ADOPTION PARTNER APPLICATION PREPARATION

Prepare these five items before submitting your application

1

Identify Required Organization Contacts and Users

- Designate **two SmartSimple users**, including at least one person authorized to sign contracts.
- Identify a **Day-to-Day Adoption Contact** who will serve as the primary point of contact for PetSmart Charities and PetSmart, receive key program communications, coordinate adoption events and promotions, and complete required onboarding training after approval.
- Designate an **Adoptions Made Easy (AME) Administrator** during the application process. The AME Administrator does not need to be a SmartSimple user.

The same individual may serve in more than one of these roles.

2

Select Your Preferred Store Location and Confirm Store Leadership Support

Identify the store location(s) where you would like to host adoptions. Before applying, discuss the proposed partnership with the appropriate store leader(s) and confirm their support.

3

Provide Your Adoption Application Process and Contract

Provide an overview of your adoption screening process and upload a digital copy of your organization's adoption contract.

4

Compile 12 Months of Animal Intake and Outcome Data

Provide monthly data for the previous 12 months, including the number and types of animals taken in and adopted.

5

Business Bank Account Information

Adoption Rewards are deposited through electronic funds transfer after they are earned. Following approval, you will be asked to provide your banking information using a voided check or bank verification letter.

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