

IMPORATANT MEMO ON COLLECTING FEE/ADOPTION CONTRACTS –October 16, 2011

Hello everyone.

Hope this finds you and your foster doggies well!

I am writing you to let you know about a new policy regarding our adoption fees. Recently, we've had trouble either collecting the fees for our dogs and/or once they are collected (personal cheques) they have bounced. I spend a lot of time chasing down these fees when I should be focusing on other duties for the BCCR.

So effective immediately, please no longer accept a personal cheques or any fees for your dog.

We have a new policy as below:

1) A homecheck is done on the applicant (arranged by Cheri of our mgmt team) - stays the same

**2) If approved, and before they can have the dog, please ask them to contact me at to :
chirescue@shaw.ca - new policy**

3) I will then lead them through the process of getting us the fees/contract for your dog, which will include:

- **sending them the contract for their dog;**
- **sending them our banking info/account number so that they can directly deposit the fees (cash) right into the BCCR banking account;**
- **we will require proof of the deposit and the contract must be received at the above email address before the dog is released to the new owner**

4) Once the dog is paid for and the contract received, I will email you to let you know the dog is ready to go to it's new home. Please NEVER release a dog without the final approval (contract/fees received)

5) NOTE: Other ways they may pay include **paypal** through our website or certified cheque to our fosterhome coordinator, Cheri Hamilton (but this is not always doable due to proximity). Any MGMT member may also still collect the fees/contracts for the BCCR.

I think the above policy will help everyone, especially you, the fosterhome. You no longer need to deal with the fees and contracts, this will all be done by mgmt. There will be some flexibility, of course, just write me if we need to modify a particular circumstance. Many of you have always been very diligent on collecting the fees / contracts and sending them to me asap, so this would still be considered, as long as we are in contact.

Thanks for all you do! Any thoughts and comments are welcome.

Mary

Mary Ross

Co-Founder

BC Chihuahua Rescue

<http://www.chirescue.org>

Charitable number: BN 85184 2831 RR0001