

Offsite Adoption Event Rescue Partner Guidelines

Preparation

- All Rescue Partners requesting to take shelter animals to an offsite event must request to take animals one week prior to the event
- Rescue Partners are responsible for coordinating the needed paperwork with the staff or designated volunteer or volunteers at the shelter
- No more than two adoption events are allowed on the same day unless there is a high volume of animals at the shelter to sustain two adoption events and the adoptions at the shelter unless special circumstances arise
- At any given time the shelter can decide that there are not enough animals at the shelter to justify having an offsite adoption event
- Offsite adoption event locations should be within Collin County
- Rescue Partners should provide a list of animals to the shelter two days prior to the offsite adoption event. The animals selected should be a variety of breeds and ages to allow for optimal selection for the adopters at the shelter and offsite
- Rescue Partners are responsible for providing rabies shots for the animals they are taking offsite if they have not already been administered. Rescue Partners can coordinate with the staff or designated volunteer to ensure the animal receives a shot at the shelter if a veterinarian or TCAP clinic will be onsite. If the shelter will not be able to provide a rabies shot, the Rescue Partner will be responsible for obtaining the rabies shot. The Rescue Partner will need to either take the animal to a veterinarian or have a veterinarian come onsite to administer the rabies shot. The rabies shot paperwork/certificate should remain with the animal at all times. If the Rescue Partner provides the rabies shot themselves, this does not in any way hold the animal for them.
- Rescue Partners are required to provide proof of liability insurance

Adoption Event

- The day of the event, the Rescue Partner should notify the staff or designated volunteer when they arrive at the shelter
- The staff or designated volunteer will provide them with the needed paperwork and let them know which animals from their list they are able to take
- The Rescue Partner will be responsible for getting the animals
- The Rescue Partner should provide their own crates

After the Adoption Event

- If the animal was spayed/neutered, microchipped, and vaccinated by the shelter, and was adopted at the offsite event, the Rescue Partner must reimburse the spay & neuter fund when they return to the shelter. The reimbursement amount is \$50 or the current adoption special amount.

- The Rescue Partner must notify the staff or designated volunteer of the animals that were adopted at their event and they will be marked as rescued in the system
- If the animal was not spayed/neutered, the rescue will be responsible for fulfilling the State law-required spay/neuter and must return proof to the shelter within 30 days of adoption date
- If the adopter returns the animal, the Rescue Partner will be responsible to attempt to place the animal in foster/boarding and will only return the animal to the shelter if it is the last resort. If the animal is returned to the shelter, the Rescue Partner must honestly and thoroughly relay any issues that the adopter cited regarding the animal and complete the owner surrender form
- Rescues will return the animals to the shelter with enough time for them to be put back into their kennels before the shelter closes unless prior arrangements have been made