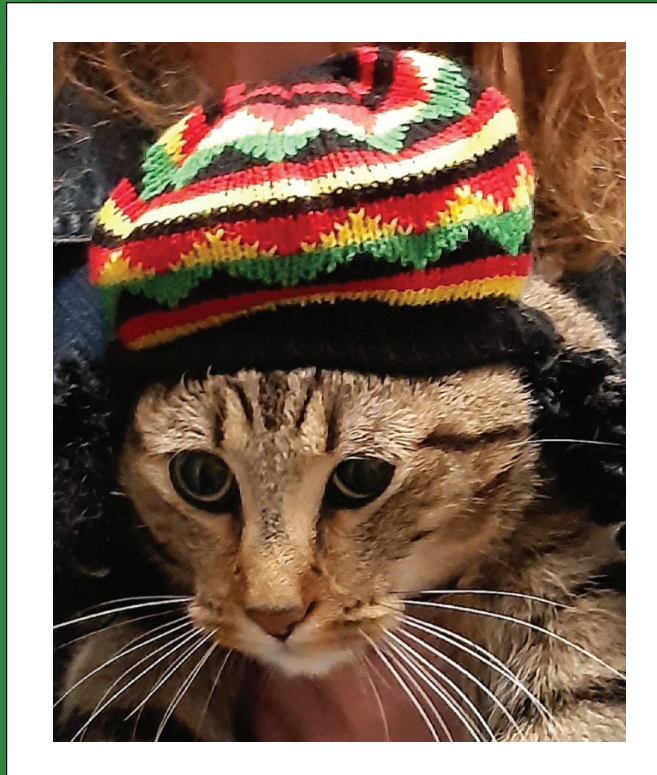


Animal Care Foundation



Member Clinic Guide

Contact Information:
Info@AnimalCareFoundation.org
(763) 529-5060

About the **Animal Care Foundation**

“Our mission is for member clinics to provide veterinary care for pets of people who are blind, disabled, or elderly and have limited financial resources, thus advancing human and animal health, and promoting the human-animal bond.”

Pets provide companionship and emotional support, especially to our clients, who may be isolated because of physical, mental, and financial limitations. We want to ensure that these pets have access to excellent care.

For over four decades ACF member clinics have advanced human and animal health and strengthened the human-animal bond by donating their time and resources.

ACF began with forty member clinics in Hennepin County in 1974. Recently clinics in Washington, Dakota, and Anoka Counties joined the Foundation and the service area was expanded.

The Animal Care Foundation(ACF) hopes to expand its services beyond these in the future. Together, veterinarians in Minnesota can and do make a difference in their communities!

*P O Box 24525
Edina, MN 55424*

*Phone: 763-529-5060
Fax: 877-419-1774*

*Info@AnimalCareFoundation.org
www.AnimalCareFoundation.org*



Step-by-Step Directions

Participating in our program allows you to help individuals and pets in your community who would otherwise be unable to access veterinary care. Our screening ensures that the people you help are blind, disabled, or elderly and in extreme financial need. *And, it's easy!*

Step 1: ACF staff will contact your clinic contact person with a referral for a client who has completed our application process and been approved.

Step 2: Your program contact person will decide if your clinic is able to accept them as a client or not (using the protocol you laid out) and let ACF know the decision.

Step 3: If your clinic accepts them as a client, our staff will contact the client and provide them with contact information for making an appointment.

Step 4: Meet and treat the client's pet.

Step 5: Send a copy of the client receipt(s)* showing the \$250 of pro bono care provided by your clinic, the up to \$100 of additional care that will be paid for by ACF, and the remaining balance the client is responsible for (if there is any) to Info@AnimalCareFoundation.org with the subject line "Reimbursement for *Client Name*".

Step 6: If you exceed the clinic pledge amount of \$250 of pro bono care, ACF will send you a check within 4 weeks of your request.

*It may take more than 1 visit to exceed the \$250 clinic pledge amount.

P O Box 24525
Edina, MN 55424

Phone: 763-529-5060
Fax: 877-419-1774

Info@AnimalCareFoundation.org
www.AnimalCareFoundation.org

ANIMAL
CARE
FOUNDATION
of Minnesota



Veterinarians helping
people and their pets

Tips and Tricks

Advice from our member clinics and board members to overcome common challenges.

Challenge: Who makes the decision to accept or deny a new client?

Tip: Designate a staff member as the program contact who can make the decision following a protocol you laid out. Tell ACF who this person is and if they change.

Challenge: How do we track how much aid an ACF client has used?

Tip: Set up a payment code in your computer system or add a positive balance to the client record.

Challenge: What if we only want to accept a certain number of clients in a given time period?

Tip: Simply inform ACF staff and we will respect your limit. It would also be a good idea to inform any staff empowered to accept new clients of your limits.

Challenge: How do we ensure that the reporting on client care gets back to ACF?

Tip: Put a reminder in the computer system or the client folder to send a copy of the receipt to ACF.

Challenge: Though rare, sometimes a client is rude or disruptive. What should I do if this happens?

Tip: Report them to ACF so we can terminate their membership in our program.



P O Box 24525
Edina, MN 55424

Phone: 763-529-5060
Fax: 877-419-1774

Info@AnimalCareFoundation.org
www.AnimalCareFoundation.org

Additional Ways to Help!

Thank you so much for all that you do! Without your help our clients' pets would not receive the care they need. There are some easy ways to help more. We hope that you'll consider taking one or more of the actions below.

Like, follow, and share our Facebook page. Simply search Animal Care Foundation MN or @AnimalCareFoundationMN on Facebook.

Tell friends, family, and clients who are elderly or disabled, live in Hennepin, Anoka, Dakota, or Ramsey Counties and are living on limited incomes about us.

Sign-up for our email list by going to our website.

Shop through Amazon Smile and set us as your non-profit (Amazon will donate a portion of all your purchases at no cost to you).

Make a donation in another's name and receive an "In Honor Of" greeting card through our website (you can receive multiple cards at the same time if you want to have several on-hand, there is a \$10 minimum donation per card).

Make a personal donation to ACF through:

- GiveMN
www.givemn.org/organization/Animal-Care-Foundation
- PayPal Giving Fund
www.paypal.com/fundraiser/charity/1941983

*P O Box 24525
Edina, MN 55424*

*Phone: 763-529-5060
Fax: 877-419-1774*

*Info@AnimalCareFoundation.org
www.AnimalCareFoundation.org*

