

Your guide to finding an adopter for your foster dog!

Please read this step-by-step guide on finding an adopter for your foster! We understand this is a LOT of information- we appreciate your patience and dedication to helping dogs in need! If you need assistance, please let us know! We also have many adoption resources available on our Linktree, you will receive a text with the Linktree when you pick up your foster dog! If you do not receive the link, please text the dog foster line to have it re-sent to you:

Dog foster line- 916-709-7991

Key Points:

1. **Spay and neuter appointments for foster animals:** Our wonderful medical team is working diligently to ensure all animals under the care of Front Street Animal Shelter are altered (fixed) in a timely manner before adoption. This includes both dogs and cats in foster as well as at the shelter. Due to the high volume of animals in our care, your foster's age and condition, and other circumstances- your foster may be made available for adoption before they are altered. However, all foster animals must be spayed/neutered before they are transferred to their adoptive family.
2. **Reviewing your foster's adoption applications:** One of your roles as a foster parent is to promote your foster animal and reach out to people who express interest in adopting your foster pup! We kindly ask that you reach out to interested adopters within 72 hours. Depending on the communication you receive, we ask that you proceed with declining the application or proceed with setting up a meet and greet with the interested adopter. This will ensure that an interested adopter is either committed to your pup OR can move on to finding a better fit if their application is declined.
3. **Transferring your foster dog to their adopter:** Transfer of altered (fixed) foster animals to their adopters must take place at our **Petco Adoption Center 1878 Arden Way**, between Old Navy and Hobby Lobby. Using the instructions below, you will guide your adopter to fill out a Petco adoption form for each foster animal before transfer. This Petco partnership helps fund our foster programs by providing staffing support as well as goodie bags for adopted foster animals and their adopters. Petco staff are available to support you through the transfer process and can advise your adopter on post adoption care!
4. **Communicating a finalized adoption transfer:** Please text the dog foster team once you have completed transfer of your foster dog to their new home or if you have any questions along the way! Thank you so much for fostering!!! 😊

Brief breakdown of adoption steps:

- 1. Creating your Adopets account and foster profile**
 - Verify your account (only required as a first-time foster)
 - Upload your fosters adoption profile
- 2. Communication with interested adopters**
- 3. Setting up a meet and greet with an interested adopter**
- 4. Recommending an adopter for adoption approval**
- 5. Transferring your foster to their adopter!**

1. Creating your Adopets account and foster profile:

Verifying your Adopets account:

We use a web-based platform called Adopets to connect foster parents with potential adopters for their foster. You will be responsible for conversing with adopters via text or email about your foster animal. Additional resources for navigating Adopets are available on our Linktree!

- If this is your first time fostering, you will receive an email from Adopets asking you to create an account. Once you create an account and verify your email, you will receive an email with each new application your foster receives.
- If this is not your first foster, you do not need to verify your account. You will receive an email with each new adoption application.

Uploading your foster adoption profile:

You can upload your fosters bio to Adopets directly or, you can send an email to dogfoster@cityofsacramento.org with photos of your foster dog (the more the better) and a brief bio! Below are some of the most commonly asked questions by adopters, please include in your bio:

- What is a typical day for your foster dog? What is their energy level like? Are they more of an active dog or a couch potato? Where do they sleep? Do they have any unique/ funny quirks? How do they do when they meet new people, have they met any children? Do they have experience with other dogs, cats, or livestock? Training- are they leash trained/ potty trained/ kennel trained; do they know any tricks? Are they food motivated? Do they have a favorite treat or a favorite toy? And anything else you'd like the potential family to know!
- Examples of foster bios and additional resources for creating your fosters profile are available on our Linktree! Remember, the more photos and information available to the public, the more likely they are to fall in love with your cute foster!

2. Communicating with interested adopters

- One of your roles as a foster parent will be to follow up on your foster pups interested adoption applications! You will use Adoptapets, a web-based platform to view pending applications on your foster animals' dashboard. Every time your foster receives an application, you will receive an email, please check your email regularly! New applications will show as “pending” Once you or a staff member open an application, it will show as “under review” the applicant will receive an email notification when their application is under review.
- You may communicate with interested applicants via text or email; however, we recommend sending a text as you will receive a quicker response! We kindly ask that you respond to all applicants within 72 hours! We appreciate the time and energy you are investing in finding your foster a home- if you need assistance along the way please reach out!
- We want to ensure that both you, and members of the public are receiving responses in a timely manner! If an applicant is not a good fit/ nonresponsive please proceed with requesting archival of their application- this will trigger an automatic denial email to be sent to them. This application will show as “declined” on your foster's dashboard, allowing you and staff to focus on the applications that are “under review” or “pending” 😊
- Once you have communicated with an adopter that expresses interest in adopting your foster animal, you can move forward with setting up a meet and greet!

3. Setting up a meet and greet with an interested adopter.

- Meet and greets with your foster and a potential adopter should be held in an open, stress-free location such as your front lawn, a nearby park, or a pet store.
- You are not required to invite adopters into your home, you are not required to take your foster animal to the adopter's home, you can set up a meet and greet in a location where you feel most comfortable. Our Petco adoption center is located at 1878 Arden way, the store is very spacious and a great place to meet with adopters!

- If your adopter has another dog, please text us or check the Linktree for step-by-step instructions on successful dog-to-dog introductions. A slow and stress free introduction is essential for your foster to thrive in their new home!
- If your meet and greet is unsuccessful you are not required to have that conversation with the adopter alone, you can let the adopter know you have other applicants and that they will receive the next steps in the process via email. Please remember to lead with kindness and understanding when searching for a home for your foster dog!

4. Recommending an adopter for adoption approval.

- After a successful meet and greet, you may “recommend” an adopter for approval on Adoptpets. If you are having issues recommending an adopter, please text the dog foster phone or check the Linktree for Adoptpets instructional videos.
- A staff member will approve the recommended adoption on Adoptpets, this will send the adopter an email with the next steps for them to sign the adoption contract and pay the adoption fee digitally. We will also send the adopter an email with instructions for collecting their adoption goodies at Petco.
- Once your adopter has signed the adoption contract and paid the adoption fee, you will receive an email from Adoptpets letting you know you can transfer your foster! If you are unsure if you can transfer, please text us. At this point, you may proceed with transferring your foster animal to their adopter at Petco!
- If your foster animal is not yet altered but has a scheduled surgery date- please send us a text with your chosen adopter and recommend the application for approval. We will remove your foster from the website and send you an email with the next steps. We ask that you keep your foster until their surgery date and transfer them to their adopter once they are altered. If you are unsure of your foster's surgery date or need to request an earlier appointment- please text us!

5. Transferring your foster dog to their adopter!

- Your foster is one step away from going home, yay!! Transfer of your fixed, medically cleared foster animal will take place at our **Petco Adoption Center 1878 Arden Way, DETAILED INSTRUCTIONS AND PHOTOS BELOW** 😊
- You may meet at Petco with your adopter anytime during store hours, you do not need to make an appointment to transfer your foster animal! Please contact the

foster team if you have any questions once you have found an adopter and would like to proceed with transfer.

- If you would prefer to transfer your foster pup directly from your home or another location, you may! However, your adopter **must** complete the steps below before pick-up, please direct them to proceed to Petco to pick up their goodies!

***** FINAL STEP *****

Please text the dog foster team at once you have successfully completed transfer of your foster dog to their adopter at Petco!

Congratulations!!! Thank you so much for helping your foster find a loving home!

Self-Serve Adoption Station at Petco!

1. When you arrive at the store, proceed to the adoption center **located in the far back right of the store**. You will see a self-serve adoption station (two chests of white drawers) located outside the adoption center. See photos below!
2. **Locate an adoption folder for your adopter**, this contains **important** post adoption information regarding common medical concerns, a post adoption medical exam, and microchip registration as well as several coupons! The adopter will receive an email with their animal's official medical certificate post adoption.
3. **Locate a sample bag of food and goodie bag** containing fun toys and treats to help your foster transition to their new home with their new family!
4. **Please direct your adopter to fill out the Petco adoption form located in the top left drawer**. Once completed, the form may be turned into a staff member at the register. In return, your adopter will be given a coupon book with hundreds of dollars in savings for essential supplies as well as discounts for training and grooming! You may contact a Petco staff member if you need assistance.
5. Take a photo of your foster pup and their new family (optional) and pat yourself on the back for a job well done!!! 😊