

TAKING CALLS FROM THE CBR VOICE MAIL

When accessing the voice mail, dial 303-795-8331 and press 7 and then the code which is 1,2,3,6. Then press 11 to listen to the new messages. If you want to repeat the message, press 4, to skip the message, press #, to save message press 9.

If you get any long distance calls, give it to Carol. Her rescue number is 303-464-9403. Her home number is 303-466-3534. Her work number is 303-430-2400 Ext 2171.

If you want to leave a message for Carol on her rescue line, as soon as her voice comes on, press the # key and it will skip her message and you can leave yours.

You can erase the messages as you take care of them. If you have a question regarding the message, save it and ask Carol to listen to it later. If the person has no computer, have Carol send them an application.

Listen to the messages and write down on the log sheet, the time, date and who called, and who referred them to us. Under the comments, write down what they wanted and what was done about it. Whether you told them to go to the website which is www.ColoradoBeagleRescue.org And go to the Articles and Forms Page and click on the Adoption Application. They can also read the Adoption Process for more info. Once they print and fill out the two pages, they can then mail it to the Westminster address.

Tell them that once we receive them, we'll process it and call someone to get their home check done. Once it's done, we will match a beagle to the family and let them know where the beagle is. They will call, make an appointment to see the dog and if they like him/her they can take the dog with them.

We will give them about a week or so to decide if they want to adopt dog or not. If they do, then we can send them the Adoption Agreement (they can also get it from the web site, same page where they got the Adoption Application) and the rescue packet and order the tag. They will return the Agreement along with their donation of \$150.00 (or \$60.00 for people 60 years or older).

If they have any questions or problems, they can call us.

The same thing goes for anyone giving up their dog. As you know, we do NOT TAKE IN ANY BITERS. We do ask for \$50.00 placement donation. They need to go to our site and get all the forms and send it along with the dog's registration papers, if any; and all the medical records, two pictures of the dog showing color, size etc. no kids or adults in the picture. They also need to write a short biography about the dog which we'll post on the site along with his picture.

Do write down their name, address and phone number even if they are sending the application. The same goes for the people giving up their dogs. Also if they have more than one phone number, have them specify what number belongs to which person.

Any other questions you may have or don't know, ask Carol. Thank you for doing this, it really helps us a lot.