

Hello to Our Wonderful Volunteers!

As you probably know by now, I am the person who receives your paperwork after you adopt out our dogs. That is why I know that you are doing such a wonderful job!!!!
Countless dogs have received new homes because of your work.

I am keeping track of the paperwork on our adopted dogs and doing the bookkeeping for our Rescue. Here are some reminders for you when you submit your forms:

- Use complete dates. For example, use 8/12/07, not 8/07.
- Complete all spaces in the adoption contract. If a particular item does not pertain to the adoption, please draw a line in the box or write N/A
- Attach a rabies certificate (or paperwork from the veterinarian or shelter showing that the rabies was given)
- Attach documentation of the DHLPP shot
- Attach a spay or neuter certificate (or documentation that the dog has been altered). If the dog was altered prior to rescue, please note that on the adoption contract.
- If the dog was an owner surrender, please attach the completed (including signature) owner surrender form.
- If the dog was released from the shelter, please attach the shelter release forms
- If the dog has a microchip, please include the brand and the ID number

Please make sure that all documents are legible. If signatures (including your own!) are not legible, please make sure to print the name under the signature.

As a reminder, our adoption fees are not tax deductible. Even though we are a non-profit organization, the IRS views adoption fees as a fee (and we are providing an animal in exchange of the fee) and is therefore, not deductible. If an amount is given over the adoption fee, that portion is tax deductible.

I'll be sending out the most recent versions of our forms soon.

If you have any questions, please send me an e-mail or call me. Thank you.

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