

Foster Family & Adoption Team Procedures

- I. Foster Team notifies the Adoption Team that a specific dog is ready to be adopted.
- II. Adoption Team sends a request to the foster family to complete and send back the pre-adoption questionnaire (PAQ).
- III. Once the PAQ is received by the Adoption Team, the dog's characteristics are entered into the approved adopters data base.
- IV. Four to six applications and associated home visits are sent to the foster family to review.
- V. After reading all the applications/home visits, the foster family ranks them, with #1 being their top choice.
- VI. Foster family notifies the Adoption Team of their top choice.
- VII. Since most of the applicants will not know they are being considered for the dog, the Adoption Team will contact the #1 applicant to determine if they would like to talk with the foster family, and possibly meet the dog.
- VIII. If the applicant is interested in the dog, the Adoption Team will ask the foster family to contact the #1 applicant to answer the applicant's questions and/or schedule a visit.
- IX. If after talking, the foster family and/or applicant feel the dog/applicant is not a match, the applicant's assigned Adoption Team Manager will go back to step No. XII and continue with

applicant #2. This continues until the foster family feels there are no more acceptable applicants.

X. If a visit is scheduled, the foster family and applicant may meet at: 1) the foster family's home, 2) the applicant's home, or 3) a neutral location. No matter where the meeting takes place, all human and dog members of the applicant's family must be present. *Only the Adoption Team may approve exceptions to this requirement.* **Note: At the meeting, no foster family resident dog should be present, only the foster dog and the applicant's resident dog(s).**

XI. If the applicant and foster agree on the adoption:

A. After the meeting, the applicant must wait 24 hours before adopting the foster dog. The foster dog will not be left with the applicant during that 24 hour waiting period. This time is a "cooling off" period, which should be used by the applicant and foster family to consider if the home is the right home for the dog. If the applicant lives further away than a 2-hour drive from the foster dog, then the adoption may take place the same day as the meeting. The family should ask the applicants to get lunch or a cup of coffee and spend time considering if the foster dog is the right match.

1. No dog is allowed to take a ride in an applicant's vehicle without the foster family present.
2. Applicants may take the foster dog for a walk; however, it must remain on leash in an unfenced area.
3. Foster families and/or applicants may not take foster dogs to dog parks.

4. The foster family may not leave their foster dog with the applicant for an overnight stay.

B. When the adoption takes place, the foster family will complete two copies of the adoption contract.

1. One copy is given to the adopting family for their records and the other is mailed to the name and address hi-lited in yellow on the contract. Do not mail it to Golden Bond Rescue's P.O. Box address.
2. Foster family notifies the Adoption Team that the dog has been adopted.
3. The contract and adoption fee must be mailed within two business days of the adoption.
4. Adoption fee check is made out to Golden Bond Rescue.
5. If the adoption fee is paid in cash, do not send the cash in the mail. Please deposit the money in your account and make a check out to Golden Bond Rescue.

C. At the time of adoption, the adopting family must have their own id tag and collar. There are absolutely no exceptions to this requirement. No adopter's id tag on the collar, no adoption!!

D. Remove the GBR tag and your own personal tag from the collar and keep it for your next foster dog.

E. The foster family may wish to provide 3-4 days worth of food that they have been feeding the foster dog. This will help the adopters transition their new family member over to a different food.

F. Provide all medications the dog is taking.

G. Notify the adopters that the dog's medical records and microchip information will be sent to them within two weeks of the adoption.

XII. If the applicant and/or foster family feel the dog is not the one:

A. If the applicant feels the dog is not the right fit for their family, they may inform the foster family, or they will notify their adoption coordinator. The foster family should notify the adoption coordinator and vice versa.

B. If the foster family feels that the applicant is not a good fit, they may either notify the applicant themselves, or ask the Adoption Team to do it for them.

1. The foster family may go to the next applicant in queue (go back to Step XII and begin the process again with foster family's #2 choice).
2. The foster family may ask the Adoption Team for new applicants to consider (go back to Step II).