Checklist for Creating Your Adoption Profile

1. Write your "Dear Birth Mother" letter to include
    a. Personal info for each family member living in the home
    b. Hobbies, education, career, personality traits
    c. Home, general geographic location
    d. Pets, vacations, extended family, traditions
    e. Parenting plans
    f. Adoption openness (contact after the adoption, plans to tell child)
    g. Contact information including toll-free phone number, email, etc.
    h. A link (shortened by bit.ly or tinyurl if long) to your online webpage so they can learn more about you online.

2. Gather photos of yourself, home, pets, family, etc.
    a. Variety of photos with light backgrounds
    b. Good quality so they are not pixelated when printed
    c. Include photos that illustrate what life looks like with your family

3. Decide on a method for putting it all together
    a. It can be created by hand (scrapbook style).
    b. Use a desktop publishing program such as Word, Publisher, or PowerPoint.
    c. Use a specialized (professional) program for computer layout and design such as InDesign or Photoshop. (This is recommended <u>only</u> if you are already familiar with these programs.)
    d. Use a computer program for digital scrapbooking. Many are available such as Hallmark Scrapbook Studio or Memory Mixer. There are also some online options available.

4. Send a copy for review
    a. We will review the text, photos, and printing (if you send a hard copy). If you prefer to send a PDF for review, we can only review the text and photos.
    b. We will provide you with a list of suggestions for changes based on our experience with birth mothers and their feedback after viewing family profiles.

5. After you make any recommended changes, choose a method of printing your profile.
   a. We recommend you begin with 50 copies that you can distribute (See Networking section)
   b. Print directly from the PDF or have color copies made if profile scrapbooked by hand.
   c. Collate and bind them.
   d. Hand sign the last page using a colored ink that coordinates with your profile.

6. Create a new PDF with your hand signed closing page. Use this on your website as something potential birth parents can download and print.