

---

# New Bio Writer Email Template

Thank you for the interest in joining our team!

We recently sent you an invite to our Google Writers' Group. Once you accept, you will receive emails from *systems@[your domain]*. These are our Bio Request Forms; they are filled out by volunteers or fosters, and have questions and answers that should help us get our inspiration juices flowing to come up with a good biography.

If you see a bio that you want to work with, go on our Dog Bio Sign-up sheet at [\[insert link\]](#). If the name of the dog is not already on the list, please type the name and date you have "claimed" the bio. We give our writers 48 hours to complete and submit the completed bio back to us at *dog.marketing@[your domain]* for editing and posting.

You can always go to *[your volunteer database]* for more information about the pups. This database has all the dogs under *[your organization's]* care. You can search for their names and sometimes find extra information about the dog. Most of them will also have a photo so you can picture who you are trying to write about. Sometimes a dog has an updated bio so it's a good idea to search their name on the website to see if they have an existing bio that needs to be updated.

We have a policy to always portray our dogs in a positive light. Sometimes you will see traits listed that are not very marketable on the bio requests ("not good with other dogs", "not good with kids", "separation anxiety"). We do not add these comments to the biographies, instead these traits are discussed by foster families or Matchmakers when potential adopters inquire about a dog or go to the shelter. We want people to be curious, get to know the dogs, fall for them and then decide they want to work with their quirks. We believe that list of negatives attributes prior to meeting the pups is not conducive for successful adoptions. In each dog's profile there is a section for dog, cat, kid, and home scores that give potential adopters the basic information they need for each of those categories. For more information, please see our bio policy [\[insert link\]](#).

Don't forget to log your volunteer hours on our *[list your volunteer app]* so you continue to be an active volunteer!

Please let me know if you have any questions, and welcome to one of the teams that helps keep Austin the largest No-Kill City in the US.