

JOB – APPLICATION TO ADOPT

RECEIPT OF APPLICATIONS

- Applications will come in the mail most of the time

DONATIONS

- If there is a donation check included, mark the amount on the application and put the check in an envelope to mail to Jackie or to deposit (as agreed on with the Treasurer).

APPLICATION REVIEW

- Read the application and note any areas that are questionable.
- Direct any questions to the applicant and resolve them. Note these items directly on the application.
 - If the resolution is unacceptable, deny the application
 - If the resolution is acceptable, continue with the process.
- Call the vet reference
 - Introduce yourself and explain why you are calling. They will need to know
 - Name of client
 - Names of pets and whether they are dogs or cats
 - Ask if the client is keeping her pets up to date
 - ask if they have any reservations about the client getting a new pet
 - ask if current pets are spayed/neutered
- If all is well, note the application with date and time of call and result
- If any are not up to date, stop and contact the applicant and explain that you cannot approve the application until all pets are up to date (This includes cats.) Tell them to contact you when they have updated all pets and then you will make another vet reference call.
 - If the applicant says they are not up to date because he/she does not believe in giving vaccinations, have a conversation about it. Using your judgment, deny if their reasons are things like, “I just forget”, or “it is too expensive”. Consider accepting if they seem to have thought out the process and are doing it for the good of the dog AND have another process in place such as doing titers.
 - If a pet is not spayed or neutered, talk to the applicant. We do not place our dogs in homes with unneutered animals unless the animal is actively showing or there is a very strong medical

reason for not neutering. If there is a reason given that you feel might be acceptable, discuss it with the Board for a waiver.

- Call the personal reference(s) and simply ask if they feel the applicant will be a good pet owner and if they have any reservations about them having a new dog.
 - Note results on the application.
- Assuming all references are good, go on to the question regarding dog limits. If the applicant has more than 2 cats or dogs, check this out. Research on line (usually you can contact the city clerk in the municipality in question). Note results on the application.
 - If they will be within limits, okay this portion of the application
 - If they will be over the limits deny the application for this reason.

FILING

File the application in the dropbox. Put approved applications in the Approved file so Maggie can post them. If denied, put denied in the heading and put them in the DENIED or CANCELLED folder. Maggie can then review and move them as she sees fit.

CANCELLATIONS

There may be people who ask to have their application cancelled for one reason or another.

- If this happens before the application is approved, note the date and reason on the application. Save it to the dropbox in DENIED or CANCELLED and put Cancelled in the header.
- If it happens after the application has been approved, let Maggie know so she can remove it from the approved applications. She will note the application and file it as cancelled. If you kept the hardcopy, you can note your hardcopy.