As a puppy raiser for GDB, you are asked to fill out a report each month that details the puppy's health, training and socialization progress and behaviors. This form is to be filled out each month and will be automatically forwarded to your leader and Community Field Representative. Each monthly report is then saved in the GDB database for future review by the CFR and other staff as needed.

These forms are very important to us, not only for the information we learn about each individual puppy, but also for information that helps us evaluate other aspects of our program. Some of the information we learn from these monthly reports includes:

- The Puppy Raising team learns how an individual puppy is doing at a given time, and progressing over a period of time. If we are alerted to how a puppy is doing, we can offer help to either you or your leader.
- The Puppy Raising team learns that there may be trends in behaviors amongst many puppies, and can adjust our training and socialization education to address such needs.
- In order to evaluate the success of breedings and determine whether to continue breeding certain dogs or their relatives, the Breeding Department evaluates intact puppies at the time they are returned to one of our campuses for training. Your monthly reports help us to continually evaluate our success to determine if we use parents, half-siblings, or other relatives in our program.
- We also use breeding stock from other service dog schools; other schools may use our stock as well. These schools, like GDB, are dependent on the information you give us when they make their breeding choices.
- The Training Department refers to monthly reports in a puppy’s file to help assist them in training the puppy to become a guide dog.

As you can see, the monthly reports are very important. Please take the time each month to fill them out completely and carefully. Thank you very much for the extra effort you take to fill out the report.

Here are some tips to help you:

- Please make sure that all sections are completed fully and accurately.
- The handling and training information should reflect a puppy’s health and behavior at the end of the month for which you are reporting.
- In the socialization section, please record the average number of outings the puppy goes on each week; then below that, list the places the puppy has gone each month – once, twice, three, or four or more times.
- Check any concerns you may have about the puppy’s actions, behaviors, or health. We have included a list of descriptions of some behaviors that you may want defined.
- If you check a box for a physical/health, reaction, or behavior concern, describe it in the space provided. Let us know how often the puppy displayed a behavior or action. Also let us know the degree of the behavior or action; i.e. if you check the objects in motion box, was the reaction excitement or fearful?
- If you are unsure if a box should be checked, please check it anyway, and explain the behavior and your uncertainty in the space provided for description of concerns.
- Please make sure to let your leader know if a puppy is having a problem. Don’t wait for the monthly report to bring your concerns to the leader. A challenging behavior or reaction may be easily resolved through the advice of your leader or CFR. The best time to influence an inappropriate behavior or
reaction is when it initially starts. You should document the problem on the monthly report as well, but don’t rely on the monthly report alone for communication.

- Please also tell us what the puppy does the best. In order for us to evaluate not just the puppy you are raising but also our programs, we need to know what puppies are doing well, as much as we need to know where they may need help.
- If you have any other questions on how to use the monthly report form, please contact your leader. If they are also uncertain, they can contact your CFR.

ONLINE MONTHLY REPORT FORMS

Here’s how the online monthly report form system works:

1. All active puppy raisers will receive an e-mail reminder from GDB regarding monthly reports on the 26th of each month.
2. To fill out the report, first you must login at www.guidedogs.com and then visit the Forms page (www.guidedogs.com/forms). Under the heading “Puppy Raising Forms”, click on the “ONLINE Monthly Puppy Program Report” link to fill out the report. Once you complete the form, you will receive an email copy within 24 hours.
3. Your leader and CFR will both receive the information from your report (see below for tips to avoiding errors). If you are unable to fill out the report online, or if you have issues, please check with your leader, who can provide you with a paper version of the report if necessary.
4. There is an additional form titled the Final Report. It is to be completed in the month prior to recall for formal training. Your leader will let you know when the puppy is expected to be recalled and you will receive an e-mail with further instructions to fill out the Final Report.

A few things you need to know:

1. The monthly report form must be filled out in one session; it cannot be saved and finished later, and it cannot be e-mailed (except through the automated system that sends a copy to you, your leader and your CFR). You have approximately 90 minutes to fill out the report once you begin. If you don’t finish in this time, you will receive an error when you attempt to submit.
2. Edits/changes cannot be made once the report is submitted.
3. Co-raisers: each household of co-raisers can fill out a report. However, multiple raisers in the same household (family) should not fill out reports; one member should be assigned this task.
4. Puppy raisers cannot use the “Register” function of the website; this will not grant access to the Forms page, and will create a duplicate in the system that must be manually deleted. Brand new puppy raisers will automatically receive an e-mail within one week of receiving their first puppy. This e-mail will contain their user name and initial password for the site, which will grant them access to the Forms page. If you are a current raiser and do not have access to the Forms page (www.guidedogs.com/forms) when you are logged in, please e-mail us at ipuppy@guidedogs.com; you can also use this e-mail if you can see the Forms page content, but you have a specific issue with the online monthly report function (puppy name not listed, wrong puppy listed, etc).

We appreciate you taking the time each month to let us know about the puppy you are raising. Thank you!

BEHAVIOR DESCRIPTION DEFINITIONS

Hackling: Involuntary raising of the hair on the back. May be just on the shoulders or all along the spine. May be associated with insecurity/arousal or just excitement.

Posturing: Dog pulls himself up to full height, raises tail and ears, becomes stiff/tense, often glares at other dog/person.

Mouthing: Putting mouth around someone’s hand/arm or any body part, often with little pressure.

Nipping: Quick bites with the front teeth, making a pinch if coming in contact.

Submissive: Lowered body posture, sometimes to the point of showing groin area or rolling on the back. Ears back, cringing expression often with lip licking. Tail low or tucked. Tail tip wags fast.
Keying: Focusing intently on something. An intense, hard stare.

Solicitous: Overly friendly and energetic especially towards non-family. Uses body language, tail wagging, licking, etc. to get attention.

Dog Distracted: Showing more than mild interest in other dogs. Unable to refocus on work with minimal correction in presence of other dogs.

Fence Fighting: Charging at/up and down a fence line next to other dogs. May include barking, hackling, growling, etc.

Rough Play: Jumping on, mounting, mouthing, chewing, body slamming, pawing other dogs.