



# ANIMAL RESCUE OF THE ROCKIES

## ADOPTION PROCESS

Animal Rescue of the Rockies' adoption procedure is a modified version of "first come, first served," with certain restrictions. In order to avoid confusion, upsetting potential adopters, and to ensure a good home for each dog in our care, we use the date of a submitted application as our first requirement. For example, if an interested party submits an application on 2/28/16 and another applicant submits an application for the same dog on 3/1/16, the first applicant has the first opportunity to adopt the dog *as long as* they are an appropriate home for that specific dog. If the first home is NOT appropriate for that dog, then the second applicant will have the next potential opportunity to adopt the dog.

As a foster parent, if you have someone interested in adopting your foster pet, **PLEASE BE SURE TO ALERT YOUR FOSTER COORDINATOR RIGHT AWAY** and encourage the interested party to fill out an application immediately. We will honor the date of your email as a submission date for the interested party as long as no other applications have been submitted on your foster pet AND as long as the interested party submits the application within 24 hours of your email. This is why time is of the essence in this situation.

Once an application is submitted and the applicant is determined to be an appropriate fit for the dog, the process is as follows:

1. Our Adoption Coordinator, Gina Lordo, will connect the foster home with the information on the potential adopter. This is done via email.
2. The foster family contacts the applicant to talk about the dog and set up a meeting.
3. The applicant meets the foster dog and decides whether or not to adopt.
4. If the applicant decides to adopt, Gina is notified and will make sure that all paperwork and the adoption fee are in. Once this is confirmed, she will notify the foster family that the dog may go home. The foster family and new adopter arrange for pickup of the dog.
5. If the applicant decides not to adopt, Gina is notified and will take things from there.

A few notes...

- NO dogs may go home with adopters unless Gina has given approval.
- NO dogs may go home with adopters if they have not been fully vetted.
- The purple ARR identification tag should go home on the dog's collar if the adopter does not have a tag of their own yet. We ask that fosters remind adopters about the importance of a tag with their personal information, not ours.

- We believe in full disclosure. This means that adopters should know as much as possible about the dog they are interested in making a part of their family. We do not condone withholding information at any time or for any reason. Adopters have a right to know if their potential pet has any issues.
- We value the input of fosters in regards to the appropriateness of a particular home for the dog. Please express any concerns to Gina and she will address those or get additional input from the Dog Division Manager. ARR reserves the right to approve or deny an adoptive home, but we value foster input and have made many adoption decisions with the help of a foster's input.
- During the process please contact Gina if you have any questions at all.