**
Pets as Gifts – Process Details**

When adopting an animal out as a gift, the gift giver will be asked to provide the contact information of the gift recipient. In Chameleon, two Person IDs will be created – one for the gift giver and one for the gift recipient.

In general, the following process will be used when entering a gift adoption in Chameleon:

1. The adoption is outcomed to the gift giver and a receipt is generated showing the gift giver as the adopter. This receipt documents that AHS received the payment from the gift giver. The Receipt Number should be saved in the Outcome line.

2. After the completion of step 1, the outcome should be updated with the Person ID of the gift recipient and saved. This will allow the gift recipient’s information to be sent to VCA and (if applicable) HomeAgain.

3. If the animal is a dog, the rabies certificate should be printed after the completion of step 2.

4. A note should be entered on the Person ID of both the gift giver and Recipient as well as the Animal ID. An example of the note would be as follows:

**12/17/13 20:24 John Smith (P001234) adopted Snowball (A466789) as a gift for Janie Jones (P102989).**

By storing the Person ID of the gift recipient on the Outcome line, VCA might contact the gift recipient when they receive the information from AHS. If the gift giver is concerned about this, the following alternate process may be used when entering the gift adoption in Chameleon:

1. If the animal is a dog, the rabies certificate should be printed prior to the outcome of the adoption, so that no owner’s name appears on the rabies certificate. **[We will need to confirm this is acceptable for MCACC]**

2. The adoption is outcomed to the gift giver and a receipt is generated showing the gift giver as the adopter. This receipt documents that AHS received the payment from the gift giver. The Receipt Number should be saved in the Outcome line.

3. After the recipient has received the animal, either the recipient or the gift giver should contact AHS to let us know the animal has been given. The Person ID in the adoption outcome record would then be updated to the recipient’s Person ID.

4. A note should be entered on the Person ID of both the gift giver and recipient as well as the Animal ID. An example of the note would be as follows:

**12/17/13 20:24 John Smith (P001234) adopted Snowball (A466789) as a gift for Janie Jones (P102989).**