



A.D.O.P.T. Pet Rescue, Inc. POLICY & PROCEDURE MANUAL

I. ABOUT A.D.O.P.T. PET RESCUE, INC.

A. OUR BEGINNING – On November 19, 2004 a group of dedicated animal lovers met and decided to start a rescue organization. The name A.D.O.P.T. (Animals Depend On People, Too!) Pet Rescue, Inc. was chosen and the group was incorporated as a non-profit corporation on December 13, 2004. The 501(C)(3) paperwork was submitted on February 26, 2005, and approved on March 29, 2005.

B. MISSION STATEMENT - Our mission at A.D.O.P.T. Pet Rescue is to rescue abandoned, neglected, abused, or otherwise homeless household animals, and place these animals into permanent, stable, and caring homes. We also strive to promote public awareness of the need to spay and neuter pets, and hope to make pet owners more aware of the importance of proper medical and nutritional care of their pets.

C. LONG TERM GOALS – Our desire is to open a dog park where dog owners can bring their pets to run and play off leash in a safe, contained environment. We would be able to hold adoption events there for A.D.O.P.T. animals as well as host other rescue groups and their foster dogs or cats. Such a place would also give us a location where we could temporarily house foster animals, store supplies, and eventually build a sanctuary to house less adoptable dogs and cats.

D. MORE ABOUT US – We currently have no shelter or central location where we keep the animals in our care. Instead, most, if not all, of our rescues reside in foster homes where they are loved and cared for until adopted.

E. ABOUT THE MEMBERS - A.D.O.P.T. Pet Rescue operates with a Board of seven to eleven Directors who volunteer their time and efforts for the animals. There are (4) Officers - President, Vice President, Secretary, and Treasurer, and six (6) Committee Chairs – Nominating, Fundraising, Adoption, Foster Program, Volunteer, and Publicity & Public Relations. There are also numerous volunteers and foster parents who help make A.D.O.P.T. Pet Rescue what it is.

F. WHERE YOUR DONATION GOES – All funds and donations go directly to the A.D.O.P.T. Pet Rescue general fund unless otherwise specified. This fund is spent directly on the animals. Our largest expense is the veterinary care of our animals. While we have several veterinarians that reduce their fees for us, medical care is still a huge expense. Other uses of funds may include, but are not limited to, the purchase of dog or cat food, cat litter, collars, leashes, toys, crates, bedding, grooming, and training for our animals.

II. INTAKE POLICY

Temperament testing is REQUIRED on all dogs and puppies before being accepted into A.D.O.P.T. Pet Rescue. All dogs, and puppies over 5 months of age, must be evaluated and approved by at least two of the four Intake Sub-Committee* members plus one board member. Puppies UNDER 5 months of age must be evaluated and approved by at least one Intake Sub-Committee member plus one board member. All intakes also require the approval of the A.D.O.P.T. Treasurer who will check to make sure we have sufficient funds to intake an animal.

Animals with a known history of aggression or biting will be accepted on a case by case basis, and adopters will need to sign a bite/aggression form prior to adoption. If previous vet history is not known, then that animal must be seen and vaccinated by a veterinarian within 72 hours of being accepted into A.D.O.P.T., and must be quarantined from other animals in the home for a period of 10 days, unless excused by the veterinarian examining the animal.

No A.D.O.P.T. animal shall be allowed to attend any adoption events until examined by a vet and vaccinated unless the animal has previous vet records showing they are current on all vaccines. All cats must be FELV and FIV tested prior to attending any adoption event or before being exposed to any other cats.

* The Intake Sub-committee consists of the A.D.O.P.T. Trainer, an A.D.O.P.T. Vet, the Foster Coordinator, the Intake Coordinator and the Assistant Intake Coordinator.

A. SOURCES OF INTAKE

1. OWNER SURRENDER – Any person wishing to surrender ownership of an animal (whether their own, or an animal found by them) to A.D.O.P.T. Pet Rescue is understood to be the owner of that animal. The requirements for owner surrenders are as follows:

a. SURRENDER FORM – an Owner Surrender form must be signed which relinquishes all rights to the animal, and surrenders the animal to A.D.O.P.T. Pet Rescue. If there is no foster home available for the animal, the surrendering party may be required to foster the animal until adoption or until a suitable foster home becomes available. In this case, the person surrendering the animal will also be required to sign a Foster Agreement and should meet fostering requirements.

b. SURRENDER FEE - The owner surrender fee is as follows:
If the animal is current on vaccines, and is spayed/neutered, the fee is \$50.00
If the animal is NOT current on vaccines, but is spayed/neutered, the fee is \$75.00.
If the animal is current on vaccines but NOT spayed/neutered, the fee is \$75.00
If the animal is NOT current on vaccines, and is NOT spayed/neutered, the fee is \$100.00
These fees are used to help offset costs to A.D.O.P.T. Pet Rescue. Any adjustments to these fees require the approval of at least two (2) board members.

c. MEDICAL RECORDS – Copies of all prior medical records are required for every animal unless none exist.

2. VOLUNTEER RESCUE – a volunteer rescue is where a board member, committee member, volunteer, or foster parent finds an animal, or rescues one on his or her own.

FEE and REQUIREMENTS - There is no surrender fee, however the volunteer rescuing the animal must assume any financial or medical expenses until the animal has been officially approved by the Intake Sub-committee. Please note! Being a volunteer does not automatically make any animal found or rescued an A.D.O.P.T. animal. A surrender form must be signed upon acceptance of the animal into A.D.O.P.T. Pet Rescue and the volunteer surrendering the animal may be required to foster that animal until a foster home opens up, or until the animal is adopted. If the volunteer fosters the animal, a Foster Agreement must be filled out as well.

3. SHELTER RESCUE - Any animal (dog or cat) that is pulled or rescued from a shelter is considered a Shelter Rescue. Only board members may pull an animal from a shelter, and the animal must go through the same approval process of being evaluated before being accepted. The board member pulling the animal must assume all care and expense until the Intake Sub-Committee has approved the animal. The board member rescuing the animal may also be required to foster the animal if no foster home is available, and if so, must also sign a Foster Agreement. A signed Owner Surrender form is also required if the animal is accepted as an A.D.O.P.T. animal - in order to transfer ownership to A.D.O.P.T. Pet Rescue.

III. COURTESY POSTING

Occasionally, there may be a request to cross-post a dog or cat on our website for greater exposure. These animals must meet the A.D.O.P.T. requirements, and the owner of the animal must complete a Courtesy Posting Form. All animals must be spayed or neutered unless excused for medical reasons. These postings are done as a courtesy and A.D.O.P.T. assumes no liability, financial, or legal responsibility for said animals. It is the responsibility of the owner to screen any applicants.

A. Courtesy Posting Requirements – Private Individuals

Any individual seeking to have A.D.O.P.T. Pet Rescue post an animal on its site must abide by the following criteria:

1. An adoption fee must be charged to the adopter and a minimum donation of \$10 made to A.D.O.P.T. Pet Rescue upon approval of application. (No animal should ever be given away to someone free.)
2. The party must be willing to formulate adoption guidelines or follow supplied guidelines from A.D.O.P.T. (i.e., application, procedures for home visits, background checks, return policy, landlord approval for potential adopters who rent, etc).
3. The animal must be up to date on shots and a copy of the animal's medical records must be submitted to A.D.O.P.T.
4. The animal must be altered unless there is a medical excuse signed by a vet.
5. The animal must be on heartworm preventative. Flea and tick treatments are optional.
6. The animal must be kept as an inside pet only.

B. Courtesy Posting Requirements – Rescues/Shelters

Any rescue or shelter seeking to have A.D.O.P.T. Pet Rescue post an animal on its site must abide by the following criteria:

1. An adoption fee must be charged to the adopter. (No animal should be given away free.)
2. Party must be willing to formulate adoption guidelines or follow supplied guidelines from A.D.O.P.T. (i.e., application, procedures for home visits, background checks, return policy, landlord approval for potential adopters who rent, etc).
3. Animal must be up to date on shots.
4. Animal must be altered unless there is a medical excuse signed by a vet.
5. Animal must be on heartworm preventative. Flea and tick treatments are optional.
6. Animal must be kept as inside pet only.

C. Regarding Courtesy-Posted Animals Attending Adoption Events

- All animals attending adoption events must be current on vaccines and must be spayed or neutered unless excused for a medical reason.
- Any puppy or kitten that is less than one year old must have at least 2 rounds of vaccines to attend any adoption event. Cats must be feline leukemia and FIV negative.
- If your pet is not behaving well at an event (i.e. is acting aggressively towards people or other animals), you may be asked to remove the animal from the event. The volunteer in charge should make the owner/foster parent aware of the reason for being asked to leave. Please keep in mind that some animals just do not do well at such events. If your dog has ever bitten anyone or another animal, it may not attend adoption events.

- If your pet is ill, or has been ill (with a contagious condition) and is still on medication, it may not attend adoption events until given approval of the veterinarian, or until the animal has finished its course of medicine and is no longer contagious.
- Owners must stay at the event with their pet.
- If you are signed up to attend an event with your animal and find you cannot make it after already committing, please notify A.D.O.P.T. or the volunteer in charge of the event as soon as possible so that prospective adopters aren't waiting for you to show up.

IV. MEDICAL TREATMENT AND CARE OF A.D.O.P.T. ANIMALS

All dogs/cats are required to be vet checked within 72 hours of acceptance into A.D.O.P.T. Pet Rescue unless the animal has medical records showing they are current on all vaccines and have been on a heartworm preventative (dogs).

A. CARE OF DOGS

All dogs are required to receive or already be current on their Distemper series (DHLPPC), Bordatella and Rabies.

All dogs must be heartworm tested within 72 hours of acceptance unless there are medical records that indicate they have been tested within the last six (6) months and have been on a heartworm preventative.

All dogs will receive monthly heartworm prevention.

All dogs should be placed on a flea preventative to be administered as needed.

All dogs should have periodic fecal checks to ensure the health of the animal and any other animals it may live with or come in contact with.

For any breeds that require it, grooming will be done as deemed necessary.

B. CARE OF CATS

All cats are to be tested for FIV and FELV immediately to avoid spreading any contagious diseases to other cats.

All cats are required to receive or already be current on their rabies, leukemia, and FVRCCP series vaccines.

All cats should be given a flea preventative as needed.

C. REGARDING SPAYING AND NEUTERING OF CATS AND DOGS

All animals (dogs/cats) will be spayed or neutered PRIOR to adoption. If for some reason the animal is older than 8 weeks and not yet spayed/neutered, then the adopter will not be allowed to officially adopt that animal until the spay/neuter is performed.

ALL vet visits must be pre-authorized. A.D.O.P.T. is not obligated to reimburse any foster or adopter for any veterinary care that was not pre-authorized. The A.D.O.P.T. Secretary and the Foster Parent should each retain a copy of any A.D.O.P.T. animal's medical record until the animal is adopted. When the animal is adopted – one copy of the medical records goes into the animal's permanent file and the other goes to the adopter.

V. ID TAGS

All A.D.O.P.T. dogs must have an A.D.O.P.T. ID tag with their designated ID# on them. This ID tag is to stay on the animal even after adoption as an extra form of identification and a way to reach someone should the dog happen to be found by someone, or picked up by Animal Control. Adopters should be told to put their own ID tag on the animal as well.

VI. EUTHANASIA POLICY

A.D.O.P.T. Pet Rescue strives to maintain the highest quality of life for all animals in its care. To this end, A.D.O.P.T. will provide any and all necessary medical care and treatment for all of its animals. Recognizing the realities of certain situations, the animal's quality of life may be so diminished that achieving this goal may leave euthanasia as the only viable option. Euthanasia of any A.D.O.P.T. animal would require a majority vote of the board.

VII. FOSTER PARENT PROGRAM

A. CRITERIA FOR FOSTERS:

All foster homes must meet the same requirements as adopters. All fosters must fill out an application to foster and must be willing to submit to a background check, property check, vet check (if the applicant has, or has recently had other pets), get approval of landlord or association (if applicable), give a personal reference, and have a home visit done.

HOME VISIT - What is a home visit? A home visit is where an A.D.O.P.T. volunteer physically visits the home of the potential foster/adopter to see where the animal will be living. The animal being fostered/adopted should also attend the home visit so that the volunteer may observe the interaction of the A.D.O.P.T. animal with the persons or other animals in that household. The volunteer should ask to see where the animal will sleep, eat, and be confined when no one is at home, as well as inspect the yard (if applicable) and inquire about how outside time will be handled (for dogs).

All fosters must be at least 21 yrs of age.

All other animals (dogs/cats) in the foster home must be current on vaccines, and spayed or neutered unless there is a medical condition that prevents it. If medically excused, the foster must submit in writing a note from his/her vet.

All other dogs in the home must be on a heartworm preventative. If cats are being fostered, all other cats in the home must be FIV/FELV tested and be negative. It is recommended that all pets in the household be on a flea preventative.

All Fosters must sign a Foster Agreement form.

B. FOSTERING GUIDELINES

The foster dog/cat must be kept as an inside pet (meaning the animal sleeps, eats and spends the majority of its time inside the house). No foster animal shall be kept outside while the foster parent is not at home, or for any extended UNSUPERVISED amount of time while the foster is home.

A fenced yard is not required to foster or adopt, unless specifically required for a certain dog. However, if there is no fence, the foster dog must be tethered on an appropriate length tie out of no less than 6 feet in length, or walked on a leash when outside. The animal should not be left alone while outside for any length of time. Cats should not be outside at all unless on a leash and supervised.

The foster must be willing to take the animal to at least one adoption event per month unless the animal is expressly forbidden to attend. (i.e. has bitten, or shown aggression towards another animal or person).

Foster parents must be willing to transport the animal to any vet appointments if/when needed.

Foster parents are asked to work with their foster animals to help make them more adoptable (i.e. teach them house manners; work with them on housebreaking, basic commands, etc).

All dog foster parents should be willing to attend at least one training workshop.

Foster parents are encouraged to send periodic updates and pictures of their foster animals to the foster coordinator so that the website can be kept current.

If the foster should decide to adopt their foster animal, they will have first option to do so provided they notify the foster coordinator PRIOR to the animal going on a home visit. Once the animal has been scheduled for a home visit, the applicant will be given the first option to adopt. An adoption fee is required of all fosters/volunteers unless waived or discounted by a majority vote of the board.

Fosters must cooperate and make available their foster dog for adoption events and home visits, and not hamper adoption efforts.

If, for some reason, your foster dog or cat should become lost, please notify the foster coordinator immediately! The sooner someone is notified, the better the chance of getting the animal back.

C. A.D.O.P.T. PET RESCUE'S RESPONSIBILITY TO FOSTERS

A.D.O.P.T. Pet Rescue **will make every attempt** to help the foster parent with cat or dog food, and cat litter. If for some reason food/litter is not available, the foster parent may be asked to help provide such items **if they are able and willing to do so.**

A.D.O.P.T. will supply a collar, leash, and ID tag for each foster dog.

A.D.O.P.T. may also be able to provide the foster home with other supplies such as toys, bedding, brushes, etc if available. If these items are not available, and the foster feels they are needed, it may be necessary for the foster to provide them if they want them. In all instances, the foster parent should make the foster coordinator aware, in writing, of anything they should need for their foster animal and the foster coordinator will respond to their request to let them know if the item(s) is available. Please be advised that A.D.O.P.T. Pet Rescue will NOT reimburse the foster for any expenses that were not explicitly authorized PRIOR to purchase.

A.D.O.P.T. will provide a crate for the foster animal, if needed. This crate remains the property of A.D.O.P.T. Pet Rescue and must be returned to A.D.O.P.T. should the foster choose to no longer foster for A.D.O.P.T., or if it is not being used and is needed for another foster animal.

A.D.O.P.T. Pet Rescue will cover all medical expenses for the foster animal unless it is determined that the foster parent was negligent in his/her care. If the foster animal should become ill, the foster parent is required to notify the foster coordinator or designee immediately, BEFORE taking the animal to the vet. All vet care must be pre-authorized by the foster coordinator or designee. If such care is not pre-approved, A.D.O.P.T. is not responsible for re-imbusement.

When making a trip to the vet, please either ask the vet for 3 copies of the vet record or get one copy and make two additional copies. One copy should be sent to the foster coordinator, one copy to the secretary of A.D.O.P.T., and one copy should be retained by the foster parent as proof of vaccination for their foster animal.

A.D.O.P.T. Pet Rescue may choose to cover grooming expenses (if pre-authorized) on those dog breeds that require special grooming. Any other grooming (i.e. baths) will be the foster parent's responsibility unless approved by the Board in advance.

VIII. ADOPTION EVENTS

What are adoption events? Adoption events are events where foster parents take their foster animals to be seen by people interested in adopting. These events are not only good socialization for the dogs/cats, but also give the prospective adopter a way to interact and meet any animal they may be interested in adopting, and gives the animal exposure to potential adopters. All foster parents are required to attend at least one adoption event per month unless their foster animal is not allowed to go, or is ill.

A. RULES FOR ATTENDING EVENTS:

All animals attending adoption events must be current on vaccines and must be spayed/neutered unless excused for medical reasons. Cats should be feline leukemia and FIV negative.

Any puppy or kitten that is less than one year old must have at least 2 rounds of vaccines to attend any adoption event.

All animals taken to adoption events should have on a collar with an ADOPT ID tag while at the event. Cat collars with tags should be kept in each Adoption Event Tub for this purpose.

If your foster animal is not behaving well at an event (i.e. is acting aggressively towards people or other animals), you may be asked to remove the foster animal from the event. If a foster dog has ever bitten anyone or another animal, it may not attend adoption events.

The volunteer in charge may, at his/her discretion, ask the foster parent to leave with his/her foster animal if he/she deems it necessary. The volunteer should make the foster parent aware of the reason for being asked to leave. Please keep in mind that some animals just do not do well at such events.

If your foster animal is ill, or has been ill (with a contagious condition) and is still on medication, it may not attend adoption events until given approval of the veterinarian, or until the animal has finished its course of medicine and is no longer contagious.

Foster parents are asked to stay with their foster animal unless arrangements have been made ahead of time with the volunteer in charge of the event, or the foster coordinator. It is best if the foster parent can stay, because he/she is best able to answer any questions that potential adopters may have about that animal.

If you are signed up to attend an event with your foster animal and find you cannot make it after already committing, please notify the foster coordinator or volunteer in charge of the event as soon as possible so that prospective adopters aren't waiting for you to show up.

IX. TYPES OF RESTRAINING DEVICES (DOGS)

The following are commonly used restraining/training devices and A.D.O.P.T.'s guidelines for using them:

- A. Gentle leaders & Halti's – these are approved training devices.
- B. Training collars (sometimes called choke chains) – These collars are to be used only during training with your dog and should not be worn when the dog is not in training, or when no one is home. A dog should NEVER be crated while wearing a choke collar because the animal can become entangled and choke itself.
- C. Prong collars should only be used at the recommendation of the A.D.O.P.T. trainer. NO prong collars may be worn at any adoption events.

D. Shock collars should only be used in extreme instances, and only at the recommendation of the A.D.O.P.T. trainer. Shock collars are NOT allowed at adoption events.

X. ADOPTION REQUIREMENTS

There is normally a 24-hour waiting period from the time of the home visit before the animal can actually be placed in the adopter's home. This allows the applicant to have time to think about the lifetime commitment he/she is about to make. Any person wishing to adopt an A.D.O.P.T. animal must live within the state of Ohio. Adoption fees are as follows: all dogs and puppies \$150, adult cats over 1 year of age \$65, and kittens/cats under 1 year of age \$85.

A. INITIAL APPLICATION AND SCREENING:

All persons wishing to adopt an animal from A.D.O.P.T. must fill out an Adoption Application. All fields must be completed to be considered. Incomplete applications will not be accepted.

Pre-Screening consists of:

- Checking the Do Not Adopt listing
- Checking the Animal Abuse Database www.pet-abuse.com
- Background check
- Property check
- Permission of landlord (if renting) or their association (if applicable)
- Vet check (if applicant has or has had other pets)
- Check of current pet's dog license (if applicable)
- Personal reference check

All other animals (dogs/cats) in the applicant's home must be current on vaccines, and spayed or neutered unless there is a medical condition that prevents it. If medically excused, the applicant must submit in writing, a note from his/her vet.

All other dogs in the home must be on a heartworm preventative, and cats must be FIV/FELV tested and be negative (if adopting a cat). It is recommended that all pets (dogs/cats) be on a flea preventative, but it is not required.

Environment is of particular importance to the health and welfare of an animal. As such, the adopter must plan to keep the animal as an indoor pet, i.e. a pet that sleeps, eats and spends the majority of it's time inside the home. Keeping an animal inside will ensure that the pet is housed in a climate controlled area (this does not include a garage or porch).

No animal may be adopted out as a gift. The person for whom the "gift" is for must fill out the adoption paperwork and must meet the requirements to adopt.

We do not adopt to persons whose prior pets died from preventable illness and/or injuries.

B. FINALIZING THE ADOPTION

Once the pre-screening process is completed and the adopter is preliminarily approved, the following steps are taken:

A home visit is arranged. This is where an A.D.O.P.T. volunteer physically visits the home of the potential adopter to see where the animal will be living. The animal being adopted should also attend the home visit so that the volunteer may observe the interaction of the A.D.O.P.T. animal with all persons in that household, and any other animals living there. The volunteer should ask to see where the animal will sleep, eat, and be confined when no one is at home, as well as inspect the yard (if applicable) and inquire about how outside time will be handled (for dogs).

If the applicant wishes to adopt the animal and the home has been approved, the 24 hour waiting period will be discussed, and arrangements will be made to fill out the Adoption Agreement and arrange for payment of the adoption fee.

If the animal being adopted is not yet spayed or neutered for whatever reason, the applicant will be required to wait until the spay/neuter has been done before adopting.

The adopter's driver's license should be checked against the name on the adoption paperwork and the driver's license number should be written on the adoption paperwork.

The method of payment and the amount should be noted on the adoption paperwork.
Checks and money orders should be made payable to A.D.O.P.T. Pet Rescue.
Cash should be given to a board member within 3 days.
NO credit/debit cards are accepted.

A Petsmart adoption form should be filled out for each animal adopted. All copies of this form should stay with the A.D.O.P.T. representative to be turned in with the adoption paperwork. DO NOT TEAR DOWN THE FORM. A copy will be mailed to the adopter along with the Petsmart coupons received from Petsmart upon processing the Petsmart form.

The adopter should also be told about taking their adoption paperwork to any Petco store to receive coupons from that store as well, when adopting.

The A.D.O.P.T. Volunteer should ask the adopter(s) if they have a matching funds program at their place of work. The adoption fee counts as a donation and can be used in a matching funds program and it is also tax deductible for the adopter as well as the employer.

The A.D.O.P.T. Volunteer should check to make sure that the animal has an A.D.O.P.T. ID tag on and that the ID number is recorded on the adoption paperwork.

The A.D.O.P.T. Volunteer should remind the adopter to purchase a tag of his/her own, while leaving the A.D.O.P.T. tag on as an extra form of ID. They should also be told to purchase a dog license right away.

The A.D.O.P.T. Volunteer should make the adopter aware that all animals require time to adjust to a new home and remind the adopter to be patient with their new pet. If for some reason the adopter can no longer keep the pet – it MUST be returned to A.D.O.P.T. Pet Rescue.

C. DO NOT ADOPT LIST (or DNA LIST)

Persons whose applications have been denied are added to a Do Not Adopt List along with the reason for denying the application. Applicants being denied will be notified of the reason for their denial within 5 working days. Reasons for denial include, but may not be limited to:

- Domestic violence charge(s) found during the background check
- Felony charge(s) found during the background check
- Recent eviction
- Euthanizing a prior pet because of preventable illness
- Taking a prior animal to the shelter or giving it away to a non-relative
- Poor vet reference
- Current and/or past pets not being kept current on vaccines
- Current and/or past pets kept as outside pets.
- Current pets (dogs only) not on heartworm prevention
- Current pets (dogs only) not licensed
- Falsifying information on application

Answering “no” to spending more than \$500 on emergency vet care.
Omitting information on application and failure to reply to request for missing information
Negative experience during home visit

D. IMPORTANT NOTES FOR ADOPTIONS

All adoptions have a 10-day grace period during which time, the adopter may return the animal being adopted for a refund of his/her adoption fee less a \$25 processing fee. If an A.D.O.P.T. animal is returned AFTER the 10-day grace period, there is no refund of any portion of the adoption fee.

A.D.O.P.T. does not believe in cropping the ears or docking the tail of any dog. Adopter agrees to NOT crop ears or dock the tail of any breed of dog when they sign the Adoption Agreement. Declawing of cats is not encouraged, but should not be the sole reason for declining an applicant.

If at any point, an adopter is no longer able to keep his/her adopted pet, the adopter is REQUIRED by contract to return the animal to A.D.O.P.T. Pet Rescue. A.D.O.P.T. will always take their animals back no matter how long it has been since the adoption.

Any checks returned for insufficient funds, or because of a stopped payment order, will be charged a \$35.00 fee.

Because every situation is different when doing adoptions, A.D.O.P.T. reserves the right to make decisions on a case-by-case basis. Our intent is to place each animal in the home we feel is best suited to that animal, and not necessarily base it on first come, first serve.

E. FILING OF ADOPTION PAPERWORK

All finalized paperwork, along with the check or money order should be given to any one of the Board of Directors within 7 days of the adoption. Cash should not be mailed, but instead should be given to any board member within 3 business days. It should be put in an envelope with the adopted animal's name written on it, the address and phone number of A.D.O.P.T. Pet Rescue (in case it should become misplaced), the amount, and the volunteer's name and phone number doing the adoption.

XI. VOLUNTEERS AND ADOPTION EVENTS

All volunteers at adoption events must be 18 years of age or older unless accompanied by an adult. Any groups (i.e. Girl Scouts) wishing to volunteer must get approval ahead of time from the Volunteer Coordinator and a supervising adult must also attend. Liability waivers will be required of parents whose children are under 18 years of age and want to volunteer.

If you are **in charge** of an adoption event – please make every effort to get there at least 15 minutes prior to the start of the event.

If you have signed up to volunteer at an event, and suddenly cannot make it, please call the volunteer coordinator or volunteer in charge of the event so they can plan accordingly.

And finally, **please be courteous and professional toward EVERYONE**. Do not use foul language. Remember that you are representing A.D.O.P.T. Pet Rescue and your behavior reflects on the group as a whole.

XII. VOLUNTEERS INVOLVED IN HOME VISITS OR MAKING PHONE CALLS

Volunteers doing home visits are strongly urged to take another volunteer, friend, or family member with them on home visits. If you should find yourself in an undesirable situation or neighborhood, please leave the area or home as soon as possible and contact your volunteer coordinator right away.

Volunteers making phone calls to prospective adopters are urged to dial *67 on their phones before the number they are dialing in order to block their calling number (for safety purposes). It is also highly recommended that you not give out any personal information, but use the A.D.O.P.T. phone number and/or PO Box if requesting someone to contact you back. You may also request that they contact you back via an email address.

For everyone's safety - ***PLEASE - Do **NOT** give out another volunteer's phone number or any other personal information without consulting them.