



## **Pet Survivorship Program Guidelines**

Many friends of Animal Friends Alliance who choose to make charitable contributions by bequest to the organization also ask about the possibility of entrusting their cat(s) and/or dog(s) to the care of the organization after their death.

While our first recommendation is that you identify a trusted and willing friend or family member to care for your pet after your death, we recognize that this alternative is not always possible.

Therefore, we have adopted the following guidelines to help pet guardians as they prepare their wills and consider their charitable giving.

### **POLICY**

Because Animal Friends Alliance is continually faced with an inexhaustible supply of homeless dogs and cats needing new homes through our Adoptions Program, people wishing to surrender their cats or dogs generally must wait a few months before space is available. *In recognition of donors who make charitable bequests or provide irrevocable trusts to Animal Friends Alliance, we will waive the usual waiting period.*

For the benefit of all animals taken into our Adoptions Program, it is important that charitable bequest donors who wish to leave their cats and/or dogs to Animal Friends Alliance follow these essential guidelines:

1. The Adoptions Program is limited to cats and dogs. Cats and dogs will be adopted out through Animal Friends Alliance.
2. Please be sure that your cat or dog is current on all required vaccinations, and that you keep their veterinary records with your other important documents.
3. Animal Friends Alliance provides physical examinations, vaccinations and spaying/neutering for all our adoptable animals but, to keep costs down for Animal Friends Alliance and the adoptive family, you are urged to take care of these requirements before your animal comes to Animal Friends Alliance.
4. For more expedient adoptions, animals should be in stable health with no chronic medical problems, and they should be of non-aggressive, good temperament.

It is our belief that cats and dogs belong in loving homes and not in a shelter. Therefore, all cats or dogs bequeathed to Animal Friends Alliance will be put up for adoption. Rest assured, Animal Friends

Alliance's Adoptions Program goes the extra distance to match an animal's temperament and requirements with an adoptive family's lifestyle. Animals who are taken from their own homes sometimes suffer from stress and anxiety. The staff and volunteers of Animal Friends Alliance make every effort to alleviate these problems through personal attention, enrichment and socialization techniques.

In every instance, Animal Friends Alliance considers what is best for the animals. For this reason, Animal Friends Alliance will care for animals as long as they are physically healthy or until they are adopted. However, if the animal(s) start to significantly deteriorate and can no longer be made comfortable with an acceptable quality of life, euthanasia must be considered. This happens very rarely at Animal Friends Alliance. The decision to euthanize an animal at the shelter rests solely with the staff of Animal Friends Alliance.

## **BEQUEST COMMITMENT**

As a non-profit organization, Animal Friends Alliance must continually seek donations to fund programs. Costs to shelter, feed, and provide medical care for the homeless animals in our care are substantial. *Therefore, it is necessary that charitable bequest donors make the financial provision of **\$10,000 per animal** in order for Animal Friends Alliance to accept their pets.* Please note that there is no money due upon signing up for this program. Funds will go to Animal Friends Alliance at the time your estate is settled.

## **PROCEDURES**

Animal Friends Alliance's Adoptions Program is not one where animals are simply placed in the first available home. Every step is taken to ensure that each adoption is a permanent match. If you wish to bequeath your cat or dog to Animal Friends Alliance, please take care to complete the following steps to ensure their smooth and successful transition into life with a new adopter.

1. Ask your attorney to state specifically in your will that you wish to entrust your cat(s) or dog(s) to Animal Friends Alliance's Adoptions Program.
2. Inform the executor of your estate, family members, and/or friends that you wish to have your dog and/or cat cared for by Animal Friends Alliance so that the transfer of your animal(s) can be accomplished as soon as possible.
3. Complete the Cat and/or Dog Relinquishment Questionnaires on the following pages. These forms provide us with important information about medical history, lifestyle, preferences, and behavioral characteristics in order to help our staff find the best possible match with a new family. Please fill out one complete questionnaire per animal.

4. Ask your attorney to incorporate into your will the following suggested language for making a charitable contribution to Animal Friends Alliance. Your gift may be unrestricted, or designated to the Adoptions Program, or any other program that interests you.

**I give to Animal Friends Alliance, a non-profit 501(c)(3), Colorado corporation, currently headquartered at 2321 E. Mulberry St. #1, Fort Collins, CO, 80524, TIN 20-4969731, the sum of \_\_\_\_\_ dollars (or, if insurance policies, land or other property, please describe). This gift is unrestricted and may be designated at the discretion of the organization's leadership.**

**-OR-**

**This gift is restricted for the Adoptions Program (or specify other program at Animal Friends Alliance).**

It is Animal Friends Alliance's policy to assess a 10% overhead recovery fee to all bequests made to Animal Friends Alliance (this is charged against the actual bequest and is not an extra charge).

NOTE: If you wish to restrict the gift to a program or service, please do not be overly specific, as some programs change in response to current needs.

5. When your will and Relinquishment Questionnaire(s) are complete, please notify Animal Friends Alliance in writing of your plans. It will help Animal Friends Alliance to better serve you if you include a copy of the Relinquishment Questionnaire with your letter, to ensure that Animal Friends Alliance has current information about your cat(s) or dog(s) when they come to us. Please direct your correspondence to: Animal Friends Alliance, ATTN: Planned Giving, 2321 E. Mulberry St. #1, Fort Collins, CO 80524, or to [PlannedGiving@SavingAnimalsToday.org](mailto:PlannedGiving@SavingAnimalsToday.org).

If you have questions or would like additional information on charitable giving by bequest or on Animal Friends Alliance's Adoptions Program, please contact the Planned Giving Team at (970) 484-8516 or by emailing [PlannedGiving@SavingAnimalsToday.org](mailto:PlannedGiving@SavingAnimalsToday.org).

**Thank you for planning for the lifetime care of your animals in the event of your death. We appreciate how important and personal these plans are, and we thank you for trusting Animal Friends Alliance to find your cat and dog family animals their next home – and to provide the best care for them until we do.**



# Pet Survivorship Program - CAT Relinquishment Questionnaire

The goal of Animal Friends Alliance is to place each cat and kitten into an adoptive home. The information you provide on this form will help us to match each kitty with an adopter. It will also help us to determine the needs your kitty will have during his or her stay with Animal Friends Alliance.

**Please complete one form per cat being surrendered.**

Guardian Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Best Contact Number(s): \_\_\_\_\_

Executor of Estate: \_\_\_\_\_

Other Important Contacts: \_\_\_\_\_

Bequest Amount to Animal Friends Alliance (optional *and always confidential*): \_\_\_\_\_

## **GENERAL HISTORY**

Cat's Name: \_\_\_\_\_ DOB/Approximate Age: \_\_\_\_\_

Cat's Breed/Coat Type: \_\_\_\_\_ Cat's Color: \_\_\_\_\_

Sex?  Male  Female  Unsure

Spayed or neutered?  Yes  No  Unsure

Microchipped?  Yes  No  Unsure

Declawed?  No  Yes - all  Yes - front only

If yes, when was the declaw procedure?  As a kitten  As an adult  Unsure

How long have you had this cat? \_\_\_\_\_

Where did you acquire this cat?

Found as a stray

Friend / Relative

Pet store

Breeder

Free-to-good-home ad

Born in my home

Another shelter

Other: \_\_\_\_\_

## **MEDICAL HISTORY**

Do you have a regular veterinarian?  No  Yes - Which vet \_\_\_\_\_

Veterinarian Phone: \_\_\_\_\_

Has your cat had any of the following tests?

Feline Leukemia  Yes  No  Unsure

Date & result: \_\_\_\_\_

F I V  Yes  No  Unsure

Date & result: \_\_\_\_\_

Does your cat have any medical problems or injuries that would require special attention or a special diet? Yes No Unsure If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**DIETARY HABITS**

Which brand(s) of dry cat food does your cat eat? \_\_\_\_\_

Do they eat canned food? No Yes - Which brand? \_\_\_\_\_

**PERSONALITY PROFILE**

Check all traits that best describe your cat's personality:

- |                            |                                       |                                      |   |
|----------------------------|---------------------------------------|--------------------------------------|---|
| Activity level             | <input type="checkbox"/> Very Active  | <input type="checkbox"/> Normal      | <input type="checkbox"/> Calm           |
| Interaction with family    | <input type="checkbox"/> Affectionate | <input type="checkbox"/> Independent | <input type="checkbox"/> Fearful        |
| Interaction with strangers | <input type="checkbox"/> Affectionate | <input type="checkbox"/> Independent | <input type="checkbox"/> Fearful        |
| Interest in toys           | <input type="checkbox"/> All the time | <input type="checkbox"/> Sometimes   | <input type="checkbox"/> Not interested |

Any other personality information to help us really get to know your cat:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LIFESTYLE & HOME LIFE**

Where does your cat live? (please check all that apply)

- In Home Office Outdoors In a barn In a garage

If indoor only, does your cat try to escape? Yes No

Has your cat had access to the outdoors? Yes No Unsure

Has your cat ever lived outdoors? Yes No Unsure

If yes, when? \_\_\_\_\_

For how long? \_\_\_\_\_

Why did your cat live outdoors? \_\_\_\_\_

Where/under what circumstances? \_\_\_\_\_

Does your cat get along with other cats? Yes No Unsure

If yes, what type: Littermate(s) Other kittens Other adults

If you are relinquishing more than one cat:

How long have these cats lived together? \_\_\_\_\_

How would you describe their relationship to each other?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you consider them to be bonded? Yes No Unsure

If yes, please explain why:

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Does your cat get along with dogs? Yes No Unsure

If yes, what type: Small Medium Large

What type of personality/temperament did the dog(s) have and how did they interact with your cat?

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Does your cat get along with children? Yes No Unsure

What age(s) of children has your cat been around?

Infant/Toddler (0-3) Pre-School (3-5) School Aged (5-13)  
Teens (13-18) None

Your cat seems most comfortable with (*check all that apply*):

Women Children Senior Citizens Other animals  
Men Teenagers Loves everyone Other: \_\_\_\_\_

### **LITTER BOX HABITS**

Does your cat have access to a litter box in the house?

No (*Skip the rest of this section*) Yes - How many? \_\_\_\_\_

Are there other animals in your home? Yes No

If other cats, how many cats share a litter box(s)? \_\_\_\_\_

Does your cat use the litter box consistently? Yes (*Skip the rest of this section*) No

Sometimes - If sometimes, how often does your cat make a mistake? \_\_\_\_\_

Please describe the accidents:

Urinates outside of the box Urinates on clothing Urine marks in house  
Defecates outside of the box Other: \_\_\_\_\_

If your cat goes outside of the box, do they most often go right beside the box? Yes No

Please describe: \_\_\_\_\_

How often do you clean your cat's litter box? Daily Every few days Weekly Rarely

What type of litter box do have? Covered Uncovered Automatic scooping

What type of litter do you use?

- Scented       Clumping       Pine Pellets       Crystals
- Unscented     Non-Clumping     Newspaper Pellets     Other: \_\_\_\_\_

When did the litter box problems begin?

- Recently       Within 30 days       Within the past year       Ongoing issue

If you have multiple cats, have you witnessed this cat go outside of the box?  Yes       No

Can you think of an event (a move, new pet, change of litter box style or type of litter, new baby, traveling and not home much, etc.) that may have influenced/started the poor litter box habits?

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Please describe what steps you have taken to correct this problem:

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Has your cat been examined by a veterinarian for his/her litter box issues to rule out any medical problems contributing to not using the litter box?  Yes       No

If yes, was a urine sample collected and examined by the vet?  Yes       No

If yes, what was the diagnosis/outcome? \_\_\_\_\_

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**Is there anything else a future adopter should know about your cat? Fears, likes, dislikes? Please be as specific as possible to help us find the best next home.**

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Please report significant changes in this information  
to Animal Friends Alliance's Planned Giving Team  
at [PlannedGiving@SavingAnimalsToday.org](mailto:PlannedGiving@SavingAnimalsToday.org) or (970) 484-8516.  
Please feel free to attach additional information regarding your cat(s).

**Thank you for thinking of Animal Friends Alliance.**



# Pet Survivorship Program - DOG Relinquishment Questionnaire

The goal of Animal Friends Alliance is to place each dog and puppy into an adoptive home. The information you provide on this form will help us to match each pup with an adopter. It will also help us to determine the needs your dog will have during his or her stay with Animal Friends Alliance.

**Please complete one form per dog being surrendered.**

Guardian Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Best Contact Number(s): \_\_\_\_\_

Executor of Estate: \_\_\_\_\_

Other Important Contacts: \_\_\_\_\_

Bequest Amount to Animal Friends Alliance (*optional and always confidential*): \_\_\_\_\_

## **GENERAL HISTORY**

Dog's Name: \_\_\_\_\_ DOB/Approximate Age: \_\_\_\_\_

Dog's Breed: \_\_\_\_\_ Dog's Color: \_\_\_\_\_

Sex?  Male  Female  Unsure

Spayed or neutered?  Yes  No  Unsure

Microchipped?  Yes  No  Unsure

How long have you had this dog? \_\_\_\_\_

Where did you acquire this dog?

Found as a stray

Friend / Relative

Pet store

Breeder

Free-to-good-home ad

Born in my home

Another shelter

Other: \_\_\_\_\_

## **MEDICAL HISTORY**

Do you have a regular veterinarian?  No  Yes - Which vet \_\_\_\_\_

Veterinarian Phone: \_\_\_\_\_

Has your dog ever bitten anyone?  No  Yes If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_



Does your dog have any medical problems or injuries that would require special attention or a special diet? Yes No Unsure If yes, please explain:

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**DIETARY HABITS**

Which brand(s) of dry dog food does your dog eat? \_\_\_\_\_  
Do they eat canned food? No Yes - Which brand? \_\_\_\_\_

**BEHAVIORAL HISTORY**

Does your dog have accidents in the house? No Yes  
If yes, how often?  Daily  A few times a week  A few times a month  
If yes, does the dog:  Urinate  Defecate  Both

Is your dog crate-trained? No Yes  
If yes, how long did your dog spend in a crate each day? \_\_\_\_\_

How long is your dog left alone, without people?  
 Never  1-3 hours  4-8 hours  9-12 hours  More than 12 hours

When alone, is your dog: Outside  Free in the house  Confined to a room  Crated

When left alone, does your dog:  Destroy household items  Urinate  Defecate  
 Bark  Cry  Try to escape  None

If your dog destroys household items, check all that apply:  Chews woodwork/walls  
 Chews windows/doors  Chews furniture  Chews clothing/shoes  Chews toys  
 Other (please describe): \_\_\_\_\_

Does your dog have any dislikes or fears? \_\_\_\_\_

Does your dog have any "bad" habits? No Yes, please describe:  
\_\_\_\_\_  
\_\_\_\_\_

Has your dog ever shown aggression toward any people or other animals? No Yes  
If yes, please explain and be specific:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your dog know any commands?  No  Yes, please list: \_\_\_\_\_  
\_\_\_\_\_

Have you worked with a trainer for obedience training or to address any specific behaviors?  
 No  Yes

If yes, please list the trainer(s) used and the behaviors learned or addressed. Please include contact information for the trainer(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you done any training with your dog yourself?  No  Yes  
If yes, what method(s) of training did you use? \_\_\_\_\_

How does your dog behave in the car? \_\_\_\_\_

What are your dog's favorite toys or games? \_\_\_\_\_

Does your dog get along with children?  Yes  No  Unsure

What age(s) of children has your dog been around?

- Infant/Toddler (0-3)  Pre-School (3-5)  School Aged (5-13)  
 Teens (13-18)  None

Would you recommend your dog live with children in the future?  No  Yes

Your dog seems most comfortable with (*check all that apply*):

- Women  Children  Senior Citizens  Other animals  
 Men  Teenagers  Loves everyone  Other: \_\_\_\_\_

Has your dog lived with cats?  No  Yes

Would you recommend your dog live with cats in the future?  No  Yes

Has your dog lived with other dogs?  No  Yes

If so, describe the other dogs: \_\_\_\_\_

Would you recommend your dog live with dogs in the future?  No  Yes

If you are relinquishing more than one dog:

How long have these dogs lived together? \_\_\_\_\_

How would you describe their relationship to each other?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you consider them to be bonded? Yes No Unsure  
If yes, please explain why\_\_\_\_\_

**Is there anything else a future adopter should know about your dog? Please be as specific as possible to help us find the best next home.**

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