

Adoption day checklist

Use this checklist to ensure you have checked, done, given and received everything on adoption day. **If you have any concerns on adoption day as to the suitability of the adopters or the match with their resident dog/s DO NOT let the dog be taken away** and contact Donna or Pat immediately to discuss and they will advise you as needed:



Donna's Mobile: 07766 021465 / Pat's Tel No: 01322 403494

| ✓ when complete | Checklist |
|--------------------------|--|
| <input type="checkbox"/> | Meet and greet went well and your foster and resident dog/s (if any) is a good fit. If you have any concerns, contact Donna or Pat on the number above |
| <input type="checkbox"/> | <p>Check Payment has been received - Adoption donation minus the £25 deposit.</p> <p>If it has not yet been paid they can make payment on the day in cash, by cheque made out to Pro Dogs Direct, via direct transfer (bank details below) or Paypal (Payee: info @prodogsdirect.org.uk).</p> <p>If paying by PayPal (info@prodogsdirect.org.uk), please also put the rescue dogs name in the reference, please pay by friends/family so that we do not have to pay the charges incurred by PayPal, if they do not wish to pay friends/family they must cover charges and will be asked to do so.</p> <p>Bank details: HSBC Pro Dogs Direct Sort Code: 40-02-05 Account Number: 81481207</p> <p>If payment is made online on the day, please ask adopter to show you a screenshot of the transaction</p> |
| <input type="checkbox"/> | 2 copies of the adoption contract signed. One for the adopter(s) and one for the charity |
| <input type="checkbox"/> | Food provided (please make sure to provide at least one weeks' worth of the dog's current food). Please ensure they know the Brand of food being fed to allow them to obtain correct flavour etc. |
| <input type="checkbox"/> | Vaccination card handed over. Explain when next vaccinations are due and when the dog was spayed/neutered if relevant. Microchip number on vaccinations card and explain that the charity will ensure the microchip is transferred to the new owners. Please ask adopters if they will be changing dog's name to ensure we register correct name on chip and avoid them paying additional charges – make trustees aware of any intended name change asap. |
| <input type="checkbox"/> | Medication, flea or worming treatment handed over – if any in hand – check with Donna dates due before the day of rehoming to ensure up to date |
| <input type="checkbox"/> | Adoption pack and blanket provided. The adoption pack will be given to you when the dog comes into foster (if for any reason you do not receive it please make Sam or Donna aware as soon as possible). All items in the pack are designed to be passed on to the adopter, however, please make sure that the blanket is opened and used in your own home prior to adoption day so the dog has familiar smells available in their new 'forever' home – this will help them settle. |
| <input type="checkbox"/> | Adopters brought harness, lead, collar and tag. If they arrive without them, please send them home with those the dog has had in foster and ask that they post back to us when no longer required. 4 Cole Avenue, Aldershot, Hants GU11 1AN |
| <input type="checkbox"/> | Adopters brought a crate or seatbelt to safely transport the dog – please explain this is a requirement of adoption and dogs will not be allowed to travel unsecured |
| <input type="checkbox"/> | Complete Petplan free insurance forms Send top copy to Petplan in pre-paid envelope, put adopter copy in pack & send or scan and email charity copy to trustees (see below) |
| <input type="checkbox"/> | Folder containing care guides standing order form and other paperwork supplied by Donna when dog arrived in foster handed over to adopter |
| <input type="checkbox"/> | Notes on dog's behaviour, likes and dislikes, routine and additional information provided. Please list feeding times and amounts, sleep routine, worming, flea treatment dates and when due, when neutered and vets where treatment was undertaken. |
| <input type="checkbox"/> | <p>Email copy of adoption contract and insurance forms to trustees <u>on the same day</u> and confirm that the dog has been adopted after they've left your care.</p> <p>Preferably scan or take a photo of the adoption agreement & insurance form and email or Whatsapp it to: adoptions@prodogsdirect.org.uk, woodforddonna@gmail.com, and patbryant1949@hotmail.co.uk</p> |