

**Key Contacts:**

Cari Dicke cell (303) 888-7238

Kris Meding cell (805) 402-1546

Heather Haseman cell (910) 489-5359

Email: info@coloradofelinefosterrescue.org

FOSTER TO FOREVER HOME CHECKLIST

Now that your foster kittens are in your home, and you're caring for them and falling in love with them, how will you help get them adopted? As the foster parent, you know your kittens the best, and you are our best resource in getting them into their forever homes!

Getting your kittens to adoption weight

- Weigh your kittens, and text a photo of the [Kitten Weight Record](#) to Cari/Kris every day.
- When your kittens' weights are nearing **2lbs**, Cari will let you know that it's time to post them for adoption. You will go to the Foster Resource page on the CFFR website and click the "Fill out your report card here" button. Follow the template, write a bio, and upload photos and a video.
- When your kittens' weights reach **2lbs** Cari will be scheduling spay/neuter surgeries and confirming that with you via email with detailed instructions for one of the spay/neuter clinics we work with.

Note: Please ensure you will be available to respond to potential adopters and schedule adoption interviews and visits when your kitten/cat is posted for adoption!

Note: Any time you have completed a round of medication for your fosters, please text or email the completed [Foster Medication Logs](#) immediately to Cari/Kris, as these **must** become part of every kitten/cat's final medical record/adoption packet.

Finding the best adopter for your foster kitten/cat

- When CFFR posts your fosters on Petfinder.com for adoption, the first step for a potential adopter is to submit an adoption application for approval. Please refer any potential adopters to: <https://coloradofelinefosterrescue.org/adoption/adoption-application/>
- All adoption applications will be screened by Cari/Kris/Heather and if approved, emailed to you with any relevant notes from the initial screening. **Please respond promptly** to potential adopters asking their availability for an introduction with your foster kitten/cat. **If texting, please copy Cari/Kris. If emailing, please copy info@coloradofelinefosterrescue.org.**

Note: Some potential adopters will respond to you right away, while others may not at all. Many adopters are looking at cats at other shelters and rescues while they are looking at yours. Proceed to schedule as many visits as you can, and feel free to let all potential adopters know that your kitten/cat is interviewing other adopters as well, so that we can find the BEST FIT. We like to be transparent about our process! Feel free to share a handy graphic of our [adoption process](#) with all adopters!

- During your visits, if you have more than one kitten, please introduce the adopter to all kittens and mama cat too - you never know how things will progress and who they may end up wanting to adopt.

Finding the best adopter for your foster kitten/cat - continued

- ❑ Introduce adopters that are adopting only one kitten and have no other pets to <https://coloradofelinefosterrescue.org/why-two-kittens-are-better-than-one/> You are not pressuring them - only educating them as to why two kittens are usually better than one!
- ❑ At any point during your visit, if you and your adopter agree it's a good match, you may offer them the opportunity to proceed to our website and pay the appropriate adoption fees to reserve the cat for them. We consider that cat **still available to other adopters** until we see payment of adoption fees! <https://coloradofelinefosterrescue.org/adoption/pay-adoption-fee/>
- ❑ Once payment is received, CFFR will take over the communications, acknowledging payment and advising next steps. You will be copied every step of the way so you see things progressing.

Note: Once you've settled on an adopter, and adoption fees have been paid, please circle back with any adopters that were awaiting a visit to let them know your kitten/cat has been adopted, then refer them back to Cari/Kris/Heather and the CFFR website for other adoptable kittens/cats. Please remember to copy info@coloradofelinefosterrescue.org so we can pick up the email thread. * **See pages 3-5 for templates!**

Once your adopter completes their adoption paperwork

- ❑ Wait for a message from Cari or Heather to let you know the adopter's paperwork has been completed, all documents have been reviewed with them, and your kitten/cat has been cleared for pickup. **DO NOT ALLOW A CAT TO GO HOME UNTIL YOU SEE THEY HAVE BEEN CLEARED!**
- ❑ Arrange pickup time with your adopter of your kitten/cat within 48 hours after the kitten/cat has been cleared for pickup (this is a requirement of our liability insurance.)
- ❑ Remind the adopter to bring a carrier to take the kitten/cat home in.
- ❑ Complete [Welcome Home Form](#) that is included in the adoption bag for each kitten/cat you are adopting. This highlights next vaccine dates (these come right off the middle of the adoption contract that Cari emails out), and the food and litter your kitten/cat has been enjoying. **Do not give the adopters any of your existing medical records as they are not up to date.**
- ❑ Review the Welcome Home Form with the Adopter when they pick up BEFORE you give them the kitten/cat. **It is crucial they understand when next vaccines are due!**
- ❑ Return all carriers to Cari's house, and let Cari/Kris know when you are available to foster again!

Last....

While it may seem sometimes like we are "all business" while you have your fosters, we have two main reasons for that:

- Fostering is meant to be fun! Keep in mind, though, that you are helping to save tiny little lives! Kittens under 8 weeks are the most at-risk population of homeless animals in the country.
- The more kittens/cats we get adopted, the more we can rescue from dying in a shelter.

THANK YOU FOR FOSTERING!

TEMPLATES for contact with potential adopters

A. Suggested templates to utilize with potential adopters pre-adoption:

A.1. First reach out to potential adopters (Remember to copy info@coloradofelinefosterrescue.org)

Thanks for your interest in xxx. He/she is a lovely cat!! Please know that we may have other potential adopters interested, and are scheduling interviews for everyone so we can find the best fit!

We live in ___ so we like to first schedule a virtual interview so that we can get acquainted and see if xxx would be a good fit for your family. If we all agree to move to the next step, then we can schedule an in-person meeting.

Would you be available for a meeting over Google Meet/Zoom/Facetime at (day/time)?
Thanks!

A.2. For situations where an adopter schedules out a few days or a week and you need to kindly let them know that the kitty may be adopted by then. (Remember to copy info@coloradofelinefosterrescue.org)

Thanks for setting up the meet and greet with xxx this _____(day/time).

Just a note - should xxx attract other potential adopters that schedule to meet him prior to your meeting, we will be considering them for a fit as well. Sometimes decisions are made on the spot, and I just wanted to give you a heads up. It's against CFFR policy to hold kitties if we have a good fit for them. The sooner our kitties are adopted the more lives we can save!

Looking forward to having you meet xxx!

A.3. Follow up to adopters after interview has been scheduled (remember to copy info@coloradofelinefosterrescue.org)

Thanks again for your interest in xxx.

We look forward to seeing you on DATE & TIME for the first meet and greet!

Please remember that xxx might have other adopters interested and we are looking for the best fit for everyone! I will be sure to update you if the status of the kitten/cat changes for any reason!

Please respond to this email if you have any questions, and I look forward to meeting you soon.

B. Suggested templates to utilize with adopters when you have chosen the perfect one after doing your meet and greet interviews:

B.1. For the family that you would like to adopt the cat, and the cat is ready to go to their new home (Remember to copy info@coloradofelinefosterrescue.org)

It was a pleasure to meet you today! Thank you for taking the time to get acquainted with us and with xxx. We think that xxx would be the perfect addition to your family, and would like to offer you the opportunity to adopt!

To proceed with the adoption, please go to <https://coloradofelinefosterrescue.org/adoption/pay-adoption-fee/> and pay the adoption fee of \$_____

Once received, CFFR will acknowledge receipt, take xxx off of Petfinder, and follow up with next steps. Congratulations!

B.2. For the family that you would like to adopt the cat, but the cat is scheduled for spay or neuter surgery in the coming days (Remember to copy info@coloradofelinefosterrescue.org)

Thank you for taking the time to get acquainted with us and with xxx. Your family seems like the perfect fit for xxx, and we are ready to proceed with the adoption. Reminder that xxx is scheduled for spay/neuter surgery on _____.

Below the next steps in the adoption process:

1. Pay the adoption fee amount of \$_____ here: <https://coloradofelinefosterrescue.org/adoption/pay-adoption-fee/> .
2. Once payment is received, the rescue team will acknowledge receipt. When surgery is complete, CFFR will send over the adoption packet to you via email, and you will return the completed contract. CFFR will then do one last phone call with you to review your packet, and discharge your cat.
3. After these steps are completed, we can schedule a time for you to come pick up your new furry family member 2-3 days after surgery.

Congratulations!

C. Suggested optional template to utilize in preparing your adopter in setting up their kitties' basecamp:

I am so thrilled that you've decided to make xxx a part of your family. Thank you for giving him/her a wonderful forever home!

While you are waiting for your adoption paperwork from CFFR, I'm sending along some of our favorite supplies to purchase in preparation for bringing him/her home.

- Carrier (Please bring this to pick up!) Hard sided is best for cleaning: [Favorite carrier](#)
- Litter box (always have one more than you have cats!): [Favorite litter box](#)
- Litter (fosters: fill this in with the litter you have been using – it's important for kittens to use NON-CLUMPING litter until about 5 months of age.) [Favorite non-clumping](#). [Favorite clumping for adults](#).
- Food dishes: [Favorite for kittens for easy access](#)
- Food (fosters: fill this in with the food you have been feeding, and how much)
- Scratching post: [Favorite for kittens](#). [Favorite for adults](#).
- Cat Tree and here's a good article on why it's important: <https://stuffcatswant.com/do-cats-need-a-cat-tree>
- Toys: any kind of balls, catnip mice, feather wands or other toys your cat can bat and carry around. You'll get a few in your adoption packet when you pick up.

D. Suggested templates to utilize with the adopters that did NOT get to adopt your cat:

D.1. For those that have met the cat and expressed interest in adopting and you liked and would still think would be great adopters:

It was such a pleasure to meet you today. Thank you for the time you spent getting acquainted with us and with xxx.

It was a very hard decision, but there was another family that we decided was the perfect fit, and will be adopting xxx. We think you would be great cat parents, and we are sending you back to the CFFR site, and Cari, Kris, and Heather so that they can help you find the perfect family member.

<https://coloradofelinefosterrescue.org/adoption/available-cats-for-adoption/>

Please let them know if you are interested in meeting any of the other available cats.

Thank you,

D.2. For those that did not get a chance to meet the cat:

I am sorry to let you know that xxx, who already had interviews in process, has been adopted. I'm sending you back to the CFFR site. Keep an eye out for any other cats you may be interested in, and email info@coloradofelinefosterrescue.org if you see someone else that you would like to meet.

<https://coloradofelinefosterrescue.org/adoption/available-cats-for-adoption/>

Thank you,