



Peace of Mind Dog Rescue is dedicated to finding new loving homes for dogs whose Guardians can no longer care for them due to illness, death, or other challenging circumstances, and to finding homes for senior dogs in animal shelters.

Adoption Counselor Manual

P.O. Box 51554
615 Forest Ave (Patricia J. Bauer Center)
Pacific Grove, CA 93950
831-718-9122
info@peaceofminddogrescue.org
www.peaceofminddogrescue.org

How to do an Adoption

Make sure you are familiar with the Adoption Application, Adoption Contract, Potential Adopter Questions, and our Adoption Policies before doing any adoption.

Make sure you know as much as possible about the dog you are adopting out. You may want to learn a bit about the breed of the dog you are fostering in addition to his personality, habits, food currently eating, any ongoing medications, etc.

Ask a lot of questions!

Prescreen Potential Adopter with the Potential Adopter Questions. You will either receive an online application by email or will be talking with a potential adopter in person at an adoption event or over the phone. Be sure to use the “Potential Adopter questions” as a guideline for the information you will want to touch on in your conversation

If seems like a good match go to **step 1**.

If screening from an online Adoption Application, go to **step 2**.

1. Fill Out An Adoption Application

- You fill out the top portion of the Adoption Application (i.e. Date, POMDR Representative, Where did you hear about this animal, and the Animal’s Information). Remember to fill out Animal’s ID Number (which is the numbered tag he is wearing).
- The potential adopter fills out the rest of the Adoption Application.
- You carefully review the Adoption Application. Make sure application matches with the answers to your prescreening.
- Go to **step 2**

2. Carefully review Adoption Application

- Can you read everything (especially contact info)?
- Did they fill everything out?
- Did adopter list a P.O. Box? Why? (this is very common if they live in Carmel proper) Do they have a residence? (get the physical address)
- If renting, did they put down their landlord’s info? If not, why not?
- Use Potential Adopter Questions together with the application to ask more questions.
- Go to **step 3**

3. Decide whether the animal and the potential adopter are a good match.

- If **unsure**, review adoption with a Staff Person or lead volunteer before proceeding.

- If you know it **isn't a good match**, please say no. Explain the reason in a tactful way to the potential adopter as to why it's not the right match. It's very difficult to say no, but we can't adopt an animal just because someone wants one. It has to be the right home. If you are not comfortable saying "no", a lead volunteer or staff person would be happy to do this for you. We emphasize the fact that this is not the right match, not that they are not a good home.

- If it is a good match, go to **step 4**.

4. Arrange for a Home Inspection

Let a staff person or lead volunteer know that this is a good match and they will arrange for a home inspection. If the home inspection goes well, **go to step 5**.

5. Complete the Adoption Contract

If you are trained to complete a contract, **do this step**. Otherwise, a POMDR staff person or lead volunteer will handle this piece. You will be provided with the filled out contract and all pertinent records for the dog.

-Read over the contract out loud with the potential adopters and offer further explanation for any item as necessary; have them initial the item stating they will take the dog to a vet within ten working days, sign and date the contract.

- You make sure they initialed for the wellness exam and signed everything and then fill in adoption fee amount. (A staff person will let you know the adoption fee amount.)

- Any known medical condition, medications, follow up vet appointments needed, or behavior issues that have been discussed with the adopter will be listed here so there is full disclosure, **IN WRITING**. This helps prevent miscommunications. Please review this section with the adopter.

- Go to **step 5**

5. Collect Fee and Finalize Paperwork

- Discuss any issues and if everything looks good, collect fee. Checks should be made payable to Peace of Mind Dog Rescue.

- Give them the yellow copy of the Adoption Contract.

- Attach the Adoption Application (printed from your email if you got one), the white copy of the Adoption Contract and Fee together (turn in paperwork to POMDR). You can mail this paperwork to POMDR, PO Box 51554 Pacific Grove, CA 93950, or give to Karen Sheppard 831-375-3267 or drop it by the POMDR Bauer Center at 615 Forest Avenue, Pacific Grove.

-Remind the new guardian to keep the SILVER POMDR tag on their dog, even after they purchase their own tag. The # on the tag corresponds to their dog in our database and should the dog get loose and be found by someone we would be able to contact them.

POMDR also registers their dog's microchip using their information from the adoption contract.

We list our organization as a secondary # to call should the need arise.

THANKS!
YOU JUST HELPED SAVE ANOTHER LIFE!

