



ACVS Foundation Pet and Equine Memorial Program

We would like to take this opportunity to thank you for participating in the ACVS Foundation Pet and Equine Memorial Program. This simple, yet thoughtful gesture reassures family members that their pet was cared for by the skilled and caring hands of an ACVS Diplomate who is committed to the mission of the ACVS Foundation to advance surgical care of all animals.

Your ACVS Foundation Pet and Equine Memorial Program cards and envelopes are enclosed. Additionally, a sample card and a sample envelope are included. We recommend that you use the samples to help determine the correct way to insert the card and envelope into your printer.

Instructions for Preparing Pet Memorial Cards

1. Open the memorial card template.
2. To complete the fields, use the computer mouse to select and highlight each of the following fields:
 - “*Date*” – enter the date.
 - “*Animal’s Name*” – enter the animal’s name.
 - “*Name of Diplomate or Practice (Donor)*” – enter the name of the person or practice sending the card.
3. Highlight the text “cc: *Referring Veterinarian (if applicable)*”
 - If notifying a referring veterinarian, type cc: followed by the veterinarian’s name (for example, cc: Dr. John Smith). To notify the referring veterinarian, see instructions below.
 - If you are not notifying a referring veterinarian, delete the highlighted text.
4. Print the card.

Instructions for Notifying a Referring Veterinarian

1. Open the notification template.
2. To complete the fields, use the computer mouse to select and highlight each of the following fields:
 - “*Date*”
 - “*Referring Veterinarian or Practice*”
 - “*Animal’s Name*”
 - “*Animal Owner’s Name*”
 - “*Name of Diplomate or Practice (Donor)*”
3. Complete the fields. Send the notification to the referring veterinarian.

Instructions for Preparing Envelopes for Pet Memorial Cards

Use mailing labels or print directly onto the envelopes by following these steps:

1. Open the envelope template. Using the computer mouse, select and highlight the text inside the address field. Enter the animal owner’s address information.
2. Print the envelope.

For more information or assistance, please contact us at
foundation@acvs.org, 301-916-0200 x113