



Dear Volunteer:

Thank you so much for helping ARF organize and plan in advance for the adoption of its precious foster dogs.

Here is an overview of the adoption packages and how to organize the materials.

The adoption folder consists of two parts:

1. The Teal Blue Kangaroo Pocket Folder is the Adoptive Parents Folder. This will be given to the new parents on the day of adoption along with their copies of the final adoption paperwork.
2. The plain manila file folder is for ARF and will contain the original signed adoption paperwork plus one photo copy, a donation check, and the original of the pre-adopt application, along with a home visit form (if it is available). If you do not have a plain manila folder just use a paperclip to secure the ARF copies of the paperwork and the donation check.

#### Organizing the adoption packages:

In the Teal Blue Kangaroo Pocket Folder, in the right pocket:

Place one copy each of these handouts in the order below:

- a. Rattlesnake vaccination handout goes in front of all the other handouts.
- b. Bringing your new dog home
- c. Joan for Dogs obedience classes coupon
- d. PetsMart new dog supply list
- e. Crate Training
- f. Heartworm handout
- g. Kennel cough handout
- h. Parvo handout
- i. Veterinarian clinics handout

Paperclip the Puppy Training 101 handout inside the folder, for the eventuality that this is a puppy adoption. This handout can be removed by the volunteer handling the adoption if it is not a puppy adoption.

Staple an ARF business card to the left side on the exterior of pocket.

#### On the day of adoption:

Adoption paperwork needs to be completed in triplicate, to save time one set of adoption papers can be filled out in advance (with all the information except the required signatures). Then make two photo copies of this paperwork. On the day of the adoption have the adoptive parent/s sign all three copies. The ARF volunteer will also need to sign all three copies as the ARF representative.

The adoption paperwork serves as a tax receipt for the donation so please write down the check number and the amount donated on each copy of the adoption paperwork (located on page two of the adoption paperwork, under the signature area).

The adoptive parents will receive one photo **COPY** of the adoption paperwork, and a photo **COPY** of the pre-adopt application (check with Gyvel Young if you do not have a copy of the pre-adopt available). Place these papers in the left side pocket of the teal blue adoption folder. (This should be the empty pocket with the ARF business card stapled to it.)

If this is a puppy, please provide the Potty Training 101 Handout and place it in the right pocket of the Blue Kangaroo Folder along with the other handouts. It can be placed anywhere in the handout pocket (please point out its presence to the new adoptive parents).

[You will be given a copy of the Potty Training 101 for your own files to have on hand. Please let Gyvel know if you do not have any available and she will arrange for you to receive this handout.]

#### **Adoptive Parents Receive:**

On the left side pocket of the folder place a **photo copy** of the adoptive parent's pre-adopt application and a **photo copy** of the adoption paperwork.

In a plain vanilla file folder (if you have one handy) place one **original** of the adoption paperwork and one photo copy of the adoption paperwork, also the original of the pre-adopt application, and the home visit form (if it is available). Please paperclip this together with the check and deliver to Gyvel.

#### **Adoptive Parents Folder:**

1. Left side: Their copy of the pre-adopt application
2. Left side: Their copy of the adoption paperwork
3. If this is a puppy, the Potty Training 101 handout in the right side
4. All dog handouts include in this order:

- a. Rattlesnake vaccination brochure
- b. Bringing your new dog home
- c. Joan for Dogs obedience classes coupon
- d. PetsMart new dog supply list
- e. Crate Training
- f. Heartworm handout
- g. Kennel cough handout
- h. Parvo handout
- i. Veterinarian clinics handout

And one Potty Training 101 if this is a puppy adoption.

5. One business card is stapled to left inside of pocket of the folder.

ARF Folder/Paperwork:

1. The **original** pre-adopt application.
2. The **original** adoption paperwork PLUS one photo copy.
3. **The donation check**

When the adoption is complete please turn in the ARF folder/paperwork and check to Gyvel Young or other designated Canine Adoptions Program coordinator.

Thank you so much for working with us to help place our precious foster dogs into their forever homes!

*Lorinda Morreale and Gynel Young*

ARF Canine Adoptions Program Coordinators