

Pre-Adoption Protocol

- Pre-adoptions only apply to cats who are **NOT** spayed/neutered yet. (*The only exception would be medical pre-adopts -- see Medical Pre-Adopt Protocol!*)
- Kittens must be over the age of 6 weeks to qualify for pre-adoption (1 month 12 days).
- For all pre-adoptions, make sure to circle "pre-adopt" on the top of the contract. Circle the proper location for the cat until the time of surgery. Include the amount of surgery deposit paid and payment method if applicable. **THIS IS NOT OPTIONAL!**

There are 3 main types of pre-adopts:

1. Pre-adopt @ adopter:

- Adopters may take home their unfixed cat on the same day they fill out the adoption paperwork if they leave a refundable \$100 surgery deposit and if the cat resides at an APA location (NOT in foster.)
 - **IMPORTANT NOTE:** This deposit is \$100 PER cat. If the adopter is adopting two cats, they will need to leave \$200 as a surgery deposit.
- Inform the adopter that their deposit will be returned to them when they pick up their cat from surgery. If they paid credit/debit for their surgery deposit, they will need to bring the same card on surgery day to enable the refund process. The adopter can also opt to donate their deposit.
- Surgery deposits may be made with cash, credit, or check. ***This is the only instance when we are able to accept checks aside from for donations.***
- Surgery deposits should be placed in a sealed envelope labeled like this:

Cat's Name	A#
Adopter's Name	Cat Surgery Deposit
Surgery Date	Method of Payment + Last 4 digits of CC#

- Attach the surgery deposit envelope to the contract. Make sure to deposit this envelope in the Davenport safe at night when you turn in your cattery deposit!
- Go over a copy of the "pre-adoption info sheet" (found in the second drawer of the filing cabinet). Explain that until the cat is fixed it will technically remain property of APA and as such should come to APA for any sort of medical care required. Explain that if the cat experiences any signs of illness the clinic needs to be contacted, an appointment made, and perhaps the surgery postponed. Make sure the adopter understands when to come in for the surgery appointment as well as the drop off and pick up procedures.

- If the surgery date has not been set yet, weigh the cat to determine when you can set one. Cats must be healthy and weigh at least 2 lbs to undergo spay/neuter surgery. If the cat is too small or on medication, set a date far enough in advance that the adopter can contact the clinic to reschedule if necessary.

2. Pre-adopt @ Foster:

- Cats must stay with their foster family until the time of surgery if they are pre-adopted out of foster.
- Surgery deposits are NOT required for @foster pre-adoptions.
- Explain to the adopter the procedure for picking up a newly adopted foster cat from surgery (between five and six pm, make sure to bring a carrier).

3. Pre-adopt @ TLAC:

- This is only used under VERY RARE circumstances due to space constraints.
- Can only be used with the permission of the MOD.
- If a TLAC cat is already on the surgery schedule for the next day, the cat can stay overnight and be picked up by the adopter after surgery.
 - Make sure to explain this on the EOD sent out the night of the adoption