



ADOPTION DAY GUIDELINES

Adopter must be at least **21 years old**

We don't adopt out pets as gifts. We do offer sale of gift certificates, which are kept in the file box under "gift certificates." The fee is \$60.00. If the recipient does not want a cat, or gets turned down for adoption, the \$60 fee turns into a charitable donation.

Match the energy level of the pet to the energy level of the person (example: a high energy kitten is a bad match for a low energy elderly or debilitated person)

Project Purr has an **indoor kitty only policy**. Some fosters may be OK with their foster pets going to an indoor-outdoor home, in certain circumstances. If that is the case, they will make a note of this at the top of the vet sheet.

Project Purr does not have a policy on de-clawing. Some fosters may want their foster pets going only to an adopter who promises not to declaw. If this is the case, they will make a note of this at the top of the vet sheet.

Appearance matters. All cages should look neat, clean, and homey. Prepare a couple of litter boxes to have on hand. Watch the kitties during the adoption event, and if they get restless, offer the litter box. If they eliminate in the box, immediately scoop the waste out and dispose of it. If litter is kicked out of the box, please tidy up.

All cat carriers and other items should be neatly stacked under the counters or tables. Dispose of any trash you see lying around. Please be mindful of keeping everything neat and professional appearing, rather than messy and disorganized.

You represent Project Purr to the public. Each person you encounter should be considered a potential:

1. Adopter
2. Volunteer
3. Donor

Everyone should be treated with courtesy and respect at all times. This is important even if someone is nasty to you. Be proactive and professional, rather than reactive.

Also be very careful about what you say to the public. Visitors are likely to view you as an expert on animal rescue and on cats in general. Be very careful only to state what you know to be true. Also be able to state Project Purr's mission statement to anyone who inquires about our organization.

Personal appearance matters. Please wear Purr logo attire and your name tag when you are staffing an adoption event. If you need a T shirt or name tag, alert one of us and we will happily supply you with what you need.

Adoption paperwork:

1. Have the adopter fill out an application before doing anything else. That way if they get turned down for any reason, we haven't wasted additional paper.
2. Make sure that the e mail address of the adopter is clearly legible. They will get a thank you note by e mail after the adoption.
3. After the adopter fills out the application, do read it carefully. If anything bothers you about the adoption, go with your instinct. It is OK to respectfully decline an adoption, and you should do this, if you don't believe that the prospective adopter will give the kitty a good home. Just remain calm and stand your ground, even if the person becomes agitated. If you need back-up, you can always call Peggy (225) 802-4067.

Vet sheets are important. Since our vets do work for us at such low prices, we agree to keep track of our own vet records. The "let me introduce myself" sheet includes the vet record, and this is the only document for that pet when it comes to its medical care. The adopter depends on us to have accurate and complete records on each cat. As fosters arrive at adoption day, please check to be sure they have a vet sheet on each kitty, and that they are properly filled out.

Preadoption – if adopter wants to adopt a baby kitten that hasn't yet been fixed, this is called a preadoption. Give the adopter their copy of the contract (yellow copy), and at the top, write "pd \$70.00 (or whatever the amount is)", along with the phone number of the foster parent. Write down the phone number and e mail address of the adopter on a post-it note and place on the vet sheet for the foster parent. Mark it as a preadoption at the top of the application form, so that the data entry person knows not to look for a vet sheet at the time of receiving other adoption paperwork on that pet.

Taking cats out of cages – be very careful to keep at least one hand on cats and kittens at all times when transferring to the arms of a potential adopter. Stay with the kitty until placed back in the cage and door closed.

I have read this document and agree to operate within the guidelines described above.

Signature

Date

Printed name

E mail address (please write clearly)

Phone number

Project Purr BR Release Statement

1. I understand that the handling of animals and other Volunteer activities on behalf of Project Purr BR could result in injury to me or my personal property. On behalf of myself, and my heirs, personal representatives and assigns, I hereby release, discharge, indemnify and hold harmless Project Purr and its directors, officers, employees, adoption partners (such as PetSmart, Lux Salon, Acme Oyster House, Mall of Louisiana, or Calandro's), and agents from any and all claims, causes of action, and demands of any nature, whether known or unknown, arising out of or in connection with my Volunteer activities on behalf of Project Purr BR.

2. Understanding that public relations is an important part of a Volunteer's activities on behalf of Project Purr, I hereby authorize Project Purr to use any photographs of me in its possession for public relations purposes. I ask that Project Purr use reasonable efforts to give me advance notice of any such use, but such notification is not a condition to release photographs for public relations purposes.

If I am the parent or legal guardian of a child under eighteen years older who is applying, through this on-line application, to volunteer for Project Purr, I hereby give consent for my child or ward, as the case may be, to become a Volunteer for Project Purr as described in the above Volunteer Agreement and, by the signature below, join in and agree to be bound by the terms and conditions of the Release above.

Signature of Volunteer

Date

Printed name of Volunteer