



Completing Adoptions for Adoption Ambassador Fosters

Congratulations on finding a loving home for your foster animal! We hope that between this document and our [Adoption Ambassador FAQ](#), you feel confident in navigating the process of introducing the adopter to your foster, answering their questions during the counseling process, and completing the adoption paperwork below. If you have any questions or concerns at any point in the process, reach out to foster staff at foster@southernpinesanimalshelter.org or call the shelter at 601-544-6632.

Once the adopters decide to complete the adoption, follow the steps below:

1. Complete the required adoption paperwork.

- Ask the adoption to fill out the [adoption profile](#). This profile is to be **RETURNED TO THE SHELTER** and not go home with the adopter post adoption. Make sure that all of the adopters information is filled in on every requested line. All information must be entered on this form legibly and completely so that we may transfer ownership of said animal to the person and register their microchip. The email address is a **REQUIRED FIELD** so that we can send over all medical information for the adopted animal.
 - Make sure that on the adopter **initials** every line on the bottom half of the adoption contract. Initials are the only acceptable form of signage on this section of paperwork. **Check marks or x's are not acceptable.**
 - Make sure that the adopter signs their first and last name and dates on the bottom of the adoption profile.
 - This form will return to Southern Pines, **do not** allow the adopter to leave with this form.
- Heartworm treatment contract and any additional waivers:
 - For dogs who are heartworm positive, we require that adopters complete the heartworm treatment process which typically consists of 30 days of antibiotics, a series of injections, and 30 days of cage rest. Depending on the age and health of the dog, sometimes a longer treatment process is required. The adopter should **initial and sign** the heartworm treatment contract with the estimated costs of treatment. The completed form should be returned to the shelter, and the adopter will receive a copy in their email once the adoption is processed.
 - Some animals require additional waivers that help to explain a variety of medical and/or behavioral issues like upper respiratory infections, ringworm, injuries, and more. If your foster has additional needs that require an additional waiver, the foster staff will provide it to you prior to the adoption process. Any waivers should be **initialled, signed, and returned to the shelter**. The adopter will receive a copy in their email once the adoption is processed.
- Microchip Identification Form:
 - All animals adopted from Southern Pines Animal Shelter receive a microchip prior to adoption. A microchip is a small RFID device about the size of a grain of rice that is implanted beneath the pet's skin between the shoulder blades. **IT IS NOT A GPS TRACKING DEVICE**. The microchip contains a unique number used to identify the animal, almost like a social security number for the pet. This number allows shelters,



clinics, veterinarians, and humane organizations to contact the adopter if their lost pet is found. The microchip will be registered to the information that was provided on the adoption application.

- Most animals from Southern Pines will be chipped with Found Animals and will **not** require a microchip registration form. However, some of our animals are chipped through other microchip companies. If so, a [registration form](#) must be completed to change the chips registration to their new owner. Make sure that the form has been filled entirely in every requested box, signed and dated on the bottom. This form will return to Southern Pines. Do not allow the adopter to leave with the form.
2. Collect the adoption fee from the adopter. Accepted forms of payment are cash, check, debit and credit. Payments by debit and credit may be processed only over the phone with a Southern Pines Representative only during business hours. We can be reached at 601-544-6632 between the hours of 12pm-5pm. If the adopter pays with cash or a check, please return the adoption fee and all paperwork to the shelter **within 24 hours** of adoption for processing.
 3. Each adopter receives an adoption packet based on the species of their new pet. There are two versions: [one for dogs](#) and [one for cats](#). This adoption packet includes:
 - Microchip Identification Card
 - This card is for the adopters records to know the microchip number and what company the chip is registered to. If they move, change their phone number, address, anything--the adopter is responsible for keeping it updated through this company.
 - It is FREE, and we initially register it for them with the information they provide on their adoption packet.
 - Upper Respiratory Information
 - This sheet explains the common signs of upper respiratory infections (URI) which can be particularly common in cats after adoption. The first wellness visit to our Spay & Neuter Clinic is **FREE** for adopted animals, and adopters will only have to cover the cost of antibiotics should they utilize our clinic.
 - This sheet also explains what heartworms are and the importance of heartworm prevention for animals of all ages. Heartworms are contracted through mosquito bites and can stay in the heart or migrate to the lungs, kidneys, and other organs, causing those organs to stop working, cause extreme pain and eventual death of the pet. Heartworms are very costly to treat, but prevention is affordable and simple. They should reach out to their vet or our Spay and Neuter Clinic to begin them on a prevention regimen.
 - Tips for the first day home sheet--good for any first time pet owner (or foster!)
 - Free 30 minute training session at PetSmart Hattiesburg
 - Information about the Spay and Neuter Clinic's Wellness Packages
 4. Ask the adopter if you may take an adoption photo so that we may post them on social media. We like to feature our adopted animals on our various social media platforms to share their happy endings and show what an important role fostering plays in our life saving work. If the adopter refuses, the adoption process is complete.



SOUTHERN PINES ANIMAL SHELTER

- Take a clear, focused and bright photo of the adopter and animal against a non-busy setting (no people or bright lights in the background).
 - Take multiple photos if there is motion (the pup might be moving a lot) so that there will be no blur lines or blurry motions ruining the photo.
 - Once you have taken the photos, send them in an email attachment to foster@southernpinesanimalshelter.org.
5. Once your foster is adopted, send a photo of the completed adoption profile and any additional waivers to the foster staff immediately. Adoption paperwork and any collected fee should be returned to the shelter **within 24 hours of adoption** for processing.