



# ANIMAL RESCUE OF THE ROCKIES

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## A.R.R. ONLINE PET ADOPTION PROCEDURES

ARR's Adoption Coordinators are responsible for ensuring that all ARR procedures are followed by volunteers for adoptions.

Send out emails and coordinate pet postings with volunteers.

Review all Adoption Applications received online, via email, fax, or mail.

Call veterinary reference and landlord (if applicant is renting). If unable to verify with landlord, ensure applicant understands that adoption fee is nonrefundable .

Discuss any red flags with ARR's Dog Division manager or Cat Casita manager.

If adoption is approved, have applicant fill out Adoption Agreement online.

Coordinate home visit with volunteers – see Adoption Home Visit Check List under Form Downloads on our website.

Ensure all pets have been microchipped, vaccinated, and spayed or neutered before adoption. If spay or neuter has to occur after adoption, collect \$50 spay/neuter deposit required by the State of Colorado and note on Adoption Agreement that this will take place within 90 days of adoption date. Follow up to be sure this is done.

Ensure all pets have collar with ARR I.D. tag, rabies tag, and microchip tag before placing in adoptive home.

Coordinate transport of pet to new home.

Make sure all records - rabies certificate, vaccination record, and any veterinary treatment records – are in Google Drive for the pet so Vet Records Coordinator can forward them to new adopter.

Coordinate volunteer follow up calls for all pets to see how they're doing in their new homes per ARR follow up call schedule:

- 1 week (or earlier if needed)
- 2 weeks
- 4 weeks
- 2-3 months

Email follow up notes to Petpoint Administrator for input into pet record.

Coordinate any training calls, classes, or home training visits needed after adoption takes place.