**COVID-19 Adoption from Foster Process**

**Purpose**

To help animals find homes and move to those homes without having to come back into the shelter.

**Process**

1. Provide foster with information on the type of home foster animal is looking for
2. Match potential adopter with animal
3. Contact foster home
   1. Foster is agreeable to direct contact from potential adopters
      * Connect foster with potential adopter, check with foster if they would prefer you give their number or they would like adopter’s number
      * Suggest foster arrange a phone or virtual meeting between foster and potential adopter
      * Foster may agree to in-person meeting following call, they should follow protocols for meetings practicing 6’ social distancing
      * Provide foster with safety tips for meet and greets, like outside or public places
   2. Foster does not want meeting to be held at their home
      * Arrange meeting at shelter
      * Schedule a virtual viewing of the animal in the foster home for potential adopter, this will be ideal for shy cats
      * Follow branch protocols for scheduling shelter appointments
4. Adopter would like to proceed with adoption

Options

1. Have adopter call the branch
   * + Staff will:
       1. Process adoption in Shelter Buddy
       2. Email adoption contract to adopter
       3. Ask adopter to email branch back agreeing to contract
       4. Ask adopter for credit card information
     + Staff/foster deliver animal to adopter
   1. Foster has adoption contract (1 page)
      * Foster has adopter sign contract
      * Picture taken and emailed to branch
      * Credit card information called into branch
      * Adopter picks up animal