**Adoption Checklist for Animals in Foster**

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**Prior to Meet-and-Greet:**

* Confirm application has been submitted and approved
	+ Age 21 and older
* Confirm animal of interest is available
* Review all notes listed in ShelterLuv within animal’s profile, with the exception of those marked “private”
	+ If an animal has a return form on file, return information must be disclosed in its entirety
	+ Any medical notes must be disclosed in their entirety
	+ Any behavioral notes must be disclosed in their entirely

**During Meet-and-Greet:**

* Foster checks and validates photo ID from applicant
* Photo of ID sent to Foster team via email

**After Meet-and-Greet/Completing Adoption**

* Confirm all medical, behavioral, and return form history has been discussed
* Discuss total costs
	+ $90 adoption fee; unless animal and applicant qualify for the “Seniors for Seniors” program or a fee-waived event is occurring. If a fee-waived event, animals 6 months of age and older qualify
	+ Final vetting charges; cost will be dependent on what the animal still needs
* Email adopter the following:
	+ Adoption contract
	+ Rabies certificate
	+ Medical history
* Collect payment (credit and cash accepted)
	+ Push payment text from ShelterLuv if virtual
	+ Collect payment through ShelterLuv or cash if in person
	+ Thank Adopter if donation is given during checkout
* If vetting is needed, confirm which partner vet Adopter would like to use
	+ Ruth Helen Wolf

OR

* + Animal Medical Center of Skokie
* Coordinate drop-off for Foster to vet and pick-up for Adopter from vet

OR

* Coordinate drop-off at shelter for Foster, then pick-up for Adopter
* If vetting is not needed
	+ - Foster to coordinate pick-up from home

OR

* Coordinate drop-off at shelter for Foster, then pick-up for Adopter
* Provide adopter with resources
	+ Cats
		- “First 30 Days” handout
		- “Cat Hazards” handout
		- “How to Find a Lost Cat” handout
		- “Multiple Cats Introduction” handout
		- “Kitten” handout
	+ Dogs
		- “First 30 Days” handout
		- “House-training Dogs and Puppies” handout
		- “Separation Anxiety” handout
		- “How to Crate Train Your Dog” handout
		- “Dog Enrichment” handout
		- “Shy and Fearful Dogs” handout
		- “Dog Aggression” handout
* Thank adopter and ensure they know about:
	+ 2 weeks of aftercare provided at our partnering vets, free of charge
	+ If it isn’t the right fit, per adoption contract, they must be returned to Orphans of the Storm
	+ How to register a microchip