



2024 AAUPR Organizational Structure & Email Guide

Important Phone Numbers To Save In Your Phone:

Emergency Vet Line – 470-239-5502 (Dog medical emergencies)
Lost Dog Hotline – 678-792-8774 (Lost AAU Dogs – call right away!)
Foster Hotline – 470-705-7870 (Any foster questions or problems)
Kim Kay - 404-573-8800 (Executive Director, issues or assistance)

Email Contact List

*all emails are @angelsrescue.org & I'm only including ones fosters & volunteers may need. There are many others used by the teams but these should cover the ones you might need to contact.

Kim Kay (kimkay@) – Executive Director

-- any questions, problems, concerns, suggestions, or if you don't know who to ask

Intakes Teams

--approval@ - for requesting dogs be pulled with foster offer included (dogs can only be considered with solid permanent foster offer and we have a target number each week and target for medical cases so please understand as much as we'd like to say yes to every dog, it's just not possible)
--intakevetting@ - questions about pickup for new intakes you are fostering
--returns@ - where adopters need to email if they wish to return a dog

Dog Records Teams – Marcia Hockenbery (marcia@)

--records@ - all records questions, including if an adopter asks you for records, please do not give out any records as it is confusing when incomplete
--moves@ - where fosters email whenever a dog is moved to/from a temp, vet, or boarding facility

Vetting Teams – Samantha Orr (samanthao@)

--vets@ - non-emergency vet appointments and any medical questions about your foster
--heartworm@ - all vetting & questions for heartworm positive dogs
--spayneuter@ - to schedule spay/neuter, please wait 5 - 7 days after getting new foster to contact so we have intake records
--prevents@ - to ask for prevents in your area OR if you give your own supply to let them know to add to the dog's record. You should email prevents@ every month
--pharmacy@ - for prescription refills, medication & food

Foster Teams

- foster@ - foster offers & placement issues (need new foster), general fostering questions
- fosteroffer@ - foster offers on new intake dogs (you will be directed in the post if this address should be used instead of the general one)
- tempfoster@ - to request a temp foster or offer to temp foster
- fhc@ - to send initial foster home check paperwork
- rechecks@ - to send foster home recheck paperwork
- boardingadmin@ - for questions about boarding dogs
- mentors@ - if you don't know who your mentor is or can't reach them, all mentors are here
- certificates@ - to send Maddie's Fund training certificates
- waivers@ - to send waivers for specific dogs when a temperament waiver is required

Adoption Teams

- adopt@ - general adoption related questions, foster fails, fees, paperwork
- petfinder@ - 3 pics & bio of each dog need to be sent within 3 - 5 days and updated as needed
- imadopted@ - email here EVERY time your foster is adopted, pre-adopted, or FF to ensure adopter receives paperwork quickly & you can include "Happy Tails" picture for Facebook
- returns@ - if an adopter contacts you about returning your foster, they must go through this team

Foster Support Teams

- training@ - for training or behavior problems to receive advice or if more severe, professional training
- supplies@ - to borrow crates or get other supplies for your foster

Cat Teams

- cats@ - for cat related questions including intake requests
- catvets@ - for cat medical questions and issues
- catrecords@ - for cat records, pull paperwork, and adoption packages
- catfoster@ - for cat fostering related issues and information, foster offers
- catadopt@ - for cat adoption questions and issues
- catpetfinder@ - to send pictures, a bio, and video of your cat foster for adoption sites
- catpost@ - to have your foster cat posted on the main page to help with adoption
- catadopted@ - to turn in adoption paperwork once your foster cat is adopted

Volunteer Teams

- volunteers@ - to offer to volunteer on a team or to transport, general volunteering questions
- recognition@ - to ask that a card be sent to another foster or volunteer going through a difficult time or for going above and beyond
- fbgroups@ - to be added to one of our internal pages, must be current foster or volunteer

Social Media & Marketing Teams – Jackie Spett (jackie@)

- socialmedia@ - to send pictures and video of your foster for posting on our social media platforms
- photography@ - to have professional pictures taken of your foster by our volunteer photographers
- marketing@ - for marketing opportunities and needs, including flyers, brochures, etc.

Development & Events Teams – Jackie Spett (jackie@)

- events@ - for questions about Angels events or to direct people asking about having an event
- matchinggifts@ - if your company does matching gifts
- donate@ - donations questions, problems, or to request a thank you card