



# ADOPTION PARTNER APPLICATION AND AGREEMENT

Copies: (1) STORE, (1) ADOPTION PARTNER, (Original) PETCO FOUNDATION

## APPLICATION

### STORE CONTACT INFORMATION

Store Name	Store Number	Phone Number (    )	General Manager Name	
Address		City	State	Zip

### ADOPTION PARTNER INFORMATION

Adoption Partner Name	PETCO Vendor Identification No. (VIN)	Type of Adoption Setup: <input type="checkbox"/> Mobile <input type="checkbox"/> Stationary <input type="checkbox"/> Both	
Address	City	State	Zip

### ADOPTION PARTNER CONTACTS

Primary Contact Name	Secondary Contact Name
Primary Contact Numbers Day(    )                      Evening(    )	Secondary Contact Numbers Day(    )                      Evening(    )

### ADOPTION PARTNER'S VETERINARY INFORMATION

Veterinary Name	Vet Phone Number (    )
-----------------	----------------------------

### ANIMALS FOR ADOPTION

<p>Types of Animals for Adoption</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 10%;"><i>Mobile</i></td> <td style="width: 10%;"><i>Stationary</i></td> <td style="width: 10%;"><i>Both</i></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>na</td> <td>na</td> <td>Aquatic Life (<i>mobile only</i>)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>na</td> <td>na</td> <td>Bird (<i>mobile only</i>)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Cat</td> </tr> <tr> <td><input type="checkbox"/></td> <td>na</td> <td>na</td> <td>Dog (<i>mobile only</i>)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Ferret</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Rabbit</td> </tr> <tr> <td><input type="checkbox"/></td> <td>na</td> <td>na</td> <td>Reptile (<i>mobile only</i>)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Other Small Animal</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Other (<i>specify</i>) _____</td> </tr> </table>	<i>Mobile</i>	<i>Stationary</i>	<i>Both</i>		<input type="checkbox"/>	na	na	Aquatic Life ( <i>mobile only</i> )	<input type="checkbox"/>	na	na	Bird ( <i>mobile only</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cat	<input type="checkbox"/>	na	na	Dog ( <i>mobile only</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ferret	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rabbit	<input type="checkbox"/>	na	na	Reptile ( <i>mobile only</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Small Animal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other ( <i>specify</i> ) _____	<p>Comments and Special Care Instructions</p>
<i>Mobile</i>	<i>Stationary</i>	<i>Both</i>																																							
<input type="checkbox"/>	na	na	Aquatic Life ( <i>mobile only</i> )																																						
<input type="checkbox"/>	na	na	Bird ( <i>mobile only</i> )																																						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cat																																						
<input type="checkbox"/>	na	na	Dog ( <i>mobile only</i> )																																						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ferret																																						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rabbit																																						
<input type="checkbox"/>	na	na	Reptile ( <i>mobile only</i> )																																						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Small Animal																																						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other ( <i>specify</i> ) _____																																						

### SCHEDULES

Times your organization will visit the animal(s) and pick up applications **each day**.

MON	TUES	WED	THUR	FRI	SAT	SUN

**All Adoption Partners Must Visit Animals At Least Once A Day.**

Days and times your organization is available for Adoption Events

MON	TUES	WED	THUR	FRI	SAT	SUN

### REQUIRED INITIALS: General Manager (GM) and Adoption Partner Representative (Rep) must initial below.

\_\_\_\_\_ General Manager (GM)                      \_\_\_\_\_ Adoption Partner Representative (Rep)



# ADOPTION PARTNER APPLICATION AND AGREEMENT

Copies: (1) STORE, (1) ADOPTION PARTNER, (Original) PETCO FOUNDATION

## AGREEMENT

Adoption Partner Name: \_\_\_\_\_

Store # \_\_\_\_\_

**General Manager (GM) and Adoption Partner Representative (Rep) must review and initial each item below.**

GM	Rep	<b>ANIMAL CARE</b>	
		1	Adoption partner is responsible for the care of the animals for adoption and must demonstrate concern for their health and well being.
		2	Adoption partner must arrange for veterinarian care for any animal that is injured or appears ill. <ul style="list-style-type: none"> <li>• Manager on Duty will take an ill or injured animal to the store veterinarian at the expense of the adoption partner in an emergency or if the adoption partner cannot be contacted within one hour.</li> </ul>
		3	Adoption partner must attend to animals to ensure they always have water and are provided food as needed.
		4	Adoption partner must agree to accept returned animals should the adoption not work out for any reason.
		5	Adoption partner must provide sufficient volunteers to manage the event and to provide care for the animals.
		6	All animals for adoption must be securely contained or on a lead while at a PETCO location.
		7	All dogs, cats, rabbits, and ferrets for adoption must be spayed or neutered before adoption or have an adoption agreement that requires the animal to be spayed or neutered within a certain timeframe.
		8	All animals for adoption, including puppies, kittens, and ferrets, must be eight weeks of age or older.
		9	Puppies, kittens, and young ferrets must have a record of their first series of vaccinations. All adult dogs, cats, and ferrets must have current vaccinations (canine DHLPP, feline FVRCP, and ferret rabies and distemper) with records available.
		10	All animals for adoption must be free of parasites and any signs of illness.
		11	For the safety of people and animals, animals for adoption must have good temperaments.
GM	Rep	<b>PROCESSING ADOPTIONS</b>	
		1	Adoption partner must respond to potential pet parents within 48 hours of receipt of <i>adoption application</i> .
		2	All good customer service principles must be observed at all times towards potential pet parents.
		3	Upon approving an <i>adoption application</i> , the adoption partner must ensure that the <i>Adoption Form</i> (including the customer's P.A.L.S. Number) is completed and signed.
		4	The first page of the <i>Adoption Form</i> must be given to the Manager on Duty when an animal is adopted. The second page must be given to the adoptive pet parent.
		5	Adoption denials must be handled with sensitivity and tact to preserve the dignity of all concerned.
GM	Rep	<b>DISPLAY AND HOUSING AREAS</b>	
		1	PETCO-approved adoption signage must be displayed.
		2	The number of animals for adoption allowed in the store depends on available space and enclosure type. Animals should be housed one per habitat or enclosure; the GM and the adoption partner must agree upon exceptions in advance.
		3	Areas where animals are being shown must be clean and orderly.
		4	Animal housing areas must not restrict traffic flow in or out of the store. Customers must be able to shop all areas of the store with ease as defined by PETCO store management. Fire safety requires store exits to be accessible.
GM	Rep	<b>EQUIPMENT</b>	
		1	Adoption partner is responsible for providing tables, chairs, office supplies, and any items necessary for processing adoptions.



# ADOPTION PARTNER APPLICATION AND AGREEMENT

Copies: (1) STORE, (1) ADOPTION PARTNER, (Original) PETCO FOUNDATION

## AGREEMENT CONTINUED

Adoption Partner Name: \_\_\_\_\_

Store # \_\_\_\_\_

GM	Rep	GENERAL RESPONSIBILITIES	
		1	The Adoption Partner must submit the following documents: <ul style="list-style-type: none"> <li>• This completed Adoption Partner Application and Agreement</li> <li>• A copy of the 501(c)(3) designation letter or Application for Governmental Agencies or Organizations</li> <li>• Non-Profit Form</li> <li>• W-9</li> </ul>
		2	All volunteers for adoption events must be at least 18 years of age or older. Volunteers may not bring children or other individuals who are not at least 18 years of age.
		3	No smoking is allowed in any PETCO location.
		4	Use of cameras and other image-recording devices, including camera phones, is not allowed on PETCO property without prior approval from the Manager on Duty.
		5	Non-PETCO personnel are not allowed in the Wellness Area or cash register area. All volunteers must be accompanied by a PETCO associate while in areas where customers are not allowed.
		6	All volunteers must wear clean and neat clothing while at a PETCO location. A nametag and shirt identifying the adoption partner are preferred.
		7	Adoption partner must follow the Manager on Duty's instructions about where to park.
GM	Rep	STATIONARY ADOPTIONS - In addition to responsibilities stated in the above sections, Adoption Partner Must:	
		1	Provide all food, toys, and accessories for animals for adoption.
		2	Label all food and accessories as "Adoption Partner" and store them off the sales floor.
		3	Change/clean litter in each habitat regularly and ensure litter is appropriate for each animal and odor-free.
		4	Disinfect every habitat weekly.
		5	Visit animals for adoption at least once daily to feed, water, and exercise animals as needed, and to collect applications from potential pet parents.
GM	Rep	MOBILE ADOPTIONS - In addition to responsibilities stated in the above sections, Adoption Partner Must:	
		1	Transport the animals for adoption to and from any PETCO location.
		2	Attend to the animals for adoption during the event and ensure the animals always have water and are provided food as needed.
		3	Provide habitats and enclosures.
		4	Give one <i>Adoption Gift Booklet</i> to each adoptive pet family.

**Note: Adoption partners in Massachusetts must also read and sign the Massachusetts Adoption Eligibility form.**

**Acknowledgement:** Adoption Partner Representative and General Manager have discussed the above and understand the policies required of PETCO's adoption partners. It is also understood that the partnership may be discontinued for any reason, and at any time, with notification from the General Manager, District Manager, or the PETCO Foundation.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Adoption Partner Representative (Print Name)      Adoption Partner Representative (Signature)      Date

DM approval \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 DO approval (stationary events) \_\_\_\_ / \_\_\_\_ / \_\_\_\_      PETCO General Manager (Signature)      Date