

Companion Animal Memorial Fund (CAMF) INSTRUCTIONS for PET OWNER DATA SHEET

The form can be *NEATLY* hand written or typed. This assures that the notification letter has your clients' correct name and address.

- 1) Fill in the Clinic/Business Name, Address, Contact Name and Phone Number at the top of the form.
- 2) PET OWNER'S NAME: This is how the letter will be addressed.
Example: Joe Brown; Joe & Betty Brown; The Brown Family
- 3) Pet Owner's ADDRESS, CITY, STATE & ZIP
- 4) PET NAME: *Neatly write the pet's name!* Your client's pet name appears in the letter that they receive informing them of your thoughtful gesture in memory of their companion animal. This letter is kept and cherished by many because of the comfort it provides. It is very important that their pet's name is spelled correctly.
- 5) Veterinarian to appear on acknowledgment: Provide the veterinarian(s) names that you would like to have stated on the letter to your client.

FREQUENTLY ASKED QUESTIONS

Does the form need to be full before I send it in?

No, the form can be sent with one entry, or up to ten entries. The form should be mailed 1-2 times per month or when filled. Sending the form in promptly will assure that your client receives their letter, acknowledging your gift in memory of their pet, in a timely manner.

Where do I send the form and my contribution?

The mailing address is listed in the lower left corner of the form and pre-addressed envelopes are provided. If you would like to e-mail the form, please contact the CAMF coordinator at petmemorial@ucdavis.edu or (530) 752-7024 to make arrangements.

Is there a minimum/maximum amount that I can donate per pet?

We suggest a minimum contribution of \$10 per companion animal. However, we do not disclose the amount of the gift to your client.

Where do I request additional Pet Owner Data Sheets and envelopes?

Include a note when you send in a donation or call the CAMF Coordinator at (530) 752-7024 or send an email to petmemorial@ucdavis.edu.

QUESTIONS?

Contact the CAMF Coordinator at petmemorial@ucdavis.edu or (530)752-7024.