabies (RV), DHLPP (distemper, hepatitis, leptospirosis, Parvo, Parainfluenza) and Bordetella (bord)/kennel cough shots/vaccines
- Copy of Temp boarding form (that includes emergency contact information)
- Copy of FMWR POS Receipt showing boarding cost has been paid.
- Dogs must wear a collar while being boarded
- Owner must provide enough **dry dog food** for boarding period. Our 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 our kennel run or doghouse since it interferes with 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 your kennel reservation, a copy of completed Kennel Reservation Form, POS receipt, and copy of dog(s) shot records must be provided to Kennel Staff or Kennel Master on arrival date. Kennel Staff or Kennel Master must be present for you to drop off your dog, unless special arrangements have been made/approved.

**Drop off times must be scheduled for Monday – Friday** by contacting Kennel Staff, Shannon Arnold, [Shannon.arnold.vmis.opoc@gmail.com](mailto:Shannon.arnold.vmis.opoc@gmail.com), or 910.257.1803 or Kennel Master, Larry Noelle, [eodltc82@gmail.com](mailto:eodltc82@gmail.com), 913.240.5503. Pick-up of your dog(s) does not require presence of Kennel Staff 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 last day of your finalized reservation.

If you have not boarded your dog with Fort Leavenworth Rod & Gun kennels before, we highly encourage you to take paperwork down to kennel office prior to day you wish to drop off your dog in order to expedite 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 kennel staff, and/or Kennel Master during kennel check-in, especially if dog(s) is/are in season or will come in season during kennel boarding period. As per our SOP, kennels, employees and volunteers are not responsible for inadvertent breeding during boarding period and we strongly encourage spaying and neutering of animals.

The Rod & Gun Club Kennels will not administer, store, or otherwise possess any vet/doctor prescribed medications which includes over 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 on a case by case basis.

## 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 Kennel Master Larry Noelle, [eodltc82@gmail.com](mailto:eodltc82@gmail.com), 913.240.5503. Permanent boarding payment accounts are set up Ms Sun Rodgers, 913.684.1830, [sun.p.rodgers.naf@army.mil](mailto:sun.p.rodgers.naf@army.mil) or Alternative contact is Ms Dalen Fritz, 913.684.1704, [magdalena.g.fritz.naf@army.mil](mailto:magdalena.g.fritz.naf@army.mil). Both are located at FMWR Financial Management Office, Resiliency Center, Bldg 198, Room 223, 600 Thomas Avenue.

## 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, owner or designated emergency contact person will be notified Kennel Master Larry Noelle / [eodltc82@gmail.com](mailto:eodltc82@gmail.com) / 913.240.5503, 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 dog will be taken to nearest available veterinarian for treatment at owner's expense.