



A Guide To

Adoption Procedures

For SNIPSA Fosters

snipsa 

ADOPTION PROCEDURE CHECK LIST

Here is a
summary of the
steps required to
complete a
SNIPSA adoption.



Step 1: Check your emails daily for approved applications from SNIPSA. Then, call and schedule a meet and greet with the applicant.



Step 2: Ensure you have the foster's adoption folder and updated records before their meet and greet.



Step 3: If the applicant decides to adopt, complete contracts and payment.



Step 4: Get your foster cat or dog ready for their journey home.



Step 5: Take a going home picture and text it to SNIPSA.

STEP 1:

Once you receive the application, call the applicant as soon as possible, ideally **within 24 hours**.

Next, discuss your foster animal with the applicant and set up a meet and greet. This can take place at your home, our office, or another neutral location.

Timeliness is important!

Many people will apply to multiple places when searching for a new pet and we don't want to lose the possible adoption.

The sooner your foster is adopted, the sooner we can **work together** to help another dog or cat in need!



STEP 2:

Before the meet and greet you must pick up: **your foster's adoption folder, records and bag of food** from the SNIPSA office. If you already have these items, check if your foster needs updated records.

These items **MUST ALL** go home with the animal after contracts and payment are received.

Your foster's updated records detail due dates for:

- **Upcoming vaccinations**
- **Heartworm Prevention**
- **Their spay or neuter surgery, if not already sterilized**
- **Flea and Tick Prevention**



PLEASE NOTE:

- The adopter will receive an email detailing what is and isn't included with their adoption fee.
- Per the contract , adopters **MUST** establish a relationship with a full-service vet within seven days of taking the animal home.

For any questions about records, ask a SNIPSA staff member **BEFORE** facilitating an adoption.



STEP 3:

After your meet and greet, contact our adoption coordinator at **(210) 860-1306** to let them know if you will be facilitating an adoption.

The adopter will...

- Complete an adoption contract
- Complete a spay/neuter contract
 - Please note, if your foster is already sterilized, they can skip through this section.
- Then, they will pay the adoption fee and, if applicable, a spay/neuter deposit.

PAYMENT OPTIONS

Credit Card

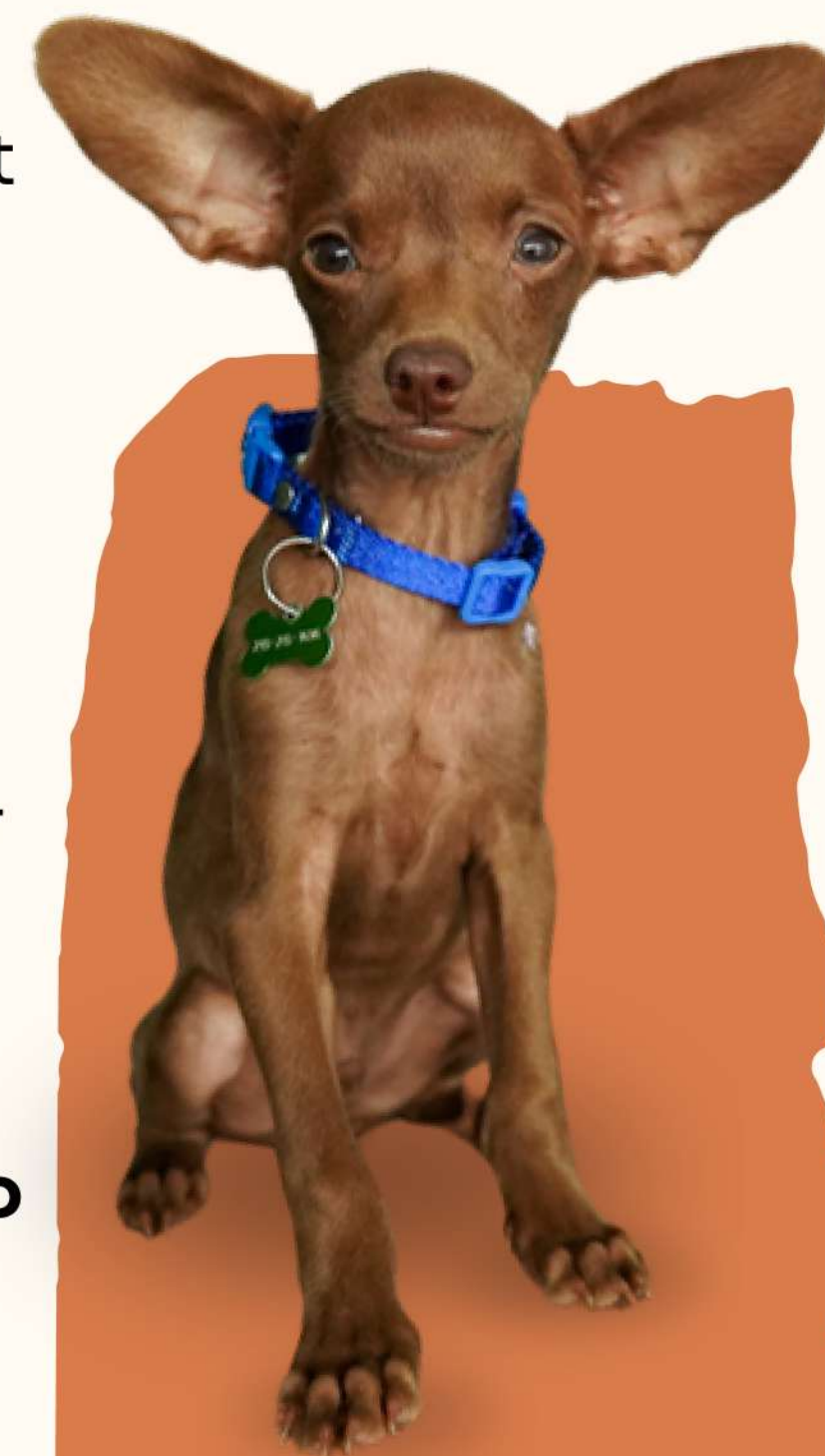
Your adopter can pay with a credit card via SNIPSA's online contract portal. They will first fill out the contract(s), and complete their submission with their payment. Please note that there is a \$10 processing fee for credit card payments.

SNIPSA's online contracts can be found at **snipsa.org** under the tab that says "**adoption.**" Once completed, please ask the adopter to screenshot the receipt and send it to you.

Cash, Check & Venmo

To use any of these payment options, your adopter must complete the paper contract(s) found in your adoption folder. Please ensure they initial each section and provide a signature at the bottom. After facilitating an adoption, please return your paper contract(s) and payment to the office at your earliest convenience.

NOTE: Foster pets cannot go home without a recorded contract and payment.



STEP 4:

To ensure the safety of your foster during their ride home, please make sure the adopter has the following items ready to go:

- **Dogs:** collar, leash and ID tag with the adopter's phone number. Please attach the ID tag, microchip tag and rabies tag, if applicable, found in your adoption folder onto the dog's collar before they leave your care. **All animals must leave with tags attached.**
- **Cats:** must leave in a secure cat carrier.



TIPS FOR TAKING A GREAT GO HOME PHOTO

- Focal point should be the adopter and rescue. Remove purses, bags, folders, etc. Good lighting is important along with an appealing, uncluttered background - please, no cars :)
- Have the animal look at the camera by using funny noises or squeaky toys.
- Avoid filters. Untouched photos are preferred!



STEP 5:

Take a going home photo and text it to SNIPSA's adoption coordinator.





IMPORTANT CONTACTS

**ADOPTION
COORDINATOR**

(210) 860-1306

**FOSTER
COORDINATOR**

(210) 372-5995

**ADOPTION
CONTRACTS**

snipsa.org/adoption

**GENERAL
INFORMATION**

snipsa.org

WHAT SAFETY PRECAUTIONS SHOULD BE TAKEN FOR A SUPER SHY PET?

Shy foster animals can sometimes be the most rewarding! That said, having the right tools and knowledge to help them adjust is important. Shy fosters should never be left unattended or unleashed outdoors. Be mindful of opening your car doors during transport and remain aware of people entering/exiting your home - your foster may jump at an opportunity to escape! SNIPSA will provide you with a harness and two leashes (meant to be used together) to provide your foster with extra security. A sturdy crate, treats and toys will also provide your foster with a sense of comfort. Above all, be patient but attentive. It's key to take things slow, respect your foster's space and take precautions to keep them SAFE.

WHAT TO DO AFTER AN ADOPTION IS COMPLETE?

After facilitating a successful adoption, you should CELEBRATE! You can also provide transition support, offer follow-up communication and advice about certain behaviors and keep a lookout for your next foster. Last but not least, don't forget to return your foster's supplies!

FAQS

WHY ARE PREVENTIONS IMPORTANT?

Vaccines and preventions are vital for pet adoption, safeguarding both the animal and its new family. They protect pets from contagious diseases, curb community spread and maintain overall well-being.

Specifically, yearly heartworm and flea/tick prevention is crucial to prolong your pet's lifespan and to ensure a happy, healthy pet.



WHAT TO DO IF FOSTER PET IS SHY DURING THEIR MEET AND GREET?

Create an enriching environment with treats and toys to ease your pet's nerves. It may also be best to facilitate a meet and greet in your home where they are most comfortable. Let your pet approach the potential adopter naturally, and share info about their behavior. Be patient...it's essential to prioritize your foster pet's well-being! Trust your instincts as a foster caregiver. If you feel that the potential adopter is understanding and patient with your pet's shyness, they may still be a good match despite initial reservations.

I'VE HAD MY FOSTER FOREVER! WHAT CAN I DO TO HELP GET THEM ADOPTED?

Get your foster out there for the world to see! Capture memorable moments and post the best ones on social media - you can tag SNIPSA on Facebook @Snipsa Inc. and Instagram @snipsatx so we can share. Additionally, please make every effort to bring them to adoption events and/or showcase them around town. Make sure to have an adoption bandana or wear a foster t-shirt to spark a conversation!

WE CANNOT
THANK YOU
ENOUGH!

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