



Noah's Ark Bayou Sanctuary Animal Rescue

ADOPTION CENTER PROCEDURE

The adoptions take place every Saturday and/or Sunday from 11:00 AM to 5:00 PM at pre-designated scheduled locations, so please check prior to the weekend as to where we will be setting up. Please bring your animal(s) around 10:30 AM to the scheduled location so you can help set up the crates, tables, etc. necessary for the adoptions so we can be ready to meet and greet people by 11:00 AM. This will give the animal a better chance for adoption and gives us a more professional image.

The following procedures will apply:

- 1) Bring towels, blankets, snacks, toys, etc. for your animal(s). Do not depend on others to bring these items for you.
- 2) Always give the dog(s) a "Potty Break" before they are loaded into their kennel inside your car for transportation. The kennel should be equipped with a towel or blanket in case of any sickness or accident. When you arrive at the adoption center, allow the dog(s) another "Potty Break" before being brought into the store or being crated.
- 3) Make a cage card for the animal with pertinent information about the animal's individual plight and origination in the group, their name, age, weight, sex, habits personality, traits, likes, dislikes, animal compatibility, etc. as you may be familiar with since fostering. This will also make it easier for the adoption counselors to talk about your particular animal and also help personalize him/her to the potential adopter.
- 4) Be sure the adoption packets are completed before arriving at the adoption center. ***All paperwork must be completed prior to making the animal available for adoption. If the paperwork is not complete, the animal will not be available to adopt until it is.*** Two duplicate sets of the pet's paperwork should be completed; original for N.A.B.S. and copies for the adopter in manila envelopes. Some blank forms can be downloaded from www.nabs-tx.com. The envelopes must contain the following paperwork:
 - a) Health Intake Form – completed
 - b) Rabies Certificate with rabies tag (if not on animal's collar)
 - c) Sterilization Invoice or Sterilization Agreement
 - d) Any and all paperwork that pertains to the animal, such as Vet/HHS receipts and vet charts from any visits (heartworm test results, FELIV/FIV test results, etc.)
 - e) Signed original copies of the Adoption Application, Adoption Contract, and Sterilization Agreement go to the office, and copies go to the new family.
 - f) All animals will have an identification picture taken with their new family before leaving the adoption center to be kept with their paperwork.
- 5) Anyone who brings an animal for adoption is responsible for helping set up and clean up when the day is over. This means crate animals, clean cages, empty and wash water bowls, litter pans (as needed), sweep floor of the adoption center, put away table, chairs, podium, stools, and anything else that may need to be done before we leave for the day.



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- 6) Dogs will be scanned for a microchip upon entry into our group. If they don't have one, then a chip will be implanted on the intake date and it will be recorded in the upper right hand corner. Upon adoption, we will transfer ownership on the pet's microchip into the new family's name.
- 7) Animals will be transported to the adoption location by their foster parent. If possible, give the dogs a bath before you bring them. We will try to accommodate special needs, if possible.
- 8) We will only take adult dogs over 1 year, with prior approval from Pam Sanidakos.

Thank you for taking this opportunity to volunteer and help rescue these animals off of **Death Row**. With your fostering and support, more animals can be saved.

PLEASE COMPLETE THE SIGNATURE PAGE AND RETURN TO PAM SANIDAKOS.
Please keep the first two pages for your future reference.



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SIGNATURE PAGE FOR ADOPTION CENTER PROCEDURES

This form must be signed by the foster family member who signed the Volunteer Application and the Foster Care Agreement. After signing, please keep the first two pages of this agreement and return the signature page to Pam Sanidakos.

I, _____,

have read and understand the Adoption Center Procedures and agree to be bound by the rules therein.

Signature

Date

OFFICE USE ONLY BELOW THIS LINE

Accepted by

Date