

## CHECKLIST FOR THINGS TO GIVE TO ADOPTERS

5/4/11

### ITEM

- \_\_\_\_\_ FOLDER CONTAINING:
- \_\_\_\_\_ MEDICAL RECORDS: Remove name/address/phone of previous owner. Include records from previous owner, records while in foster care; shot records; spay/neuter certificate; blood panel results; results of any tests.
- \_\_\_\_\_ MEDICAL RECORDS: Keep one copy for Rescue and one for yourself if you want it. SEND IN TO CHRIS AS YOU GET THEM RATHER THAN WAITING UNTIL THE END.
- \_\_\_\_\_ HEARTWORM PILL: One heartworm pill (write instructions on it); buy two and give one immediately; tape other to booklet
- \_\_\_\_\_ MICROCHIP PAPERS: Do not allow vet to register it. Have the vet provide blank paperwork. Fill it out per this sample: <http://westie3.fatcow.com/RESCUE/PRIVATE/FosterGuidenew/pdf?FH8a-AVID.pdf> if AVID or similar info on Home Again or other Chips. Have adopter fill in sections indicated and then send it to Chris for registration. IF THE DOG HAS A CHIP, please consult with Chris about it.
- \_\_\_\_\_ MICROCHIP: Email Chris with Chip # as soon as you get it so it can be recorded
- \_\_\_\_\_ DIARY: Keep a daily diary for the dog while in foster care. Tell of training and events, fun or learning events. This helps them see what is normal for a dog going into a new situation and gives them a feeling of "history". (Days can be grouped if dog is in care for a longer stay.)
- \_\_\_\_\_ PHOTO ALBUM: Take photos of the dog on a regular basis. Include photos of people and other pets in the dog's life. Take "Before" photos prior to grooming and "after" photos also. This is a gift to the foster home and gives them some sense of "history" on the dog. You can print on hardstock and possibly give a CD also.
- \_\_\_\_\_ CALENDAR PHOTO: We need before photos for dogs who are not cared for or have skin issues. We need one really good HEAD SHOT for the calendar. This means a good look at the dog's face but it doesn't have to be a posed shot. We use this for fundraising and want it to be very appealing. It is also used on Petfinder if we need to go that route and it is used in the newsletters. It may be emailed to the adopter and can make a huge difference in the dog's chances for adoption. THIS IS CRITICAL. You can also put a good shot on the cover of the dog's folder. (Give large version to Barb E.)
- \_\_\_\_\_ CONTRACT: They get a copy of the adoption contract and we get a copy with original signature.
  - Go over this contract, paragraph by paragraph and explain what they are agreeing to.
  - Have the initial the paragraph about returning the dog to us if they cannot keep it
  - Have them initial the spot about suing in Oakland County
  - DATE THE CONTRACT ON first and last pages! (This often gets missed!!!!)
  - MAKE SURE ALL OWNERS SIGN IT, not just one. If the owner has died, the signer is the court-authorized executor of the will.
- \_\_\_\_\_ DO NOT GIVE THE ORIGINAL SURRENDER PAPERWORK TO THE ADOPTER. We never let the adopter know who the original owner was or vice versa.
- \_\_\_\_\_ INFO FOR ADOPTERS: They get a copy and we get a copy with the original signature. This proves we have told them everything we know about the dog. When you fill this out, you must be honest and forthcoming.
- \_\_\_\_\_ WILL ATTACHMENT FORM: Go over this with the adopters as part of reviewing the contract. Make sure they know that if they die or are unable to keep the dog, the dog comes back to us. IF they have named someone to keep the dog, we will honor their request IF that person applies for adoption and they pass the same reviews that the adopter did. It is often the case that the dog doesn't ever physically come back to us. But we do require that the new person formally adopt the dog through us by signing the appropriate paperwork.

NEWSLETTER: Give them the link to the newsletter and tell them that if they lose it, they can go to the Club website and find a link there on the home page. It is issued every odd month except December.

CLUB MEMBERSHIPS: Copy of both types of membership applications and the cover sheet that explains them. Encourage them to join! **Remember: First year of membership is free.**

AKC PACKAGE: We have handout packages from the AKC. They include the P.A.L. forms. Encourage them to register the dog through P.A.L. if they have any thought of wanting to enter obedience, rally, earthdog or any other AKC sport.

MISC. ITEMS: Sometimes we have other items such as bookmarks, informational handouts, etc. to put in the package.

BUSINESS CARDS: Tape to the inside covers of the book: Vet card, groomer card, Deb Duncan card, Rescue business card.

MEDICAL INSTRUCTIONS: The inside cover of the book is a good place to put the heartworm pill and written instructions for any medical care or meds.

ARTICLES: Print and include any articles that might help them with any issues the dog may have. This includes the Deb Duncan articles and her website.

HOUSEBREAKING INSTRUCTIONS: Give the sheet which tells them how to handle housebreaking for the first few days.

EMAIL LIST: Please give them the information on the Email list for adopters and encourage them to join. The information is in Section 4, Item A-14 and is in the package when I prepare the package for you.

#### DO NOT GIVE:

Identify of the original owner.

Registration paperwork or copies of them (Give to me. They cannot have the papers or the number on the papers which might enable them to get copies from the AKC.)

Anything that looks dangerous e.g., a raggy old rope toy, etc.

#### PHYSICAL ITEMS TO GIVE TO THEM

SCARF/BAG/BLANKET: While they last each gets a scarf and a toy bag

DOG: Make sure the dog is cleaned and well groomed. We ALWAYS send the dog to the groomer at least once to observe the dog's behavior in different situations. If the dog stays more than a month, then we will pay to groom monthly. A well-groomed dog is a reflection on us and is better represented in photos used to encourage adopters.

TOYS, DISHES, CRATES: Whatever came with the dog as long as it looks safe and does not have the previous owner's identification on it. Check any tags on the collar!

FOOD: Give them about 1# of food so they have enough to last for a couple of weeks. This allows them to have time to buy more or to gradually switch the dog over if they wish. Encourage them to feed a good quality food or prescription food if needed.

TAG: Email Jean Story the adopter's information so she can order the adoptive family a Boomerang Tag. Give: Adopter's name; address, phone number. Dog's name is optional; it is often not a good idea to include it. They may prefer to see "REWARD". Ask the adopter their preference.

HUMILAC: We provide a bottle to each adopter. If you use up the bottle we give you initially, get another from me or your vet.

MEDS: Give any meds along with instructions; include instructions for all medical treatment still needed, e.g., boosters, stitch removal, etc.

POPULAR DOG: We provide a copy of this magazine to each adopter

## OTHER ITEMS

- \_\_\_\_\_ TRICKS: Demo any tricks the dog knows
  - \_\_\_\_\_ ADVICE: Cover anything where they may need advice, e.g., habits of the dog still a work in progress.
  - \_\_\_\_\_ Inform the adopter of which Westie Medical Studies the foster dog has been entered into.
  - \_\_\_\_\_ FOLLOWUP: Tell them we will be following up.
  - \_\_\_\_\_ REMEMBER THAT YOU HAVE A FOLLOW UP SCHEDULE FOR THE FIRST SIX MONTHS AFTER THE ADOPTION. You will document each contact and after six months, you will pass these files on to Jan Murray/Pietrzak who will continue annual follow up calls.
  - \_\_\_\_\_ Please send the following information to Jan Murray and Jean Story via email as soon as your foster dog is adopted:
    - Dog name - old and new
    - Adopter's name(s)
    - Adopter's telephone
    - Adopter's email
    - Month and Year adoption was final
- Please also remind Jean to order the Ebook for the adopter.

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