



For the Love of Dogs Vermont Adoption Coordinator Instructions

Thank you for joining the For the Love of Dogs Vermont team! This guide is designed to give you a step-by-step way to approach your role as an Adoption Coordinator. It is divided into six sections:

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1. Educate Yourself

- ☐ Familiarize yourself with our website: www.fortheloveofdogsvermont.com
 - Pay special attention to the Adoption Application and the Adoption Contract. The way an applicant completes these questions can tell you a lot.
 - Look through our Education & Resources page: watch the videos, read the handouts, etc. so you can refer potential adopters to useful information.
- ☐ Familiarize yourself with our Adoption Applications spreadsheet: <http://bit.ly/app-spreadsheet>
 - All our active applications can be found on this spreadsheet.
 - Various people use this spreadsheet for a variety of purposes, so it's very important to keep it up to date and to make sure it is accurate. Contact [Dana](#) for spreadsheet support!
 - You will use this spreadsheet to keep track of the status of your applications and to check on the status of other applications.

- Adoptions and upcoming transport information can be found below the green row on the spreadsheet.

★ **TIP 1**

Always check the status of a dog your applicant is interested in to make sure he or she hasn't already been adopted by another applicant.

❑ Useful things to know:

- The minimum age for adopting a rescue through FLODVermont is 24 years of age.
- Most of our rescues are located in the South and the dogs are not available to meet. Most of our adopters adopt without ever meeting their dog.
- FLODVermont is a shelterless rescue and relies on a few very dedicated fosters.
- We can work with the adopter to find a dog that's right for their family if the dog they're interested in has been or is likely to be adopted or if they are unsure about the kind of dog they're looking for.
- Puppies cannot be left for longer than 4 hours at a time.

2. Processing an Application

❑ First steps:

- Carole Moore will send you an application within a few hours of receiving it and ask you to process.
- The turn-around time for initial processing should be no more than a couple of days. It may take longer to find an appropriate match, but all references should be checked and initial contact made with the applicant within one day of receiving the application.
- Read through the application carefully to assess the general interest level and capabilities of the applicant, especially as it might concern the breed, temperament, or size of the dog they express interest in.
- Contact the applicant to let them know you received their application and to ask them to contact their vet to let them know you will be in touch (see sample first email).
- Generally, you will need to make contact with 5 people:
 - The applicant
 - The vet's office
 - 3 references
 - There are occasions when you may need to contact a landlord as well.
- The order in which you contact these people varies. If the application is incomplete, you may want to contact the applicant first for more information.

★ **TIP 2**

Use social media to learn more about an applicant, especially if you find yourself uncomfortable with the information provided.

Facebook has been especially helpful in identifying inappropriate applicants. You can also determine the suitability of their home by using Google Earth.

❑ If the applicant is approved:

- Check the Adoption Applications spreadsheet to determine how many other applicants are interested in the same dog.
- Speak to the rescue or foster who has the dog to evaluate the dog's needs, activity level, and behavior to determine if the dog is a match for the applicant.

You can also request additional photos and/or videos. These requests can be made through [Carole Moore](#) or [Melissa Goldberg](#) if you are unable to contact the sending rescue directly.

- Inform the applicant that they have been approved.
 - If the dog they listed on their application is a match and available, there will be several next steps involving contract, payment, transport, etc. (see sample approval email).
 - If the dog they listed is unavailable or they haven't decided on a dog, you can refer them to the website or contact our partner rescues for a suitable match.
- ❑ If the applicant is not approved:
 - Determine whether or not some of the issues can be resolved. For example, if they want to adopt a puppy but are away from home for longer than 4 hours at a time, they may be able to return home on their lunch hour, take the puppy to work with them, or leave the puppy with a family member on long days.
 - Some of these **Yellow Flags** can be resolvable with further effort:
 - Applicant has applied for a puppy but they will be gone for longer than 4 hours at a time.
 - Applicant applied for an adult dog but is gone longer than 6 hours and the dog does not have outdoor access (if there is a companion dog, the maximum suggested time increases to 8 hours).
 - Applicant applied for a known escape artist or high-energy dog or special needs dog but does not have a fenced yard.
 - References hesitate to recommend.
 - Applicant has previously given up a pet.
 - **Red Flags** that may not have a resolution:
 - Lying on the application, especially about where they live, whether they rent, their age, previous adoption history, etc.
 - Landlord does not approve of the adoption.
 - Past or current abuse of an animal becomes apparent.
 - Vet has concerns about past or current pet's care or would not recommend as an adopter.
 - Owns non-altered dog(s) and is unwilling to schedule neuter/spay.
- ❑ If an adopter is not approved and you're uncomfortable notifying them, contact [Carole Moore](#) or [Melissa Goldberg](#) for advice on ways to let them down easily.

3. Steps to Complete Adoption

- ❑ When an approved applicant is certain they want to adopt a dog, they must follow instructions on this web page. You will email them this link in your 'adoption approval' email: <https://forthe love of dogs vermont.com/adoption-agreement>:
 - Pay the full adoption fee of \$500 (or \$400 if the puppy is not spay/neutered). Payment options (Paypal, check, Venmo) are explained in Step 1 on the web page with the contract.
 - They will then complete the Adoption Contract found in Step 2 at the above link. Completing the contract allows the prospective adopter to think through all the responsibilities involved in welcoming a new dog.

- ❑ Once the fee has been received, the dog is considered adopted and will be on the next transport to Vermont.
- ❑ Melissa will monitor payment arrivals. Sue will monitor contract arrivals and update the FLOD Adoption Application spreadsheet.
- ❑ The website will be updated that the dog is “Adoption Pending”.

4. Things to Consider

- ❑ Our goal is to find forever homes for our dogs. We decide to foster some of our dogs while we look for an adopter, and others arrive with adopters already in place.
- ❑ Ideally, we would like people to commit to adopt before the dog ever arrives in Vermont, but we realize that sometimes an applicant is unsure about committing without meeting. In such cases,
 - They must realize that the dog they are interested in may not be available by the time transport arrives.
 - If someone else wants to adopt the dog in the meantime and pays a deposit, then that dog will go to the person who commits.
- ❑ While in processing, if two (or more) applicants are interested in the same dog (contact [Carole Moore](#) or [Melissa Goldberg](#) to ask about the dog’s status), the first who applied generally gets the first say. If that applicant commits by placing a deposit or by paying the full fee, then the dog is considered adopted. If the first applicant is undecided, then they should be informed that another applicant is interested in the dog, and if they can’t or won’t commit, then the second applicant may adopt the dog.
- ❑ Our dogs arrive with age-appropriate vetting and are spayed/neutered. Our website indicates any variations to this as well as any specific issues we know a dog might have.
- ❑ We try to have at least two transports per month, but that varies.
- ❑ Adopters may be required to drive several hours to meet transport (you may want to let adopters know this early in the process). Our main drop-off is at the Middlesex Fire Station off Exit 9 of I-89; we often have drop-offs in Portsmouth NH and Brattleboro VT. [Melissa Goldberg](#) decides all transport logistics.
- ❑ Transport can be a long, grueling trip, and adopters should be warned that their dogs may experience a bit of trauma over transport. It may take a while for them to settle in to their new homes; some dogs have diarrhea for a few days and can either be extremely quiet or very excitable. It takes about two weeks for things to settle down for them so remind adopters to limit their new dog’s activities until they settle into a routine.
- ❑ We send a transport newsletter with helpful information about what to bring to transport, how to prepare for the arrival of your dog, etc. in the week before transport arrives. Please encourage your adopters to read this information. Adopters will receive their dog’s vet records at transport.

5. Sample Emails

- ❑ Sample first email

Hello.

My name is ____ (YOUR NAME) ____ and I'm a volunteer for For the Love of Dogs Vermont. I wanted to write a quick note to introduce myself.

I will be processing your application. If you haven't already done so, please call your veterinarian and give them permission to speak to our rescue. Once I've connected with all listed references, I will give you a call to discuss a great match.

Thank you for considering adoption!

*Your Name, Adoption Coordinator
For the Love of Dogs Vermont*

☐ **Sample approval email**

Hi, _____,

Congratulations! I'm thrilled that you and your family are adopting _____!

_____ is currently scheduled to arrive via transport next _____. We'll be sending out a newsletter with transport information, training thoughts, and a host of other useful information soon, so keep an eye out for that.

The next step is to complete the adoption contract, which you can find at <https://forthe love of dogs vermont.com/adoption-agreement> Please read it over carefully and get in touch if you have any questions. You can sign and either email it back to me or pop it in the mail to:

*For the Love of Dogs Vermont
PO Box 1112
Waitsfield, VT 05673*

Get in touch if you have any questions about the contract.

Finally, please pay the \$450 adoption fee using PayPal. Follow the instructions carefully and be sure to use forthe love of dogs vermont@gmail.com as the PayPal address.

- *Tab down to "friends and family" for payment, otherwise PayPal treats the payment as a vendor payment and will assess a fee.*
- *You can also mail a check to the address:*

*For the Love of Dogs Vermont
PO Box 1112
Waitsfield, VT 05673*

If you have any questions at all, please don't hesitate to get in touch.

And, again, congratulations!

*Your Name, Adoption Coordinator
For the Love of Dogs Vermont*

☐ Sample Day of Transport mail

Hi, _____.

I hope your family has a wonderful day meeting your new family member! Enjoy your pup! Remember to keep the first few days quiet so _____ can de-stress, and please begin a consistent routine and leadership training from the get-go to set the foundations of a well-behaved and wonderful family pet!

Check out the helpful videos and handouts under the education & resources link on our site if you haven't already: <https://fortheLoveofDogsVermont.com/education> .

We love to hear updates and see photos of your pup once settled in! And please consider joining our Facebook alumni page, where you can connect with other adopters and share photos and videos:

<https://www.facebook.com/groups/vermontdogrescuealumni/>

I'll likely reach out in a few days to see how everything is going. Call with any concerns or questions: ____ (YOUR PHONE NUMBER) ____.

Thank you for adopting.

*Your Name, Adoption Coordinator
For the Love of Dogs Vermont*

6. Resources

☐ Links

- Website: www.fortheLoveofDogsVermont.com
- Spreadsheet: <http://bit.ly/app-spreadsheet>
- Payment: <https://fortheLoveofDogsVermont.com/adoption-agreement>
- Contract: <https://fortheLoveofDogsVermont.com/adoption-agreement>

☐ FLODVermont Contacts

- [Carole Moore](#) Coordinator for FLODVermont
- [Melissa Goldberg](#) Coordinator for FLODVermont, Adoptions Coordinator, Transport Coordinator
- [Anne Pfarrer](#) Adoptions Coordinator
- [Carole Crossman](#) Adoptions Coordinator
- [Sue Andrew](#) Adoptions Coordinator
- [Marilyn Crimmins](#) Adoptions Coordinator

➤ [Dana Goss](#) Website updates, spreadsheet help