**ADOPTION PROTOCOLS**

The purpose of the adoption counselor is to match the right animal with the right person. Please understand these protocols are not always concrete. The shelter environment can determine the flexibility of the protocols. Exceptions must be made by the shelter director.

**Adoption Trials**

* If the animal is not spayed/neutered, the adopter must live within Galveston County
	+ Clear Lake/Webster must be approved by Kim Schoolcraft first
* Puppies and kittens are not allowed to go out on adoption trials
* All trial periods are 1 week only

**Adoptions**

* Adopters must first complete the online application process
* Adopters must be 21 years of age
* Animals cannot be adopted to those who have an unfixed animal in their care
* If the home is rented, proof of pet policy must be provided. Along with proof of pet deposit payment at time of adoption
	+ Animal can be placed on adoption hold for 48 hrs until documentation is provided
	+ Accurate picture of documentation is acceptable
* Puppies and kittens must have two sets of shots

**Off Site Events**

* Adult dogs must have their rabies vaccination
* Adult dogs do not have to be spayed/neutered
	+ If an animal has not been sterilized, the shelter will coordinate that surgery for the adopter with Animal Alliance
	+ PetSmart animals must be sterilized
* If paperwork such as rabies certificate or microchip stickers are missing from the adoption folder, the adopter can obtain that paperwork from the shelter directly (Adoption lead should notify the shelter as well)

**Additional Questions**

* If the adopter decides to adopt multiple pets from the event, the rate should be XXX
	+ What rate/discount should be given if there is a special adoption rate occurring
* If the adopter does not provide their current animal heartworm medication? Is education from the adoption lead enough, along with a best judgment on the individual?
* If the adopter does not have a fenced yard?
* Is driver’s license required for all adoptions? I have notes stating required only for checks and fosters
* Is the donation fee from the Square always passed on to the adopter ($2 fee?)? I assume if they say they do not want to donate on the Square that is skipped
* If adopter has a PO Box for a mailing address, do we also insist on physical address