

adoptable

Case Manager Guidelines

Please read the following document and sign if you agree to the terms. Case Manager must retain a copy for their information and a copy must be kept on file with Adoptable Admin.

- It is your responsibility to make sure that the dog/cat has an appropriate foster carer.
- You are required to keep the cat/dog's vet work up to date such as vaccinations, flea and worm treatments
- Ensure that you contact either Ashleigh or Lynley to book cat/dog into the Stawell Veterinary Clinic for microchip, desexing and vaccination and organise someone to take it to the vet and pick it up
 - Drop off to the vets for surgery is between 8:30am & 9am
 - Pick up from the vets is between 4:30pm & 5:30pm
 - No food and water before surgery beginning at 10pm the night prior to appt.
- You are required to assess potential adopters by completing a property check
- A Property check can be done by a nominated person - but not the adopter. Property check documents need to be filled in, scanned and emailed to adoptable@outlook.com
- When a property check has been completed and the adoption is going ahead, the adoption agreement document and microchip paperwork must be filled out, scanned and emailed to adoptable@outlook.com
- If you have someone who is willing to foster you must complete a property check. Once the property check is completed and approved then the Foster Care agreement needs to be filled in, scanned and emailed to adoptable@outlook.com
- Ensure that the foster dog/cat is registered with the council

If you have any questions please just ask - adoptable@outlook.com

I _____ (PRINT NAME) agree to the above terms and will ensure that I am following the outlined rules at all times while Case Managing animals for Adoptable.

Case Manager Signature: _____ **Date:** _____

Adoptable Representative Signature: _____ **Date:** _____

Thank you from the Adoptable team for volunteering your time to help us continue to save lives of the homeless furry creatures of Stawell and surrounds.