

INSTRUCTIONS FOR ADOPTION SITE SUPERVISORS

1. Arrive at site, at least 15-20 minutes prior to when the Adoption Event begins. This will allow for setting up of tables, displays etc. It looks more professional when everything is ready to go at the advertised time.
2. When dogs and cats arrive at the Adoption site, always check their paperwork. It needs to be in order to facilitate an adoption. The following information must be included on the adoption form: **D numbers for dogs, date and location of 4-1 shots, date and location of Rabies, Certificate for Rabies shot, date and location of Alteration. C numbers for Cats, vaccinations, FELV-FIV test, date and location of alteration. NO animal will be allowed to remain at the adoption event without the appropriate paperwork.**
3. Check all animals for proper fitting collars and UAF IDENTIFICATION tags. (The UAF number and the foster home phone number should be on all of our critters)
4. When facilitating an adoption, please make it clear to the potential adopter that a **HOME VISIT is required** before the adoption is official. Ideally, the Home Visit should take place that day, if there is no one to do the Home Visit, make a tentative appointment for the next day. In most cases, the animal will not go home with the potential adopter; however, there will be exceptions to this rule. Ron Timmons is frequently available to do a Home Visit at a moments notice. His number is 717-8256.
5. In most cases, UAF requires that the home have a fenced in yard when adopting a dog. Any exceptions to this requires Toby's approval.
6. If the potential adopter is renting, the Landlord must be contacted by a UAF Volunteer before the adoption can take place to receive his/her approval.
7. All animals **MUST** live inside with the family. We do not adopt animals to live outside.
8. The adoption form must be signed by the Adopter and a UAF witness, on pages 2 & 3.
9. The 3rd page is given to the Adopter for their records.
10. When scheduling volunteers for an Adoption Event, it is best if the supervisor is not responsible for handling an animal. This allows the supervisor to answer questions and work with potential adopter unencumbered. Always schedule someone to "Friend Find" to meet new people who might be interested in volunteering or receiving the UAF Newsletter.

General Policies and Directives

1. Every animal to be fostered as a UAF animal must have an evaluation and pre-approval by one of the designated Board Members or “Qualified Friends” (see below for a complete list of Qualified Friends).
2. Every UAF Foster must have a completed home check done by a designated Board Member or “Friend” and a signed foster agreement before a UAF animal enters the home.
3. Before a UAF animal is transferred from one Foster home to another pre-approved Foster home, approval must be given by a designated Board Member or “Friend”.
4. UAF animals are not to be put into a possible adoptive home as a “foster-test”. Either the UAF animal is adopted and paid for in full at the time of adoption or remains with the original foster. Moving around is too stressful for the animal. It is better to take family members, human and the animal to the Foster home or a neutral site to meet the foster to see how they get along.
5. UAF animals are not to be placed in new adoptive homes without a Home Visit. Call Ron Timmons to arrange for a Home Visit. When an adoption is taking place on Sunday, call him at 717-8256, otherwise call 777-8736 during business hours and he will check out the home and get back with the person who called him. Other Board Members and Friends may do Home Visits and should go in pairs. Foster Parents qualified by their Foster Coordinator may choose to do Home Visits for their Fosters.
6. No adoptive home will be approved for adoption if the adopter’s intention is to keep the animal outside most of the time.
7. Please be very sensitive to our potential liability. We are showing animals about whom we might have limited information. If any situation arises that could lead to a potential liability, complaint or concern, PLEASE contact Toby Frost and Nancy Vargo immediately. We want to be able to assist you and any of the animals involved.
8. At the adoption events, institute the following practices:
 - Non-UAF animals are not allowed in the adoption event area. For crowds, bring the Foster animal out into the open so that there is space to respond should you see a potential problem.
 - Always pay attention; we want to have fun and socialize but the handler must be watching the Foster animal at all times for signs of panic, fear, etc.
 - Prevent rough play rambunctiously by animals and children. It is a good opportunity to gently teach the animals that they must have manners. Place tape around three of the sides of the canopy so we can limit the number of

people who are near the critters. We want to show off these wonderful animals, but let's do so cautiously as one bad incident could prevent us from ever showing at that site again!

- Continuously monitor your Foster animal for signs of fear or aggression. If you see them, take appropriate action. If you are not sure what to do, remove the animal from the area and ask for help from a more experienced handler.
- Remember that you have the authority to remove an animal from the adoption event. You also have the authority to inform the public that, because of liability concerns, they must leave the area.

"Qualified Friends" are Volunteers authorized to do Adoptive Home Visits for Dogs.

NAME	AREA	PHONE(S)	E-MAIL
Ray B.	Williamson Valley Area	928-899-7269 (H)	
Kathie B.	Prescott	928-777-9042 (H) 928-830-5617 (M)	kbell743@cableone.net
Samara B.	Chino Valley	928-583-5093 (H) 928-925-9314 (C)	samara@pets4peace.com
Bill/Cindy D.	Prescott	928-541-0183 (H)	davidcindy@hotmail.com
Toby F.	Williamson Valley Area	928-899-7269 (H) 928-443-5010 (W)	kof465@cybertrails.com
Ella H.	Prescott	928-771-2862	ellam@commspeed.net
Dennis/Linda H.	Chino Valley	928-636-7375 (H)	dennyandlinda@cableone.net
Fred/Laura H.	Prescott	928-778-5507 (H)	prescottDoghouse@aol.com
Linda L.	Prescott	928-778-7627 (H)	klinden@cableone.net
Dusty/Dee S.	Prescott	928-717-1346 (H) 928-925-3911 (W)	imexd@aol.com dustya@aol.com
Ruth Ann S.	Prescott	928-445-7627 (H) 928-899-7753 (M)	ernieRuth@commspeed.net
Ron T.	Prescott	928-717-8256 (H)	bigron@cableone.net