

## Instructions for making Pouches for Pooches

Every foster dog needs to go to his new home with all of the important information that will help both the adopting family and their vet know and understand their new pet. In the past, foster homes were mailed all of the documents together in the folders. The foster home then completed the paperwork and put it together in the PfP prior to the adoption. Now the empty folders will be mailed out to the foster home by April Smith and the paperwork needs to be either downloaded or printed from the pages of these instructions.

Each PfP needs to contain the following:

- ✓ “Congratulations on the adoption of your MAESSR dog” one page welcome and explanation of what is in the Pooch Pouch
- ✓ MAESSR Foster Medical Info file
- ✓ Veterinary checklist (*veterinarian may choose to use his or her own check sheet if applicable*)
- ✓ Copies of all medical records
- ✓ Instructions for the adopter about completing the microchip registration
- ✓ Green microchip registration form with the dog’s AVID number on it. If the dog was microchipped prior to coming to MAESSR, then there will be no registration form.
- ✓ Two copies of the Adoption contract

**The Foster Medical Info, Vet Checklist, and Adoption Contracts (both copies) will be completed by the foster home and will physically go with the dog on adoption day in his PfP along with the other documents and the microchip registration form. DO NOT fill in the microchip registration form; this is for the adopter to do and send in to AVID.**

In the past there were additional forms in the folders. Those will now be sent by email directly to the adoptive home. This includes:

- ✓ MAESSR Information on Your New Dog
- ✓ MAESSR Adoption Articles

## HOW DO I START TO MAKE A PfP FOR MY FOSTER?

- You will need to get the empty folders from April Smith. You can email her at [library@maessr.org](mailto:library@maessr.org). These folders come from Purina and contain some coupons and info for newly adopted dogs.
- Next you need to print out all of the forms. You can find them at the following link: <http://www.maessr.org/documents.php>
- Print the two files - **MAESSR Foster Medical Info** and **Veterinary Checklist** and complete all information.
- Print two copies of the **Adoption Contract** and complete them both.
- Print out a copy of the **Instructions for Completing the Microchip Registration**.
- Print out a copy of the **Congratulations on the adoption of your MAESSR dog** document and fill in your contact information
- Include copies of all medical records including any vet visits the dog has had while in MAESSR's care.
- Include any past records you have (*remember to black out any former owners names if applicable.*)
- Be sure to put the blank microchip registration form into the folder. Do not fill in the information; the adoptive home puts in their contact information and mails it in. These green forms come with the syringes containing the injectable chip and the four stickers showing the AVID chip number. If the dog already has a microchip in place prior to coming into MAESSR's care then the adoptive home does not get one of these green microchip registrations, but the new home will need to change the registration to their name. The instructions for this are on the page entitled **Microchip Registration**. Check with Debbie if you do not know the microchip number or type.
- Place all information and records in a pocket folder.
- Print out a copy of the **Front Page of the Pooch Pouch** from the same link. Complete one of these and staple to the cover of the completed PfP.