

Quick Reference Guide

Adoption Applicant Procedures For Your Foster Dog

(updated 3/15/2016)

- You receive an email from Dawn (rescuedogs@tailwaggers911.com) forwarding an approved application for your foster dog. She will ask you to please call the family within 24 hours.
- **Most importantly, at each step in this whole process, please reply to Dawn's email with the appropriate details**
 - Please call the applicant on all listed numbers within the 24 hour window and leave a voice mail if possible. **Reply to Dawn's email with this status.**
 - If you do not hear back from them within 24 hours, call them again, and email them as well. Let them know they should call you back within 24 hours, or you will move to the next application. **Reply to Dawn's email with this status.**
 - If you do not hear back from them within 24 hours of your last attempted contact, **please 'reply all' to Dawn's original email with this information so that we can move on to the next application.**
- When the applicant calls you back, spend some time on the phone with them discussing your foster dog. There is a list of suggested questions in the Foster Handbook that you can use.
- If you both agree that your foster dog may be a good fit, schedule a meet & greet to occur within the next 3 days following the guidelines in the Foster Handbook. Remind the family to bring a leash. **Please 'reply all' to Dawn's original email with the date/time of the scheduled meet & greet.**
- At the meet & greet, if you both agree that your foster dog is a good fit, please review and provide the family with the following items:
 - ✓ The Foster To Adopt contract – please sign both copies of the contract as the Tailwaggers representative. Review the terms of the contract with the family.
 - ✓ The How To Grade Your Dog Food worksheet.
 - ✓ The About Your Foster Dog worksheet, completed by you.
 - ✓ The sealed 5lb bag of Fromm's food provided by Tailwaggers 911. **Do not** send the food we provided (green bag of American Natural Premium) to feed your dog while in foster care. Keep that food with you for now.
 - Keep the collar with the Tailwaggers 911 tag on your foster dog, and stress the importance of doing so with the FTA family under the adoption is complete
 - If you have one, **DO NOT** send the kennel card with the detailed medical record of your foster dog. This information will be provided by the Tailwaggers 911 office as part of the adoption process.
 - **Please 'reply all' to Dawn's original email as soon as possible with the results of the meet & greet. If your foster dog left for the FTA period, please attach the signed FTA contract. This is very important, as the FTA family may call Dawn with questions and she needs to know who has your foster dog!**
- Other questions that may come up at the meet & greet:
 - All medications required after the FTA period will be the adopter's responsibility.
 - The Tailwaggers office will contact the family after the five day period to check on the status. Once the family agrees to adopt the dog, paperwork including medical records will be mailed and a home visit counselor will contact them to complete the adoption process and collect the adoption fee. This can take 7-10 business days. This is all handled by the Tailwaggers 911 office.

Note that this document is not a replacement for the procedures outlined in the Foster Handbook. Please refer to the Handbook for additional details.