

WESTIE RESCUE MICHIGAN
CHECKLIST FOR ADOPTERS

CHECK	ITEM	DETAIL
_____	FOLDER	The folder will be provided to you. You will make sure it contains the following items when it goes to the adopter:
_____	MEDICAL RECORDS	From Surrenderer: Block identifying information and make photocopies to provide to adopter. From Foster Care Period: Provide copies of all medical records including - bills - blood panel results - spay/neuter certificate - any test results - vaccination records (Health Certificate) - any other records Email or mail copy of bills to Treasurer/Delegate and to Coordinator immediately Keep a copy for yourself if you want it.
_____	HEARTWORM PREV PILLS	Two will come to you in the packet. If not, buy two. Give one immediately and tape the other onto the folder pocket with the date to be given written on it.
_____	MICROCHIP PAPERS	If dog came in with Chip, record this chip on the paperwork and make sure to have Coordinator register it If one was inserted in your care: If vet charged for registration, contact vet office and provide registration info. If vet did not charge for registration, fill out the paperwork and send to Coordinator for registration Give Chip # to Beth as soon as you get it.
_____	DIARY	Keep a daily diary of the dogs activity and progress. Tell of training, and events. Give them a feeling for what the dog was like while in care. This will help them see what is normal for a dog going into a new situation and will give 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. Groom early so most photos are of a cared for dog. You can print on hardstock or, if the adopters use a computer, you can provide on a disk.
_____	CALENDAR PHOTO	If the dog is in bad shape, be sure to get before photos showing the problem areas. Once groomed, be sure to get at least one really good HEAD SHOT of the dog for the calendar. This means a good look at the dog's face but it doesn't need to be posed. It is used for fundraising and advertising so must be appealing. It is also used on the website album, Petfinder, Events booklets, newsletters, etc. It can make a huge difference in the ability to find a home for a dog. Send the large version of photos to Barb Engerer.
_____	CONTRACT	Prepare the contract beforehand. Make two copies and get signatures on both. - Go over contract, paragraph by paragraph, and explain what they are agreeing to in each paragraph. -Have them 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!) -SIGNATURES - Make sure all owners sign it and not just one. If only 1 of a couple sign, the dog belongs to that 1 person and must come back to us in the event of their death. It will not go to the spouse unless the spouse also signs. If both sign and there is a divorce, the dog will be part of the divorce settlement. If the owner has passed, the appropriate signer is the court-appointed executor of the will. -Have the adopter sign any addendum(s) after you cover them on the detail contained within. -DO NOT give the original surrender paperwork to the adopter. We never let the adopter know who the original owner of the dog was or vice versa. -KEEP a copy with original signatures and give a copy to the adopters.
_____	INFO FOR ADOPTERS	Prepare this form beforehand. Make two copies and get signatures on both. This proves we have told them everything we know about the dog. When you fill this out, you must be honest and forthcoming. KEEP a copy with the original signatures and give a copy to the adopters.
_____	WILL ATT. FORM	Go over this with the adopters as part of the contract review. Make sure they know 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	CLUB: Give them the link and let them know they can reach it via the Club website RESCUE: Direct them to the Rescue Website for the newsletter and let them know it will be mailed to them every December.
_____	CLUB MEMBERSHIP	Give them the copies of the Club membership applications and the cover sheet that explains them. Encourage them to join. Remember: First year of membership is free for adopters.
_____	AKC PKG	Give them the AKC package which includes the P.A.L. form. Encourage them to register their dog in P.A.L. so the dog can then enter obedience, rally, earthdog or any other AKC sport.
_____	MISC ITEMS	We sometimes have other items in the package such as bookmarks, information handouts etc.
_____	BUS CARDS	Tape cards to inside cover: Vet, groomer, Deb Duncan, Rescue card
_____	MEDICAL INSTRUCTIONS	The inside cover of the folder is a good place to put the heartworm pill along with any other medical instructions which might be needed.
_____	ARTICLES	Print and include any articles that might help them with any known issues the dog may have. Let them know they will receive a CD from Deb Duncan and encourage them to print it and keep it in a binder for easy reference.
_____	FEEDING INFO	Fill in form for what you are feeding the dog
_____	HOUSEBREAKING INSTRUCTIONS	Give them the sheet included in the packet which discusses housebreaking for the first few days Encourage them to follow it so there is less likelihood of getting the dog back for early mistakes.

_____	EMAIL LIST	Give them the information in the packet which tells them how to join the adopter's email list. Let them know it is a light volume list.
_____	DO NOT GIVE:	<ul style="list-style-type: none"> - Identify of the original owner - Registration paperwork or copies of this paperwork. (Send these to the coordinator if they exist. They may not be passed on to adopters.) - Anything that came with the dog that looks dangerous (old ratty rope tugs, etc.)
		PHYSICAL ITEMS
_____	SCARF, BAG/ BLANKET ETC.	If these things were included in the packet, pass them along as a gift to the dog.
_____	DOG	<ul style="list-style-type: none"> -Clean, well groomed -Nice collar and leash
		We want the dog to reflect well on our organization!!
_____	DECAL	While they last we are giving a car decal to adopters
_____	TOYS, DISHES, CRATES	Whatever came with the dog, as long as it looks save and does not have previous owner's ID on it, can go to the new home with the dog. Check the old collar for any id and remove it.
_____	FOOD	Give them about 1# of food so they have enough to last a couple of weeks. This allows them time to either buy more or gradually switch.
_____	TAG	Let them know that we will send them a dog tag. If they do not have one, leave yours on the dog. Ask them to return your tag when they get the new one.
_____	HUMILAC	A bottle goes with each dog. If you use up the bottle while in care, buy another from your vet.
_____	MEDS	Give them all meds along with written instructions; also give instructions for any remaining medical treatment e..g, when to remove stitches, booster shots etc.
_____	POPULAR DOG	This magazine is in the packet. Let them know many of the dogs in the magazine are owned by Club members.
		OTHER ITEMS
_____	TRICKS	Demonstrate any tricks the dog knows
_____	ADVICE	Cover anything you feel they will need help with, e.g, habits of dog, areas the dog needs to continue to work on.
_____	STUDIES	Inform the adopter which studies the dog was entered into.
_____	FOLLOW UP	Let them know that you will be calling them on a scheduled basis to check on the dog. And that eventually another person will take over and make annual checks. Tell them we very much appreciate their cooperation in this and to please let us know if their contact information changes.
_____	POST INFO	Post to the list: (Particularly for use by Jean, Maggie, Beth and Chris) <ul style="list-style-type: none"> Dog's name (original and new) Dog's age and birthdate Adopter's name, address, telephone, email Date of adoption Name of Rescue person signing contract Microchip number/company

1/11/2013