



Inland Valley  
Humane Society  
& S.P.C.A.

*A home away from home.*

# ***Adoption Partner Program Guidelines***

**May 2016**

*Serving the cities of: Chino, Chino Hills, Claremont, Diamond Bar, Glendora, La Habra, La Verne, Montclair, Ontario, Pomona, San Dimas, and the unincorporated areas of San Bernardino County including West End, San Antonio Heights and Mt. Baldy.*

## INTRODUCTION

The Humane Society of Pomona Valley, Inc. dba Inland Valley Humane Society and SPCA ("IVHS") operates an open-admission animal shelter, accepting all domestic animals regardless of their age, health, or temperament. The animal shelter is located in Pomona and serves as an animal shelter for contract cities in Los Angeles, Orange and San Bernardino Counties.

IVHS values the assistance offered by municipal entities, 501(c)(3) animal rescue and adoption organizations ("Adoption Partners") that work cooperatively with IVHS to provide additional placement opportunities for homeless animals. This guidance document and the Adoption Partner Agreement are intended to ensure a viable, sustainable, and successful Adoption Partner Program.

## ADOPTION PARTNER - QUALIFICATIONS

In order to ensure the health and safety of the animals and to ensure that animals are handled in a humane manner, IVHS requires that Adoption Partners agree to the terms in the Adoption Partner Agreement. The minimum qualifications for an Adoption Partner are as follows:

An Adoption Partner must:

- Be a municipal entity (state or local government entity) or a nonprofit (as defined in Section 501(c)(3) of the Internal Revenue Code) animal rescue or adoption organization;
- If a nonprofit entity, maintain status as a 501(c)(3) animal rescue or adoption organization;
- Be organized and operated for the purpose of animal rescue and/or adoption;
- Have no history of convictions for violations of state law or local ordinances regarding animal cruelty or neglect, including, but not limited to, violations of California Penal Code sections 596 through 600.5;
- Be in compliance with all state and local laws related to animals, including, but not limited to, all applicable provisions of the Penal Code, Civil Code, Food & Agriculture Code and Health & Safety Code;
- Be in compliance with all state and local zoning ordinances; and
- Maintain all state and local permits and licenses as required for the operation of an animal rescue or adoption organization.

## **ADOPTION PARTNER DOCUMENTATION REQUIRED**

Organizations interested in becoming Adoption Partners must submit the following documents in one package:

1. The Adoption Partner Agreement signed by the person authorized to enter into this agreement on behalf of the Adoption Partner.
2. The names and contact information of all persons authorized by the Adoption Partner to adopt animals from IVHS on behalf of the Adoption Partner pursuant to the terms of this agreement. A form is provided by IVHS for this information.
3. A reference letter from one California licensed veterinarian, or veterinarian licensed in the state in which the Adoption Partner is located.
4. For Adoption Partners that are 501(c)(3) animal rescue or adoption organizations:
  - a. A copy of the Adoption Partner's IRS determination letter confirming its status as a 501(c)(3) animal rescue or adoption organization; and
  - b. A copy of the Adoption Partner's Articles of Incorporation, bylaws, mission statement and online status report from the Secretary of State.

Upon receipt of the signed Adoption Partner Agreement and the documents required above, IVHS will review the documents, sign the Adoption Partner Agreement and send a copy of the fully-executed Adoption Partner Agreement to the organization. IVHS will make every effort to complete the review process and sign the Adoption Partner Agreement in 24 hours or less after receipt of the required documents and the signed Adoption Partner Agreement. The Adoption Partner Agreement is effective on the date it is signed by IVHS.