



Volunteer Handbook

March 2017



Table of Contents

- 1.) Mission Statement & History
- 2.) Policies & Guidelines
- 3.) Organizational Contacts
- 4.) Adoption Fees
- 5.) Application Screening Process
 - Online
 - Petco
- 6.) Adoption Process
- 7.) Dog Foster Guidelines
- 8.) Cat Foster Guidelines
- 9.) Completing Adoption Forms
- 10.) Foster Intake Guidelines
- 11.) Cross-Posting Animals
- 12.) Volunteer Positions
- 12.) Forms
 - Volunteer Application
 - Liability Waiver
 - Foster Agreement
 - Spay/Neuter Deposit Refund
 - 24 Petwatch Form
 - Adoption Contract
 - Petco Form
 - Home-Check form



Mission Statement

Pet Adoption Alternative Alternative of Warren (PAAW) is a 501 (c) 3 non-profit animal rescue organization seeking to find loving, permanent homes for abused and abandoned animals in need. We also aim to promote humane education; raise awareness of animal-related issues in our community; and promote spay/neuter to reduce animal overpopulation.

History

PAAW began operations in early 2007, and at the time it was created was largely focused primarily on rescuing animals at Madison Heights Animal Control. Shortly thereafter, adoptions expanded into Petco stores, when the rescue took over operations of the Cat Adoption Center at the Petco in Troy. Since that time, the rescue has successfully placed over **1500** animals into loving “forever” homes, with the help of the many volunteers who assist in the adoption process.

In 2009, the rescue expanded into low-cost vaccination and microchip clinics, providing veterinary services to the community at a reduced rate in conjunction with BC Veterinary Home Care.

In 2012, PAAW began doing adoptions in a second Petco Location in Warren, operating the cat adoption center within this location.

In 2016, we began doing adoptions at Petco Eastpointe, operating the cat adoption center, as well as Petco Farmington Hills doing weekend adoptions only.

In 2017, we discontinued Petco Eastpoint and Petco Farmington Hills, and began operating the Cat Adoption Centers at Pet Valu West Bloomfield and Warren.

With the help and support of our many volunteers, we look forward to serving the animals in our community and to expanding the services we are able to provide for many years to come!



Policies & Guidelines

General:

As an organization, it is our policy to treat others with understanding, integrity, and respect. This includes interactions with individuals from within the organization as well as those outside of the rescue, whether “in person”; by email or other electronic communication; or by phone. We share a common bond of appreciation for the contributions of others; and seek to excel individually in achieving our goals to successfully accomplish the goals of the organization as a whole.

Adoption Applications:

Applications for adoption, whether submitted electronically or in person, should be screened and responded to within 48 hours of receipt. The minimal response time available is preferred. ***Once a foster parent has received the application after it has been screened, contact with the potential adopter should be made within 24 hours and report back to the paawarren@aol.com email with an update.***

Adoption Requirements:

Potential adopters must meet the following criteria to be considered for adoption:

- 1.) Previous pets owned must be up-to-date on current vaccines and spayed or neutered. Dogs must be heartworm tested & on heartworm preventative; cats must not be declawed (unless declawed prior to adoption). Potential adopters who currently have declawed cats that were not declawed prior to their adoption may be considered to adopt a cat that is already declawed.
- 2.) If no prior animal has been owned, three positive personal references must be obtained.
- 3.) If an applicant is a renter, proof of the ability to have pets in the rental property must be shown prior to adoption.

Exceptions to these policies may be made on a case by case basis under certain circumstances.

Organizational Contacts

<u>Name:</u>	<u>Phone Number:</u>	<u>Email Address:</u>	<u>Primary Responsibilities:</u>
Michelle Tooroian (Dimaria)	586-216-9045	*MichelleD917@aol.com	OWNER AND HEAD OF RESCUE -Petco Farmington Hills Scheduling -Emergency vet approval
Kevin Tooroian	586-565-0177	*kevintooroian@att.net	-Cat Vaccines -Emergency kitten/cat care authorization
Julie Szczepanski	248-672-1312	* Julianna555@aol.com	Cat Vaccines
Kelly Baker	248-594-4801	rydergirl@comcast.net	-Cat Foster Coordinator -Fundraising / Foster Lead
Tasciana Kowalski	248-818-0143	talaching@gmail.com	-Troy Petco Scheduling /Cat health reports -Fundraising / Foster Lead
Shari Lewis	248-549-5261	*SLewisT3@comcast.net	-Warren Petco Cleaning Scheduling/supplies/cat health reports -Fundraising
Vicki Blanchard	586-381-9203	jg24is4me@yahoo.com	-Dog Foster Coordinator /Foster Lead /Dog and Cat Vaccines/ Microchips /Warren Event Coordinator -Fundraising
Karin Huggins	586-944-9233	* karinskomputer@wideopenwest.com	-Treasurer -Fundraising
Rohit Seshadri		rohits1985@gmail.com	-Foster Lead

Note: * indicates preferred method of contact for fastest response

"Vaccines" above indicates Distemper Vaccines for both cats and dogs. For dogs, Microchips may be given as well.. Rabies vaccines must be given at vet.



Adoption Fees

Cats & Kittens

\$125 each/\$199set

-Includes: Spay or Neuter; Feluk/Combo test on mother (if kittens) or self; age appropriate vaccines; Microchip; Fecal Test

*Kittens too young to be altered at the time of adoption require a \$50 spay/neuter deposit. The cost of alteration when the kitten is old enough is paid for by PAAW provided the surgery is completed at one of our partner veterinary offices. Spay/neuter deposits are refunded upon completion of the alteration surgery. If possible, all kittens should be spayed/neutered prior to adoption.

Dogs (Adult, Medium to Large)

\$150

-Includes: Spay or Neuter; Heartworm Test; Rabies; Distemper, Microchip & Fecal Test

Puppies & Small Dogs

\$250

-Includes : Age appropriate vaccines; Microchip; Fecal Test

*May include rabies, spay or neuter if puppy is old enough at time of adoption.

**If not old enough to be altered at time of adoption, a \$50 refundable spay/neuter deposit is due at the time of adoption. The cost of spay/neuter when the puppy is old enough to be altered is the responsibility of the new owner. Deposits are refunded upon submitted proof of alteration. Every effort should be made to spay/neuter all puppies prior to adoption. No adult dogs will be adopted prior to spay/neuter.



Application Screening Process

Online

Online applications are submitted via our website at www.paawarren.org. Once received, applications are forwarded to application screening volunteers who are responsible for contacting veterinary and/or personal references in regard to an applicant's application to adopt. Information in regard to prior pets owned; veterinary history; and personal reference information is collected, and the information is then sent back for review. Applications that meet the basic requirements of having positive veterinary or personal reference checks are then forwarded on to be contacted by an Adoption Coordinator (or Foster Parent in the case of foster animals), or are denied based on information received.

Once an application has passed the preliminary vet/reference check and been forwarded on for a meeting to be set up, the foster parent/adoption coordinator is able to meet with the potential adopter to determine if the potential home is appropriate for the pet requested. If both the foster/coordinator and the potential adopter agree that the home is a match, the adoption proceeds. If not, the adoption is cancelled either from the adopter or the PAAW end of the process.

In Person (Paper)

Paper applications are processed in much the same way as online applications, however there is no central repository for collecting or storing application information. Paper applications are screened in the same manner as electronic applications, and data collected is sent to the appropriate foster parent and/or adoption coordinator for review. Approvals or denials are then sent through the PAAW email or coordinated by phone with potential adopters. Paper applications received at Petco locations should be scanned/emailed to PAAWarren@aol.com for screening as soon as they are received.



Adoption Process

Cats & Kittens

- 1.) Application is submitted electronically or in person
- 2.) Application is screened
- 3.) Application (if basic criteria is met) is forwarded to Foster Parent or Adoption Counselor to set up meeting at Petco/Shelter
- 4.) Applicant meets cat/kitten and adoption is completed
- 5.) Electronic application/adoption status' are sent to PAAWarren@aol.com for filing.
- 6.) Adoption paperwork & fees collected are submitted

Dogs & Puppies

- 1.) Application is submitted
- 2.) Application is screened
- 3.) Application (if basic criteria is met) is forwarded to Foster Parent or Adoption Counselor to set up meeting at Petco/Shelter
- 4.) Adopter meets dog/puppy preferably at a neutral location, i.e. Petco (Troy) or in a similar environment. If the potential adopter has another dog, the other dog should be brought to the initial meeting for a "meet and greet". Both dogs should remain on leash when being introduced. (See article included on introducing dogs for further information)
- 5.) Adopter is instructed to make contact within 24 hours (preferable by email, so that it is on record) to let the rescue know his or her intent in regard to pursuing the adoption upon having met the dog in person.
- 6.) ON SITE ADOPTIONS ARE NOT DONE! There must be a 24 hour waiting period before the home visit is completed.
- 7.) Upon receiving a positive indication that the adopter would like to adopt, the foster parent of the dog in conjunction with an approved Adoption Counselor make an appointment to do a home-visit/adoption with the dog.
- 8.) Home-visit is completed, and if home visit is successful, adoption is completed at that time.

**** Note:** Meetings should NOT be scheduled with potential adopters until AFTER their application has been screened and approved. This limits the use of valuable time in meeting with adopters who will never be approved, as well as limits the disappointment to potential adopters who have already met and fallen in love with a particular pet just to find out that they will not be able to take that pet home with their family. It is much less disappointing to not be able to adopt a pet that you have never met. Some exceptions may be made to this policy when adopters choose to drop in to Petco or the Shelter to visit animals before going through the application process.



Dog Foster Guidelines

The following is what we consider to be basic preparations for foster dogs prior to placement. These guidelines will help to make for a smoother transition in the dog's new home. They will also help to insure that the future home is a final home, that the dog will lead a more emotionally stable & richer life and is insurance for maintaining the best future health of the dog.

First and foremost get to know your Foster Lead. This will be your contact person for all your questions. They will approve and set up vet appointments and will help get the supplies you will need. They will be the key person you work with throughout the entire process and can be contacted 24hrs a day if necessary.

There is no established time parameter a dog will be in foster care. When agreeing to take in a new foster dog from a shelter or owner surrender, **the new foster parent understands the arrangement can last from 3 weeks up to a year or more.** In the event that a foster dog is not a good match for a foster, PAAW will make every attempt to find alternative placement for the dog. However, it is the responsibility of the foster to maintain care of the pet until such time as an alternate placement can be found. **As we are not a shelter, we do not have facilities available for long-term boarding of foster dogs, therefore we do not take in dogs until there is a foster parent available who is willing and able to care for the dog until a permanent placement can be found.**

If you do not have experience in introducing new dogs into your home, PAAW coordinators will discuss with you the best methods for introducing the new dog into your household. During this time, the rescued dog may appear shy or submissive, may drool a bit with anxiety. The dog may be particularly wary in a new situation. Take it slow and easy; and let the dog learn to trust you as his new foster. Your pets AND the fosters will take some time to adjust. Let it happen slowly and don't force anything.

If you have children, never introduce a new rescued dog to them without assistance unless you have had previous experience in doing so. It is preferred to make introductions with a PAAW coordinator present if possible. Never leave a rescued dog and a child unsupervised. Sometimes, even though we make every attempt to uncover all available history on each dog, we may not have the full truth about the dog, and he or she may be a fear biter or dislike kids because of prior abuse from children who had not been taught how to treat animals kindly. It is preferred that foster homes have experience with pet dogs, and that children in the foster family are over the age of 5 years, though we realize many children even younger have a special rapport with animals. We will work with the family and dog on a case-by-case basis.

Please keep in mind, most cats and dogs are missing their owners and don't understand what happened. They are scared and not sure what is happening to them. Some adjust very well and some it takes a few weeks. Please do not jump to conclusions about the pets and assume the worst. You will be amazed at the changes that you see over a 2-3 week period, even in dogs or cats that you think adjusted right away.



Dog Foster Guidelines (cont.)

Always feed the foster dog separately or in their crate if you have multiple dogs, this includes litters of puppies. This avoids problems as well as allows you to make sure the foster is eating.

Be careful when dispensing treats or other high-value items like rawhides or favorite toys. Sometimes, what is thought to be food aggression, is actually just a territorial imperative that will take care of itself as the pecking order is established and the dogs relax. Always supervise the interactions of your rescued dog with other pets.

As a foster parent, the foster should make every effort to assess the rescue dog in terms of:

General health - coat condition, skin problems, weight, and energy level.

Behavior - is the dog housebroken (very important); does it know basic commands, does the dog chew, get along with children, other dogs, cats.

Temperament - is the dog friendly, withdrawn, or easily frightened; does the dog respond to you and other people; etc.

Remember it takes at least a week of being in the foster home to really see a dog's true personality. They have to know they are comfortable in their surroundings and that they are safe now. This is why we ask for at least 10 days before a dog is adopted out. We want to be as sure as possible about the temperament and personality of the dog we are adopting out.

Train dog to accept *individual* crate (or ex-pen) confinement quietly. Feeding all meals in the crate helps to speed the process. *Crates give the dog a sense of security and as an aid to house training.* In order to ensure a smooth transition into the new home, we ask that all fosters respect these guidelines and do not make exceptions.

- Foster dogs should be crate-trained
- Foster dogs should be crated when unsupervised
- Foster dogs should not be allowed on the bed or the furniture

When possible, spend at least half an hour to an hour a day playing with and training the new dog. This is a great time to reinforce good behaviors that will help ensure your foster pet finds a good family that will last a lifetime! If you don't know anything about training, speak to your foster Lead and we will have someone show you some basics. In extreme cases we will ask you to work with a professional trainer.

Try to go out with the foster dog and expose the dog to different dogs, people and scents each day. This will be a great help in the socialization and adoption process

When training the dog to go potty, take them out on a lead and stand out there with them.

When they go potty, praise them for 'going potty outside'. **DON'T LET THEM GO OUTSIDE TO PLAY** if you are trying to train them. This will only confuse what outside time means.



Dog Foster Guidelines (cont.)

Train dog to walk nicely on lead (this means no pulling and no walking in front of you cutting you off right and then left)

Obedience lessons can help the dog immensely in gaining self-confidence as well as aid in adoption. This can be done in 2-3 five minute intervals throughout the day. Basic obedience such as coming to their name, sit, stay, lay down should be worked on. Remember it is all about patience and repetition. Set the pet up in an environment where they will succeed.

Reinforce words such as no, play nice (when they are playing too rough with a toy), get down or off (when they are on something they shouldn't be), take it nice (when they are taking anything from your hand) and leave it.

Jumping up on people should not be tolerated, train the foster to sit before any attention is given. If they get too excited, turn your back on them and ignore them till they are sitting.

Vaccination schedule-

When a foster dog is picked up from the shelter, it should be brought in to have a distemper shot and deworming by one of the volunteers assigned to give vaccinations. Deworming of any kind should NEVER be done at the vet's office without prior authorization, as we have deworming medicines available within the rescue and it is much less costly to do the deworming ourselves than to have it done at the vet's office.

PAAW does our own Distemper/Parvo combo shots as well as deworming and microchips. (unless Microchipping at time of spay/neuter). Please contact Vicki or Michelle to set up a time to have this done.

We do all distemper/parvo combos ASAP and if they are puppies they get (1) shot every 3-weeks for a total of 3 shots (unless shots are started at 6 weeks, then they get 4 shots)

We do all spay/neuters and Rabies over 4 months old

We do all heartworm testing if they are over 6 months old

If any additional medical treatment is needed, please call your foster lead for approval and instructions on where the animal should be taken for treatment. All copies of medical records including updates of shots should be emailed to paawarren1@gmail.com

In the case of a medical emergency, the dog should be taken to a veterinarian that works with PAAW, please contact your foster lead to have these appointments approved and with which vet you should be using.

If the dog is old enough to be altered, a vet appointment is to be set ASAP for alteration, rabies, fecal test and microchip. PAAW does not provide Bordetella vaccine on foster pets unless the pet will be required to be boarded at a facility for any reason. If the dog is not old enough (6 months or older), a \$50 deposit is due at time of adoption and the new owners will be refunded when they take care of the alteration.



Dog Foster Guidelines (cont.)

When financially possible PAAW will supply the foster home with supplies such as dog food, heartworm prevention or other medicine the dog may need, as well as a collar, leash, and crate if needed.

PAAW does not pay for dog toys, treats, or any other general supplies but if they are donated, the fosters will get them. Please do not give the toys or leashed to new owners. These items are to be kept in the foster home for all fosters coming in.

Foster homes can keep track of their expenses and PAAW will give them a donation receipt to write off against yearly taxes. If a foster would like reimbursement for any expenses incurred, **prior** authorization must be obtained for such expenses in order to be eligible for reimbursement.

All existing pets in foster homes must be spayed or neutered, current on vaccines, including bordetella, and be willing to accept a new animal.

PAAW will do its best to insure that all rescue dogs have a preliminary behavior assessment before going into a new foster home. PAAW makes no guarantee to the temperament of any individual dog. If the foster home suspects the foster may be aggressive in any way, the foster home is to immediately contact their Lead for assistance.

New foster parents should write up info on the new foster dog and send in pictures to be posted on petfinder, that email is paawarren@aol.com . For puppies, this should be updated regularly to make sure we have the most current info and photos.

Schedule of adoptions- All foster dogs should remain in foster care for a minimum of 10 days with the exception of puppies. We need to keep puppies until they are at least 10-12 weeks old and we have had them for at least 3 weeks. The DHPP shots are given in 3 week increments and a dog **MUST** have at least 2 shots before going home.

Until 2 shots are given, a dog is not to go outside of the home (with the exception of the foster parent's yard). They are not vaccinated and are susceptible to disease.

This means they can not be shown at Petco until this time as well. If a dog is in the home longer than 3 weeks, a distemper will continue to be given every 3 weeks. ALL pets that have been vaccinated should be brought up to Petco on weekends whenever possible to increase their exposure and reduce their adoption time.



Cat Foster Guidelines

Fostering cats can be a rewarding and enriching experience for both foster parents and the cat they have rescued. Many cats who come to PAAW for help have not had the comfort and safety of a home in the past, or may have recently lost their home. Our goal is to ensure the safety, comfort, and health of all cats and kittens that come into our rescue prior to finding them the permanent, loving homes they deserve.

There is no established time parameter a cat will be in foster care. When agreeing to take in a new foster from a shelter or owner surrender, the new foster parent understands the arrangement can last from 3 weeks up to a year or more. In the event that a foster cat is not a good match for a foster, PAAW will make every attempt to find alternative placement for the dog. However, it is the responsibility of the foster to maintain care of the pet until such time as an alternate placement can be found. As we are not a shelter, we do not have facilities available for long-term boarding of foster cats, therefore we do not take in cats until there is a foster parent available who is willing and able to care for the cat until a permanent placement can be found.

Though many dogs and cats, especially those used to their owners' rescue work, welcome the rescued cat, keep in mind that there may be a period of adjustment for the first few days up to 2 - 3 weeks depending on the rescued cat's history, personality and the resident dog/animal's willingness to accept the foster cat.

First and foremost get to know your Foster Lead. This will be your contact person for all your questions. They will approve and set up vet appointments and will help get the supplies you will need. They will be the key person you work with throughout the entire process and can be contacted 24hrs a day if necessary.

As a foster parent, the foster should make every effort to assess the rescue cat in terms of:

General health - coat condition, skin problems, weight, ears & eyes are clear and free of dirt, and energy level.

Behavior - is the cat litterbox trained (very important); does it scratch furniture, get along with children, other cats, dogs, etc.

Temperament - is the cat friendly, withdrawn, or easily frightened; does the cat respond to you and other people; etc.

Remember it takes at least a week of being in the foster home to really see a dog's true personality. They have to know they are comfortable in their surroundings and that they are safe now.



Cat Foster Guidelines (cont.)

PAAW does our own Distemper/Parvo combo shots as well as deworming, the time and location will be given to you and updates are always provided on the volunteer page on Facebook.

We do all spay/neuters regardless of age at adoption; and Rabies over 12 week old.

If any additional medical treatment is needed, please call for approval and instructions on where the animal should be taken for treatment.

In the case of a medical emergency, the dog should be taken to a veterinarian that works with PAAW, including Hoover Road Animal Hospital, Parkway Small Animal or Wilson emergency veterinary clinic if after regular hours.

Vaccination schedule-When a foster cat is picked up from the shelter, it should be brought in to have a distemper shot and deworming by one of the volunteers assigned to give vaccinations. Deworming of any kind should NEVER be done at the vet's office without prior authorization, as we have deworming medicines available within the rescue and it is much less costly to do the deworming ourselves than to have it done at the vet's office.

If the cat is old enough to be altered, a vet appointment is to be set ASAP for alteration, rabies, fecal test and microchip. If the cat is not old enough (2 lbs or greater), a \$50 deposit is due at time of adoption and the new owners will be refunded when they take the pet in for alteration at our vet.

ALL NEW FOSTER CATS should be kept SEPARATE from other owned or foster cats in the household until a Feluk/combo test and Fecal Test has been done on the new foster cat! If possible, new foster cats should be dewormed with Strongid immediately upon entering the rescue a week or two prior to having their fecal test run.

It is the responsibility of the foster parent to ensure that their foster pets are brought in for necessary veterinary care, vaccines, spay/neuter and fecal tests. All new foster cats require the following:

- Feluk/combo test
- Spay or neuter
- Rabies
- Distemper (done by PAAW Volunteers)
- Deworming (done by PAAW Volunteers)
- Microchip
- Fecal Test



Cat Foster Guidelines (cont.)

Copies of ALL vetwork, including negative results of the Feluk/combo test and Fecal Test should be picked up from the vet during the vet visit and a copy emailed to paawarren1@gmail.com. Vetwork must be left at Petco if the cat is in an enclosure.

Vetwork other than Distemper & Deworming will be set up by your Foster Lead with the appropriate vet.

Prior to bringing any animal in for treatment, or to dropping off any fecal samples for testing, all fosters must obtain prior approval. This is to ensure that we do not re-do vetwork that has already been done elsewhere, or retest for things that we have already tested for, hence incurring additional expense for no reason. This includes bringing in animals or fecal samples for the pets housed in the enclosures at Petco.

Signs of Illness:

When fostering cats or especially kittens, it is critical to keep a watchful eye on their behavior and general appearance to ensure that they are healthy and happy, and to make sure that they receive medical treatment immediately upon showing any signs of illness. Common signs of illness to watch out for include:

- Weight loss
- Runny or loose stool/Blood in stool
- Lethargy
- Nasal or chest congestion
- Labored breathing
- Runny eyes
- Loss of Appetite or desire to drink water
- Sneezing
- Vomiting
- Straining to urinate
- Increased water consumption
- Rough Hair/Coat
- Lack of self-grooming
- Third eyelid visible
- Hyper salivation



Cat Foster Guidelines (cont.)

When financially possible PAAW will supply the foster home with supplies such as cat food, litter, and crate if needed.

PAAW does not pay for cat toys, treats, or any other general supplies but if they are donated, the fosters will get them.

Foster homes can keep track of their expenses and PAAW will give them a donation receipt to write off against yearly taxes. If a foster would like reimbursement for any expenses incurred, prior authorization must be obtained for such expenses in order to be eligible for reimbursement.

All existing pets in foster homes must be spayed or neutered, current on vaccines, and be willing to accept a new animal.

PAAW will do its best to insure that all rescue cats have a preliminary behavior assessment before going into a new foster home. PAAW makes no guarantee to the temperament of any individual cat. If the foster home suspects the foster may be aggressive in any way, the foster home is to immediately contact the Board for assistance.

New foster parents should write up info on the new foster dog and send in pictures to paawarren@aol.com to be posted on petfinder and other sites. For kittens, this should be updated regularly to make sure we have the most current info and photos.

Schedule of adoptions- All foster cats and kittens should remain in foster care for a minimum of 3 weeks. The DHPP shots are given in 3 week increments and a cat/kitten MUST have at least 2 shots before going home.

Until 2 shots are given, a cat or kitten should not go outside of the home and up to Petco. ALL pets that have been vaccinated should be brought up to Petco on weekends whenever possible to increase their exposure and reduce their adoption time.



Completing Adoption Paperwork

The following forms should be completed for each animal adopted through PAAW:

- 1.) Adoption Contract (Adopter gets yellow copy; other copies are retained by the rescue)
- 2.) Petco Form (Store Name = Petco; Partner name = GFA/PAAW Vin # = 089866) Form should be completed with adopter information & signed by the adopter. Form is turned in at the register in exchange for Petco Coupon Book. If the adopter does not have a Petco Pals card, they will also need to complete a PETCO Pals Form at the register to receive their Pals card.
- 3.) Microchip Form (If form is not available, simply remove 3 microchip stickers from the plastic bag where the microchip information is held and put one sticker on each of the first 3 copies of the adoption contract. On the "Additional Notes" line of the contract write down the phone number and website address of the microchip company. Explain to the adopter that initially we will register their pet's information with the microchip company, however if they or their emergency contact ever move; or, if their pet is ever lost, they should contact the microchip company at the number or website address listed. The phone number and website address for the microchip company is on the yellow tag included with the microchip stickers. The tag should be placed on their pet's collar. Always recommend break-away safe-t collar for cats that have plastic clips rather than metal to prevent them from getting caught on something and accidentally hurting the pet. If a microchip form is completed, instead of putting the stickers on the contract put the stickers on the top right box of the first 3 copies of the microchip form. The adopter should be given the yellow copy of the microchip form for their records.
- 4.) The adopter should be given all veterinary records pertaining to their new pet. If any information regarding a previous owner other than PAAW is included within the records, the previous owner's information should be blocked out with permanent marker for privacy purposes.
- 5.) All new adopters are required to have a cat carrier to take their new cat home. If they do not, they should purchase one at the store to bring the cat home in after receiving their coupon book. No cats should be allowed to go home in anything other than a cat carrier. Cardboard carriers can be used and purchased at Petco, however always recommend that adopters carry the carriers by holding them **from the bottom**, as these types of carriers can be weak and cats can fall through the bottom and run off or be injured. All dogs must be on leash if being adopted at Petco (if a home-visit has already been completed at an earlier time).
- 6.) Adoption fees are **\$125 per cat \$199 for 2 cats**, regardless of the cat's age. Adoption fees are **\$200 for Small dogs or Puppies and \$150 for Adult dogs**. Cash or check is accepted. There is a **\$50** refundable spay/neuter deposit on all animals too young to be spayed or neutered at the time of adoption. Checks should be made payable to **PAAW**. All adoption paperwork including the adoption contract with the adoption fee attached should be returned to Michelle or Ed **in person** for deposit and accounting and filing purposes. For safety purposes, do not leave any adoption fees in the filebox at Petco.
- 7.) Always provide the adopter with PAAW's phone number and email address (cards available on the stand next to the enclosures) in case they need to contact us or if they would like to send us updates on their new pet. (and also to contact us in regard to their spay/neuter & deposit refund) Pictures are encouraged! ☺

Note: Cats adopted out at the shelter or dogs adopted in the adopter's home do not require a Petco form or Petco Pals card form to be completed, however whenever possible adoptions should be scheduled to take place at Petco so that we are able to provide adopters with the discount coupons as well as to allow the adoption to be included in the Petco adoption counts that take place each year.



Intake of Animals

Foster intake of animals

PAAW supports the goals of it's volunteers in helping to find homes for the many homeless animals who we may come in contact with through friends, family, co-workers, emails and others who ask for help based on their knowledge of our affiliation with an animal rescue. We will always do our best to support the placement of these animals in need under the following guidelines:

- 1.) Prior to in taking a foster animal, the foster parent must obtain prior approval from your Foster Lead
- 2.) Foster agrees to foster such animal until a permanent home can be found. NO MATTER HOW LONG THAT MIGHT BE!
- 3.) The animal will be placed under the rescue guidelines in regard to vaccinations/spay or neuter & microchip to be provided
- 4.) Adopters will be screened under rescue guidelines \
- 5.) DO not promise anything to a surrender or to a potential adopter.

No animals should be taken into foster care under the assumption that PAAW will cover any expenses or other requirements in regard to an animal unless prior authorization for intake has been given.