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P O Box 57 • Laurel MD 20725-0057 • 301-886-0161

# Adoption

# Standard Operating Procedures

Approved 10/2018

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*\*\* If you are reading this on paper, the forms will be separate from this document.  
If you are reading this electronically, these forms will be unnumbered pages 9 through 11;  
and though the lines may not appear on your screen, they should print on your piece of paper.*

## **INTRODUCTION**

The goal of any Feline Foster Parent is to raise healthy and socialized kittens/cats that will be adopted by a loving person or family, so the kitten or cat you have grown to love has their forever home.

We have created this Adoption Standard Operating Procedures (SOP) to provide you with the information you need to know to assist in the adoption process and provide the paperwork that is required to be completed by yourself and the Adopter of your feline.

## **ADOPTION RESPONSIBILITIES**

- 1) Read the Adoption Standard Operating Procedures and keep it handy for reference.
- 2) I understand that once a kitten is nearing 2 lbs. and healthy, I must contact the Foster Program Coordinator so a spay/neuter appointment may be arranged with the veterinarian.
- 3) The Laurel Cats Photographer will come to my home to take pictures/videos of the cat/kitten(s) so it can be advertised for adoption. I will try to provide information about the cat/kitten(s) to assist with the adoption - as I know their personality and how the cute things they do will assist with them finding their forever home.
- 4) As I can, I will assist the adoption process as per the Adoption Standard Operating Procedures and release the cat/kitten(s).
- 5) I am aware that screening is done on all potential Adopters and that they must meet certain criteria before adopting. For this reason, foster cats/kittens cannot be promised to family and friends unless it is approved through Laurel Cats.
- 6) I understand that no cat/kitten is to be handed over to an Adopter (or be kept as my own pet) until the official adoption paperwork is complete, payment has been made AND spay/neuter surgery is done.
- 7) If I decide to adopt the cat/kitten as my own, I will notify a team member and finalize the adoption process when they become adoptable (2 lbs., healthy, socialized). Otherwise, I will participate in the Foster Program's process for finding an Adopter, which may possibly include transferring to other partnering rescue groups.

## **ADOPTION REJECTION POLICY**

Laurel Cats will not adopt cats to people for any of the following reasons:

- 1) If the applicant has surrendered cats to Laurel Cats, other rescues or shelters in the past; however, in extenuating circumstances, an appeal can be filed
- 2) If the applicant is on our Do Not Adopt List, the list of other rescues or animal control
- 3) If the applicant is a recipient of our food bank
- 4) If the applicant has more than the number of animals allowable by law
- 5) If the applicant is under 21.

## **FREQUENTLY ASKED QUESTIONS**

### ***When is my foster cat/kitten ready for adoption?***

An adult cat must be free of all illnesses, have up-to-date vaccines and be spayed/neutered. A kitten must be spayed/neutered and had their 1st FVRCP vaccine, deworming and flea control if required. Kittens do not require their booster or rabies vaccine to be adopted. The Adopted Parent can take them to their own vet to have these completed or they can take them to Spay Now.

### ***What if I want to adopt my foster cat?***

If you want to adopt a foster cat, you will need to complete an Adoption Application and an Adoption Agreement and follow the full adoption process.

### ***What if I know someone who's interested in adopting my foster cat?***

If someone you know is interested in adopting the cat, please contact the Adoption Coordinator as soon as possible.

### ***Will it be hard to say goodbye to my foster cat?***

Saying goodbye can be the most difficult part of fostering, but keep in mind that many more cats need wonderful foster homes like yours. Remember, you are playing a crucial role in helping to save all the cats.

### ***What if the adopter wants to adopt 2 kittens/cats?***

We prefer an Adopter to adopt 2 kittens that are siblings rather than the kitten being in a home alone while their family is at work. The Adopter will receive a reduced rate on the adoption fee on each kitten/cat.

### ***What if the interested adopter does not answer all the questions on the Cat Adoption Application and when I ask them questions they seem to be not telling the truth or hesitating in answering?***

We want the kitten/cat to be going to a good home where we know it will be safe and happy. You should not be worrying as soon as it leaves that it is not going to a home you would not feel comfortable visiting. Set up a home visit with the interested Adopter and go over and meet them in their home. Make sure the cat is going to a safe private residence. If they do not want you in their home, then they will not be adopting the kitten/cat.

## **VETERINARY SCHEDULE**

Depending upon the age of your kitten/cat, there are mandatory veterinary appointments. All medical paperwork stays with the kitten/cat and is given to the Adopter. Make sure you let the Adopter know of any follow up appointments required at SPAY NOW for any vaccines. If the Adopter wants the kitten prior to its follow up vaccines but does not want to take them to Spay Now, that is their choice. However, the Adopter will be responsible for the cost of those vaccines.

**Laurel Cats' Primary Vet: SPAY NOW 301-483-7080 7401 Van Dusen Road, Laurel**

## **FOSTER CAT/KITTEN ON THE WEB**

Try and promote your foster kittens on our Laurel Cats Facebook page or your Facebook page. It is good to post videos and information about your felines to get people interested; so that when it is time for them to be adopted, they may already have someone that wants them. This is also how your friends find out you foster and they may know someone that wants to adopt which increases the amount of people that see our felines for adoption.

We advertise our cats and kittens for adoption on Petfinder, Instagram and Facebook. Even before they are ready for adoption, we like to get them seen in case anyone is interested. We place up to five pictures and a video on Petfinder. You may have kittens that you just got that are friendly and can be adopted but just can't go to their new home due to needing to be spayed/neutered. They are ready to be advertised. You can take the pictures and videos yourself or we will arrange to have our travelling photographer come to your home to take pictures at a time that is convenient for everyone. You will be contacted by a Laurel Cats Volunteer to determine how the pictures will be attained.

Since you know your cat/kitten, then you need to write a story about the cat's personality. Not only do good pictures generate more calls, so does a good story - so please be descriptive. Try to include things like: vocal or quiet, uses a scratching post, likes to be held, likes to sit in your lap, purrs easily, playful and active, likes to be petted and held, cute things it does, experiences with other cats/dogs/strangers, friendly & outgoing or shy, and/or calm. Discuss anything that you will think to help your cat/kitten find their forever home. If it has bad habits, then you can bring this up when you talk with the interested Adopter on the phone. You are writing this to generate interest in your feline. You don't want to mislead anyone, but you need to focus on the positive attributes of your feline for the story. Think: "If I looked at this picture and read this write up, would I want to call or email to adopt this feline?" If not, then think with your heart and make changes. Please email the story to [adoptions@laurelcats.org](mailto:adoptions@laurelcats.org).

Once your feline's pictures and story is on the web, interested Adopters who see your kitten/cat through Pet Finder will contact the Adoption Team who will send a link to our Adoption Application which is available online. It can be found at our Laurel Cats website [LaurelCats.Org](http://LaurelCats.Org). On the header, you go to Adoptions. Then there is a drop-down and you select Adoption Application. There are specific questions that have to be answered or they cannot submit the

Application. Once the Application is submitted, it will automatically go in the Adoption's mailbox. Once the Application is received, the Adoption Team will review it; and if it is a good application, it will be emailed to you to follow up as discussed in the Adoption Process.

## **ADOPTION PROCESS**

Go through the Adoption Application and contact the interested Adopter to ask any questions that come to mind from when you read the Application. The Application asks quite a few questions and the Adopter may have questions. You can always email them and then follow up the next day to ensure they received your email and then have a discussion with them.

If you want to move forward with the adoption, then set up a time for the Adopter to meet the kitten/cat (at which time you will also meet them). You are also making sure that this person is a suitable match for your feline. This is going to be their forever home and you need to make sure Adopter will be able to provide a safe and happy home for cat/kitten. Keep the Adoption Coordinator up to date on the status of the adoption via email at [adoptions@laurelcats.org](mailto:adoptions@laurelcats.org) or text.

Once you have the interested Adopter to your home to meet the cat/kitten, ensure you let them know the approximate age of the feline, when they were to the vet and what they have had completed. Any future appointments required (boosters or rabies depending upon age of kitten) and the adoption fee. Also let them know if they require any other medical tests for them to be sure they want to adopt (fecal tests, FIV, FeLV) it is their responsibility to pay for them. The tests can be completed before they take the kitten/cat through Spay Now but they are responsible for the payment. Now that you have met them, call the vet and any references to confirm your thoughts on the adoption.

Once you have met the interested Adopter, verified their Application, and they still want to adopt the kitten, then make your decision and notify the Adopter. If you think this is a good adoption, set up the time for them to come and pick up the kitten/cat. Ensure they have a cat carrier.

## **COMPLETION OF ADOPTION PAPERWORK**

1. Have them complete the Cat Adoption Agreement.
2. Cash or check is given to you in the correct amount.
3. Complete the information in the top right corner box of the Agreement.
4. You can make the Agreement out in 2 copies and give one to Adopter; or you can scan or make a copy of the Agreement to give to them. If you cannot give them a copy, a copy will be emailed to them by the Board Secretary upon receipt of Agreement.
5. Give the Adopters all the paperwork from the vet on the kitten/cat. Let them know the adoption fee covers the cost of the feline being spayed/neutered, vaccines, any medical costs that were incurred and for the food and care of the feline while it was with the foster.
6. Explain when the next vet appointments are required for the kitten/cat.

7. Remind them if they ever do not want the cat then they are to contact Laurel Cats, Inc
8. Let them know what the feeding regime is for the kitten/cat and that it will take some time for it to feel comfortable in its new home. It will likely go and hide. So it is better to slowly introduce the kitten/cat to the house the same way you did when it came to your home. Let them contact you if they have any other questions over the next couple of weeks.
9. Take a picture of the kitten/cat with the Adopter to place on Facebook if ok with Adopter.
10. Ask adopter to email you an updated picture once kitten/cat is settled in new home.
11. Notify the Adoption Coordinator that the kitten/cat has gone to its new home and you have Adoption Paperwork and payment.
12. You can drop off the paperwork and money at:
  - Big City Body Art (it is a tattoo shop)
  - 154 Lafayette Ave Building C
  - (brick warehouses near the intersection of Lafayette Ave & and Irving St)
  - Just go inside to the front counter and Dave will most likely greet you.
  - Let him know you are dropping off for Doris and he will set it aside for her.

If they pay with check, then you also have the option to mail it to Laurel Cats, P O Box 57, Laurel MD 20725. You can always deposit the cash into your own bank account and write a check from your bank account to Laurel Cats. In either case, it is helpful if you reference the LC number on the check.

## **FINDING ADOPTER ON YOUR OWN**

If you find someone that you know and trust to adopt the cat(s) you are fostering, you need to let the Adoption Coordinator know in case they have received an Adoption Application that is currently pending. Your Adopter is still required to complete the Adoption Application; and they can complete it online or they can complete the paper copy of the Adoption Application but it is required even for friends and family. Once you and them have decided that they will adopt your cat(s), then follow the steps for **Completion of Adoption Paperwork**.

## **PETCO REQUIREMENTS**

Laurel Cats has a contract with PETCO to place our kittens/cats that are ready for adoption in their store in Laurel. We have 4 habitats for felines. Therefore, we may place the kitten/cat you are fostering at Petco once they have met the requirements below:

1. Spayed/neutered with valid FVRCP vaccine and booster for cats under 12 weeks of age
2. Spayed/neutered with valid FVRCP and rabies vaccine & booster 12 weeks and older
3. Spayed/neutered, FVRCP and rabies for cats 1 year and older

## **PETCO PROCEDURE**

Here are the steps to follow for when your cat(s) is going to Petco:

1. Foster Training, Readiness and Supply Coordinator (FTRSC) (Mark 240-417-8514) notifies you that your cat is going to Petco and the date and asks if you have any concerns prior to proceeding.
2. If you or FTRSC has concerns, then the FTRSC will notify the Foster Program Coordinator of these concerns and if they can't be resolved the cat does not go to Petco.
3. If there are no concerns, FTRSC confirms availability for you to drop off the cat at Petco with all medical paperwork from Spay Now/Rocky Gorge and ensures that the Petco Cat Information Form that you have for the cat is up to date.
4. FTRSC notifies Foster Program Coordinator and Adoption Coordinator that cat(s) are going to Petco and on what date.
5. You take cat(s) to Petco, along with medical paperwork and Petco Cat Information Form.
6. You find a Petco Employee who will unlock the habitat and help you get the cat(s) settled in the habitat and will relock the door.
7. You complete the sign that goes on the outside of the habitat using the information from the Petco Cat Information Form.
8. You give all paperwork to Petco Employee to place in Petco Binder.
9. You take cat carrier home.
10. You notify the FPC that you have dropped the cat off.

## **ADOPTION EVENTS**

Laurel Cats will be holding Adoption Events monthly at the Laurel Petco or Petsmart. These events will be to showcase our cats that are ready for adoption as well as look for new Volunteers for our many Volunteer positions. If your cat is ready for adoption, then they may be required to be at these events. You will receive an email notifying you of an upcoming event and asking for your participation. It is preferred if you can be at the event so you can talk to any prospective adopters about your cat(s). If you cannot be there, then it is important that your cat gets there. All the details will be included in the email you receive. At other times we may hold other adoption events depending upon how many cats we have that need to be adopted.



## CONTACT INFORMATION

POSITION	NAME	EMAIL/PHONE
<b>Adoption Coordinator</b> – Overseas all adoptions and adoption events. Ensures paperwork is completed correctly, recorded and submitted. Notify her if you have someone to adopt your cat.	Ronda Bowman	<a href="mailto:adoptions@laurelcats.org">adoptions@laurelcats.org</a>  240-565-2680
<b>Assistant Adoption Coordinator</b> – She will contact you if she has someone that would like to adopt your kitten/cat through Petfinder. She also visits for photos and videos for advertising. She helps out with adoptions when Coordinator is away	Suzanne Arnold	<a href="mailto:adoptions@laurelcats.org">adoptions@laurelcats.org</a>  301-580-4210
<b>Foster Program Coordinator</b> – is the point of contact for cats once they are in the habitats at Petco. If there are issues with your cat going to Petco, then she is contacted. She is notified once you have dropped your cat at Petco.	Karen Russo	<a href="mailto:Karen@laurelcats.org">Karen@laurelcats.org</a>  301-852-0773
<b>Foster Training, Readiness and Supply Coordinator</b> – will notify you if your cat is going to Petco.	Mark Offutt	<a href="mailto:Baldguy.Mark@gmail.com">Baldguy.Mark@gmail.com</a>  240-417-8514
<b>Adoption Event Coordinator</b> – will notify you of upcoming adoption events and will be your point of contact for volunteering for the events and bringing your cat(s).	Melba Wood	<a href="mailto:Melba@laurelcats.org">Melba@laurelcats.org</a>  202-425-6825

POSITION	NAME	EMAIL/PHONE
<b>Backup Emergency Contact / Laurel Cats President</b> – PHONE contact <b>ONLY</b> in a medical emergency situation and Foster Coordinator cannot be reached.	Helen Woods	240-620-8926
<b>Board Secretary</b> – receives the adoption paperwork and payment. Emails the Adopter a copy of the Adoption Agreement.	Doris Brugnoli	<a href="mailto:Doris@laurelcats.org">Doris@laurelcats.org</a>  301-704-3389

# Laurel Cats, INC.

Finding Community Solutions for Community Cats

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## ADOPTION APPLICATION

Name of cat(s) applying to adopt \_\_\_\_\_ LC #(s) \_\_\_\_\_

For whom are you adopting cat \_\_\_\_\_ Relationship to you \_\_\_\_\_

Applicant's full name \_\_\_\_\_

Mailing Address \_\_\_\_\_ How long at this address \_\_\_\_\_

City/ST/Zip \_\_\_\_\_ County \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Email \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Ever adopted an animal from a rescue/animal control agency before?  Yes  No

If yes, have you ever had an adoption application rejected?  Yes  No If rejected, why? \_\_\_\_\_

Have you owned a pet before?  Yes  No Have you ever surrendered a pet you own to any animal shelter?  Yes  No

Does anyone in the family have allergies to animals?  Yes  No Does anyone in your home smoke?  Yes  No

Why do you want to adopt a cat?
What do you think are the most important responsibilities in owning a cat?
If a disciplinary or behavior problem arises, what steps will you take to work on it?
Is there a cat behavior that would not be acceptable to you?

**Pets you currently own:**

Name	Type	Age	Sex	Spay/Neuter?	Comments (personality/ indoor/outdoor, etc.)
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Pets you've owned in the past 5 years

Name	Type	Age	Sex	Spay/Neuter?	Comments (personality/ indoor/outdoor, etc.)
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Veterinarians you have used in the last 3 years

Clinic Name	Doctor Names	Phone	Pet's Owner's Name	Date of Last Visit

Do you have a different Vet in mind for your new cat?  Yes  No If yes, who? \_\_\_\_\_

What is your limit on vet expenses? \_\_\_\_\_ What food will you feed your cat? \_\_\_\_\_

Who will feed the cat? \_\_\_\_\_ Who will clean the litter boxes? \_\_\_\_\_

How many litter boxes will you have? \_\_\_\_\_ Where will you locate it/them? \_\_\_\_\_

How many people live in your household? List age \_\_\_\_\_ List age \_\_\_\_\_ List age \_\_\_\_\_ List age \_\_\_\_\_ List age \_\_\_\_\_ List age \_\_\_\_\_ List age \_\_\_\_\_

Do you plan to declaw your cat:  Yes  No  Not Sure Where do you live:  House  Townhouse  Apartment

Do you:  Own  Rent If rent, are pets allowed?  Yes  No Is there an additional charge for pets?  Yes  No  Not Sure

If rent, name & phone of landlord \_\_\_\_\_

When someone is home, where will the cat eat & be kept? \_\_\_\_\_ When no one is home, where will cat eat & be kept? \_\_\_\_\_

Will someone be home during the day?  Yes  No  Most of the time How many hours will cat be left unattended: \_\_\_\_\_

If you leave town, emergency or planned, where does your cat stay? \_\_\_\_\_ If you move, what will you do with the cat? \_\_\_\_\_

Are you aware of the adoption fees?  Yes  No Are you willing to sign legally binding pet adoption papers?  Yes  No

Please list the routine veterinary care you plan to provide for your cat (including flea control, shots, etc., if known) \_\_\_\_\_

How did you find out this cat was available for adoption? \_\_\_\_\_

Any questions or concerns: \_\_\_\_\_

I pledge that the above information is true and complete. Further, with my signature below, I give permission to Laurel Cats, Inc., to contact my landlord and/or my veterinarian.

Signature \_\_\_\_\_ Date \_\_\_\_\_



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Amount Received \_\_\_\_\_  
Check # \_\_\_\_\_  
Or circle:    Cash  
-----  
Copy Given to Adopter:  
 Yes     No

## ADOPTION AGREEMENT

This is a legally binding agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between **Laurel Cats, Inc.**, a Maryland nonprofit corporation, and the undersigned as adoptive guardian(s) of a cat or cats being placed for adoption.

Cat ID Number: **LC**\_\_\_\_\_ - \_\_\_\_\_ Name: \_\_\_\_\_

The adopter (or adoption family) are identified below, and agree to the following terms:

1. The cat will live in a private residence or business as a companion animal and will be provided with fresh food and water daily, as well as its own clean litter box.
2. We will never strike or harm the cat in any way, nor allow anyone else to do so.
3. We will not have the cat declawed. We will not allow anyone else to have him declawed. We understand that doing so may result in legal action being taken.
4. We will provide future vaccinations and also veterinary care upon disease or injury. We will take him/her to the vet for checkups as recommended by our veterinarian (usually every year). We will do whatever it takes to keep our cat living a good quality of life. We will not euthanize him or her unless he/she is suffering and there is no other recourse.
5. We will never use, sell, give or transfer the cat for purposes of research or experimentation, for fighting, for consumption or use in products. We will never transfer guardianship of the cat without notifying Laurel Cats, Inc.
6. We agree to relinquish the aforementioned cat to Laurel Cats, Inc., if in good faith Laurel Cats, Inc., believes that the cat is not being cared for according to the conditions delineated in this Agreement.
7. We agree never to bring the cat to another shelter or animal control facility for any reason. Should we need to surrender the cat in the future, we will contact Laurel Cats, Inc. We will not relinquish the cat to any person or organization other than Laurel Cats, Inc., without permission of Laurel Cats, Inc.
8. We understand that having a cat is a privilege and not a right. We understand that a cat is a member of the family who deserves proper treatment and respect.
9. We agree to allow Laurel Cats, Inc., to perform a pre-adoption home inspection if so requested.
10. We certify that the responsible party or head of family is 21 years or older, of sound mind, and fully understands the ramifications of entering into a binding contract.
11. We certify that we are not prohibited from having one or more cats at our place of residence. We certify that no one in this household objects to adoption of a cat.
12. We understand that by entering into this Agreement, Laurel Cats, Inc., has retained certain enumerated rights regarding our maintenance of the cat. However, Laurel Cats, Inc., has incurred no continuing obligation to us for the maintenance or supervision of the cat, for its health or safety, or otherwise.

Adopter's Full Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/ST/Zip \_\_\_\_\_ County \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

**Laurel Cats, Inc., reserves the right to not adopt any cat or kitten to any person for any reason**

