



Administrative
Offices and
Lahaska Shelter:
1665 Street Rd
P.O. Box 277
Lahaska PA 18931
215-794-7425

Bucks County Society for the Prevention of Cruelty to Animals

AN INDEPENDENT NON-PROFIT ORGANIZATION
CHARTERED DECEMBER 18, 1912 BY THE COMMONWEALTH OF PENNSYLVANIA
WWW.BCSPCA.ORG

Upper Bucks
Shelter:
60 Reservoir Rd
Quakertown
PA 18951
267-347-4674

Adoption Process for Offsite Adoption Center:

Thanks for helping the BCSPCA connect pets with loving homes! Below are the key steps for adoption. Since this a new project, please feel comfortable contacting us with questions:

Christy Patterson: 123-456-7899 (This is an inside line. Please do not post it publically)

Natalie DiGiacomo: 123-456-7890

1. Potential adopters fill out an application.
2. A representative from your facility faxes the completed application along with a copy of potential adopter's driver's license to BCSPCA:
 - o Quakertown fax # 999-999-9999
 - o Lahaska fax # 888-888-8888
3. Representatives can let adopters know that depending on the time, it may take up to 48 hours for us to contact them and complete the adoption.
 - a. In most cases, potential adopters are not ready to take the animal home right away and are happy to wait.
 - b. However, if someone expresses interest in adopting immediately and it is during business hours [9am-5pm Mon-Fri, or 9am-2pm Sat-Sun (except holidays)], please contact Christy or Natalie to alert us to the fax. That way we can expedite the process.
4. BCSPCA will contact a representative from your facility when an adoption has been finalized and will coordinate a time for pick up from your facility.
5. Paperwork will be completed in one of two ways:
 - a. If we are able to process the adoption immediately over the phone (during business hours), we will need your help completing the contract, by filling in Date, Name, Address, Phone numbers and E-mail address. Please ask adopters to initial on 4 lines and sign in 2 places.
 - b. If the adoption is not processed immediately, BCSPCA will complete the contract electronically and fax it to your office. In this case, please ask adopters to initial 4 lines and sign in 2 places on the contract.
6. An unsigned copy of the adoption contract can be given to adopters. The signed copy of the contract can be placed in an envelope with payment (cash or personal check) to be returned to BCSPCA when next animal is dropped off. Credit cards will be handled between BCSPCA and adopter. Once the information is in our system, we will mail them a copy of their adoption contract along with a receipt for payment.

Once the contract is signed and payment received, adopters can be given the animal and all paperwork in the folder for that animal.