



Adoption Event Volunteer Information

Thank you so much for dedicating your time to finding homes for our animals! Below is information on how the adoption event will run, our policies and guidelines, background information on the organization, and other ways you can assist the organization. Enjoy yourself and know that you are truly making a difference by participating in this event- the dogs and cats appreciate it!

ADOPTION EVENT INFORMATION

- Arrive on site 15 minutes before the event is scheduled to begin.
- Check in at the volunteer table with the volunteer captain
 - If it is your first adoption event, sign a waiver that releases LDCRF from any legal matters
 - Fill out a name tag
- 5 minutes before the event is scheduled to begin, the volunteer captain will go over the event specifics and welcome all volunteers
- The animals will arrive in a LDCRF van. The volunteer captain and board members will unload the animals off the van one by one.
 - Do not crowd the van. We understand some dogs are more desirable than others – but all of the dogs need handlers. We do not take “requests” for handling – we do take into account the size of the animal and the strength of the volunteer.
 - Puppies are not walked around the store like the adult dogs. Puppies will be taken to the back of the store and put into “puppy pens.” There are designated puppy volunteers, so dog handlers should not handle the puppies or enter the puppy pen.
- Once you are handed an animal, head to the adoption table and request the file for your animal. The age, sex, and medical history of the animal will be contained in the file. If there is no file or information is missing, that means we don’t know that piece of information.
- Throughout the duration of the adoption event, you should walk the animal around the store and outside. The goal is to interest people in the animals and find potential adopters for your animal.
 - Do not lay down on the floor with the animal. Affection is encouraged, but the animals need to continue moving.
 - Do not pull dog beds off the shelves to lay on for you or your dog.
 - Do not let the animals take toys or treats from the store unless you are prepared to purchase it.
 - PetSmart is incredibly generous to give us space for the adoption events – we do not want to anger its staff.
 - Keep moving throughout the event. Do not crowd in one area. It makes the adoption process more stressful for potential adopters and for the animals.
 - Some dogs are dog-aggressive – we need to keep all animals moving so fights do not break out.
 - If you are having trouble handling your dog, please let the volunteer captain know so we can find someone to switch dogs with you.



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- If someone is interested in the animal you are handling, give them some time alone with the animal. We want the animal to bond with the potential adopter. That being said- always keep an eye on the animal, and check in periodically to make sure all questions are being answered.
- If a potential adopter asks you a question, answer honestly – even if the answer is “I don’t know.” Most of the general questions are answered on this form. If you do not know the answer – look for a board member or the volunteer captain to assist you.
- If the dog you are handling is adopted, check in at the adoption table or with the volunteer captain to see what other areas need help.

ADOPTION POLICIES AND GUIDELINES

- Adoption fees
- Puppies (under 1 year of age) - \$375.00
- Dogs (1 year of age and over) - \$325.00
- Cats & Kittens - \$150.00 for one, \$250.00 for two 6 months of age and over, \$275 for two under 6 months
 - All adoption fees go directly to LDCRF to help pay for medical expenses, spaying/neutering, and boarding.
- Dogs will only be adopted to residents of the DC Metro area, except in very rare cases where the dog has needs requiring a special home that may not be found locally. These situations are evaluated on a case by case basis.
- We will not place a pet into a home if any of the following apply:
 - The prospective home currently has an un-spayed or un-neutered pet.
 - The pet will be left outside unattended at any time.
 - The pet is intended as a gift.
- LDCRF does NOT allow declawing of any cat adopted through LDCRF. However, we do rescue cats that have been previously declawed.
- Once placed, LDCRF reserves the right to:
 - Check on the pet at any time to ensure its well-being.
 - Remove the pet from the home if any conditions of the adoption contract have been violated or, if in the opinion of LDCRF, the environment is unsafe.
- If at any time you cannot keep your pet, you must return it to LDCRF and not to any other individual or shelter.
- You can not fill out a general application form- you must apply for a specific animal.
- We do not guarantee the breed of dog- many times we are making an educated guess.
- We do not guarantee the health of any animals adopted. Any time you adopt an animal, you should take it to the vet as soon as possible. Your animal has been checked by a vet, but will need to be started immediately on a program of preventative vet care. LDCRF will not pay for medical care for an adopted animal.



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- Adoption Procedures
 - Adoption Application
 - Once a potential adopter has chosen an animal, they are guided to fill out an adoption application. The purpose of the application is to assist in determining whether the environment that the potential adopter can provide will meet the pet's needs. The application will need to be assessed by 2 certified adoption counselors and discussed with the potential adopter(s). If both adoption counselors sign off on the application, the adopter becomes "approved".
 - Adoption Contract
 - After a pet has been chosen and the adoption questionnaire approved, the adopter will then proceed to our adoption table to complete an adoption contract. At that time, available medical records will be provided along with a variety of other information. The fee will be paid in cash or credit card. The pet then will go home with the adopter THE SAME DAY.
 - Note: there are a few specific breeds such as Pit Bull and Rottweiler where a home check will need to be done prior to the animal going to the home of the adopter).
 - Home Check
 - After the adoption, an in-home interview MAY be conducted to ensure a safe living and loving environment is provided for the pet. The home check will occur within a few weeks of the adoption. There is a 2 week trial period.
 - Puppy Adoptions
 - Puppies are popular! In the interest of managing the volume of potential adopters, LDCRF has instituted the following procedures for puppies at adoption events when there is a high level of interest.
 - Potential adopters arrive at the adoption event 5 – 10 minutes before the start of the event and put their name on the puppy interview list at the LDCRF table in the back of the PetSmart.
 - Adoption counselors will interview everyone who is present within a few minutes of the start of the adoption event. This can take some time, so please be patient.
 - If several equally qualified applicants are interested in the same puppy, we will ask that they consider alternatives, and if that does not produce a solution, we will choose among the qualified applicants by coin toss or random drawing. Keep in mind that the drawing or coin toss are only carried out if no applicant stands out above the rest as being able to provide the best home for the puppy.

LOST DOG & CAT RESCUE FOUNDATION INFORMATION:

- The Lost Dog Café, located in Arlington, VA, has rescued, sponsored, and placed hundreds of abandoned and unwanted animals over the past 13 years. In the spring of 2001, the owners of the



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café, Pam McAlwee and Ross Underwood, decided to increase the number of animals saved by forming The Lost Dog and Cat Rescue Foundation.

- The organization is made up almost entirely of volunteers – the only paid employees are caretakers for the animals at the Lost Dog Ranch. There is no administrative or fundraising staff, nor is there office space, so overhead is virtually nonexistent.
- In the past five years, Lost Dog and Cat Rescue Foundation has rescued over 4500 dogs and cats.
- LDCRF is a 501 (c)(3) organization, which makes all donations tax deductible.
- LDCRF does not normally take owner turn-ins; we secure our animals from high-kill shelters in and around the DC area to reduce the euthanasia rate.
- Animals not placed in foster homes are taken to the Lost Dog Ranch, a 70+ acre ranch in Sumerduck, VA.
- All animals eligible for adoption are up to date on shots and are spayed/neutered.

OTHER WAYS YOU CAN VOLUNTEER

- Data Entry
 - We need volunteers to take home some of our files and input the information into our database. This helps us keep track of the animals we have placed.
 - If interested, please contact Barb at lostdogbarb@gmail.com
- Grant Writing
 - With no fundraising staff, we need help securing grants from all sorts of organizations and government agencies. If you can assist (especially if you have grant writing experience), we may be able to secure more funds to rescue more animals.
 - If interested, please contact Barb at lostdogbarb@gmail.com
- Fundraising
 - Grassroots fundraising is crucial for the foundation. We need folks to research new ways to raise funds for the organization and take the initiative to make it happen. No amount of money is too small!
 - If interested, please contact Peggy at fundraising@lostdogrescue.org
- Street Teaming for Adoption Events
 - We need people to distribute flyers in area retailers, libraries, local employers, etc. to recruit volunteers. All you need is to pick up the flyers and hit the streets.
 - If interested, please contact Carolyn at volunteer.coordinator@lostdogrescue.org
- Foster Homes
 - Fostering has a ripple effect. For every animal we place in a foster home, we create a space at the ranch for another rescued animal. For every animal that we rescue, a space is created at the shelter for another dog to live another day. Fostering is a large responsibility and an application must be filed before a home may start taking fosters.
 - If interested, contact Christina at Foster@lostdogrescue.org
- Drivers
 - Drivers go to the Lost Dog Ranch in Sumerduck, VA, bring the animals to the adoption events, and then bring the unadopted animals back to the ranch. A large time commitment, but crucial to the success of the foundation!
 - If interested, contact Carolyn at volunteer.coordinator@lostdogrescue.org