



Adoption Partner Instructions For Animal Welfare Organizations

Thank you for all you do to help animals in your community. Completing the Petco Foundation Adoption Partner application is the required initial step for the Foundation to consider your organization as a partner for adoptions. As our application process has changed, please carefully read the information below prior to completing an application. Completion of our application accurately and in accordance with these instructions is required to be considered for partnership. This document was created in order to help you more easily complete the application process.

1. **Organization Type:** Our current adoption applications are categorized by organization type. It is important that you read the organization type definitions carefully prior to filling out an application and that you apply using the correct application for your organization.

Reviewing applications categorized by organization type better enables us to review adoption partner requests.

Adoption partnership opportunities are available for the following types of organizations that actively perform dog, cat or rabbit adoptions:

- Animal Control agencies and non-profit organizations responsible for animal control field support and sheltering services;
- Non-profit organizations responsible for animal control sheltering services but not animal control field services (via contract or otherwise);
- SPCA/Humane Societies and other non-profits that provide care and adoption services for animals and operate a sheltering facility;
- Non-profit organizations that are primarily foster-based rescues.
- If your organization is not one of the types listed above, ***please do not fill out an application for partnership.***

2. All Term and Conditions must be agreed to for partnership with the Petco Foundation. To review our Terms and Conditions prior to applying to become an Adoption Partner, you can do so by clicking the link to view the [TERMS AND CONDITIONS](#)
3. You must have made contact with a current Petco store location to apply for partnership. **Please indicate which Petco store or stores that you would like to partner with for**

adoptions on your application. Store number and address may be found using the [Petco store locator](#). This information is necessary to identify the store(s) for a potential partnership. At least one store number is required. ***The store number is a three or four digit number found after the name of the store.***

4. Expected Adoptions per month Each store has adoption goals to support our lifesaving mission. Your organization will play an important part in achieving those lifesaving goals. This question should be answered with a realistic expectation of the number of adoptions you expect to perform.
5. Stationary Habitat Adoption partners should note that there may not be an open habitat in the desired Petco Store Location. However, if approved, we welcome your organization to partner with Petco for both mobile adoptions and adoption events.
7. All Adoption Partners are REQUIRED to have General Liability Insurance to partner with a Petco store. If your organization does not currently carry this type of insurance, your application will not be approved.
8. **Animals Received and Outcome Information: General Information**—Animal data is critical to our Adoption Partner decision process. Various data reporting standards in the animal welfare industry exist to help us evaluate animal needs in our communities on a nationwide basis. We have requested basic information that we believe most organizations maintain due to existing data reporting requirements. This information will enable the Petco Foundation to better understand your organization and its lifesaving impact.

The integrity of the data submitted is very important to our grant evaluation process. Please read the information in this section prior to and alongside the answering of the questions on your application.

Please do not provide animal care data for another organization. The animal data submitted must be the animal information for your organization. The person submitting the application must be an authorized representative of the organization.

The information requested should include dogs, cats and other small companion animals or any other animal placed up for adoption. Please do not include wildlife in your animal data information or owned animals not otherwise surrendered and taken into your general shelter/organization population for adoption placement (for example, owner-requested euthanasia not taken into your managed shelter population; feral cats that are spayed/neutered and returned to their location are not considered intake and owned-animals to which you provide medical care).

Our data request is separated into two components—Received and Outcomes. For the purposes of establishing data integrity of information, we have included an on-hand (in care) count on January 1 and an on-hand (in care) count on December 31. Consequently, your **Total Animals Received MUST equal your Total Animal Outcomes.** ***Your application may not be considered for approval if the data submitted is not correct.***

IMPORTANT: This application is for animal welfare organizations that provide sheltering and adoption services (in addition to other services). Your organization must have data to input in this section in order to proceed.

Received information:

1. On-hand (in care) as of January 1 (This number equals those animals that your organization has in your facility, if applicable, any rented or other facility operated by you, any boarding facility, plus those in foster homes, for which your organization is legally responsible. This is your beginning animal count for the 2013 year.)
2. Stray animals
3. Owner surrenders
4. Transfers in from other organizations
5. Other (we would expect that this number would be very minimal and include unusual situations)
6. Total annual received/cared for during the year (the sum of items 1 – 5 above)

Outcome information:

7. Adopted
8. Returned to owner
9. Transferred out to other organizations
10. Died in care
11. Euthanized **
12. Other **(we would expect that this number would be very minimal and include dispositions like escaped from care or other unusual situations)
13. On-hand **(in care) on December 31 (your ending animal count for the 2013 year)
14. Total annual outcomes for the year (the sum of items 7 – 13 above)

*** If any of these categories is a significant percentage of Total annual outcomes, please provide an explanation in the "Other information" box near the end of the application.*

Example of information requested in table format:

Animals Received

On-hand Jan.1	Strays	Owner-surrenders	Transfers from other orgs	Other	Total Received
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Animal Outcomes

Adopted	Returned to owner	Transferred out to other orgs	Euthanized	Died in care	Other	On-hand Dec. 31	Total Outcomes
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- Total "Received" includes your in care count at the beginning of the year
- Total "Outcomes" includes your in care count at the end of the year.

9. **Organization Financial Data:** Please have your Form 990, if applicable, or other organizational documents available when filling out the application to assure that you submit accurate amounts.
- a. If your organization is a non-profit that files a Form 990, please answer the questions with the amounts listed on your Form 990. If you do not file a Form 990, please fill in the information from the relevant years' audited financial statements, if available, or otherwise from unaudited financial statements.
 - b. If you are a government agency, please have your department or divisional budget available when completing this information, and fill in the information as it is stated on your applicable budget.
 - We are looking for the amount for your animal sheltering, care and other services. Please do not provide the entire budget for your municipality or department. If you do not have a published department budget, you will need to provide us your internal operational budget for animal welfare services.
 - Revenue – will equal funds appropriated/budgeted plus any other revenues (grants, donations, and services fees designated for your use). Revenue should not equal zero but should at least be the amount designated for your operations.
 - c. At the end of this application, you will be asked to submit your relevant financial documents. Remember, accuracy in filling out this information is important.
 - d. Timing of financial information. If you are a calendar year non-profit, your prior calendar-year financial information is required. If you are a fiscal-year organization, your most recent fiscal-year financial information is required.
10. **Operational Information:** We have asked for information in several areas to enable us to learn more about your organization's operations and programs.
- a. *Spay/neuter*—the total number of spay/neuter surgeries should include the number of spay/neuter surgeries completed in your organization's clinic and surgeries completed at any other clinic that were fully-funded by your organization. Additionally, we have requested information on categories of spay/neuter surgeries. Please provide this information to the best of your ability. If you do not specifically track this information but are able to provide a reasonable estimate, please feel free to estimate in each category. If you do not track this information and feel that you are unable to fairly estimate, please leave the field blank.
 - b. *Field officers* — we have asked for the total number of animal control or humane field officers on staff. Field officers refer to those individuals who spend the majority of their time in the community responding to calls, whether animal control officers or humane officers. If you are a small organization whose officer's care for the animals in the shelter and also respond to calls, please provide an FTE (full-time equivalent) estimate for the number of field officers.
 - If you are a foster-based rescue, some of these questions may not be applicable and are not required to be completed.

- c. Adoptions—We have asked several questions relating to your organizations activities with regard to adoptions. If you are a foster-based rescue, some of these questions may not be applicable and are not required to be completed. The below information should assist in these answers.
- i. Adoption days and hours open.
 - a) Total number of days your primary facility is closed for adoptions during a 365 day-year. For example, if you are closed every weekend (52 times 2 = 104 days) and closed for 15 holidays, your answer would be 119 (104 plus 15).
 - b) Typical number of total weekend hours and after 5 pm weekday hours that shelter is open for adoptions. For example, if your organization is typically closed Sundays and Mondays, but open for adoptions Tuesday through Thursday 12 pm to 4 pm, Friday 12 pm to 6 pm and Saturday 12 pm to 3 pm, your answer would be 4 (3 weekend hours plus 1 hour from (5 to 6pm) on Fridays).
 - ii. Average dog and average cat adoption fees (refers to dollar amounts). In calculating the average dog and the average cat adoption fees, please exclude any discount adoption promotions, specials, or any special premium prices (for instance, higher prices for pure bred or more desirable breeds). If you have a different fee for adult dogs/cats versus puppies/kittens, your average dog adoption fee will be the sum of the adult dog fee and puppy fee divided by 2 (likewise for average cat adoption fee).
 - iii. Behavioral assessments are required for all animals adopted with Petco. If you do not behavioral assess your animals, please provide a valid reason. Please keep in mind that safety of Petco's customer's and their animals.
 - iv. When working with a Petco location, we look to our partners to promote their adoptions. Please provide details regarding your organization's promotional programs.
 - v. Time period for adoption: We would like to know what is the standard time period that it takes for you to send an animal to its new home, once an applicant has completed the adoption application. So whether an application is completed online or in person, how much time does it take your organization to complete your application review and approval process, and do everything else necessary, and give the adopted pet to its new owner. We realize this time may vary for your adoptions, but please indicate the answer that best applies.
 - ii. Adoption approval percentage: Please give us your best estimate of the percent of all your adoption applications submitted that are approved.
 - iii. Satellite adoption center refers to adoption space inside another business where dogs and/or cats are housed and shown for adoption. For example, cat housing in a Petco store would be considered a stationary cat habitat.
 - iv. Shelter statistics. Please let us know if you publish statistics on your website at least annually similar to the information listed in the **Animal received and outcome information**, or in format as established by the Asilomar Accords, the ASPCA or the

National Federation of Humane Societies or a similar format listing a break-down of your incoming and outgoing statistics.

11. Partners and references: These questions relate to your relationships with other organizations that increase lifesaving. If you transfer animals to other organizations, we have asked for information regarding your top transfer partners. If you transfer animals into your organization from other organizations, we have asked for information on those top partners from which you transfer in animals. For organizations that do not provide animal control sheltering services, we have asked for the name of your local animal control agency and information about whether you assist such agencies to help animals in need in your community. The remaining questions relate to partnering with Petco.

12. Attachments: Financial documents may be required to be uploaded to your application. Additional documentation such as W-9s, tax-exempt letters and other relevant materials may also be necessary.