

# FERAL CAT SPAY/NEUTER PROJECT



## **VOLUNTEER GUIDELINES FOR OUTREACH AMBASSADORS**

**Special Events Representative**

**Fundraiser Events Volunteer**

**Phone Line Volunteer**

**COIN Monitor**

**COIN Captain**

**The Great Cat Rescue –  
Adoption Caretaker/Counselor  
& Transporter**

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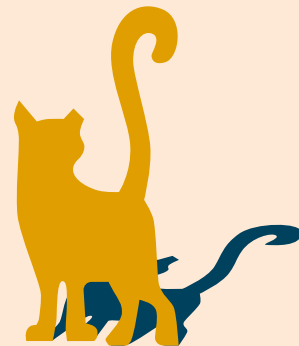
**Feral Cat Spay/Neuter Project**  
11331 Roosevelt Way NE  
Seattle, WA 98125

Phone: (206) 528-8125

[www.feralcatproject.org](http://www.feralcatproject.org)

## ***Mission Statement***

*To save the lives of homeless cats by providing access to high volume spay/neuter surgery in a safe and humane environment, collaborating with others and mentoring like-minded organizations to increase spay/neuter in their regions.*

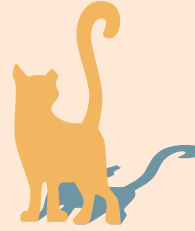


Feral Cat Spay/Neuter Project is a not for profit 501c3 organization that was established in 1997.

Throughout the history of our organization we have maintained the same goal, to reduce the number of homeless cats that are euthanized in shelters by providing access to free and affordable spay/neuter.

For a complete history of our organization, please visit the “About Us” section of our website.

FERAL CAT  
SPAY/NEUTER  
PROJECT



*Welcome,*

*Thank you for your interest and support of the work we are doing at Feral Cat Spay/Neuter Project. We appreciate your help in reaching out to the general public and sharing information about our organization.*

*Volunteers are the core of our existence and the backbone of what we accomplish each and every day. Whether someone generously shares six days a year or one day a week, every bit helps us help more cats.*

*Feral Cat Spay/Neuter Project's successful model program has improved the lives of over twenty-nine thousand cats since 1997. Our mission is to provide access to spay/neuter for all cats. Our volunteer experience doesn't necessarily involve snuggling with soft, playful kittens or stroking a purring older cat. In fact, our volunteer experience is really not what you'd call "warm and fuzzy." Nevertheless, your service is vital in saving lives and an investment in saving future lives.*

*As an Outreach Ambassador, you are seen as a representative of our organization. You will meet many wonderful people who share our views and compassion for cats, as well as folks with differing views. You will make new friends and learn new skills. Above all, you will be a voice for the cats through your support of Feral Cat Spay/Neuter Project. Thank you!*

*Sincerely,*

A handwritten signature in blue ink that reads "Julie White". The script is fluid and cursive.

*Julie White, Executive Director*

# VOLUNTEER OPPORTUNITIES

Feral Cat Spay/Neuter Project offers a selection of volunteer opportunities covering a variety of interests and skills. There are positions for people who prefer a regular schedule and those who can only volunteer a few hours at a time. There are jobs for folks who enjoy the company of others and those who like to work alone. There are opportunities to make new friends, meet the public, share existing talents and learn new ones. Above all, as a volunteer you are an important Outreach Ambassador for FCSNP and a vibrant voice for cats.

## CLINIC

A variety of tasks are required at each public and private clinic – photocopying of forms, doing laundry, sterilizing instruments, cleaning cages/traps and even helping prep cats for surgery – there’s a job for you. See our Clinic Volunteer Manual for a complete description of the volunteer opportunities.

## SPECIAL EVENTS REPRESENTATIVE

Represent FCSNP at special events such as shows and street fairs, and share information with the public about our organization.

## PHONE LINE VOLUNTEER

Return calls, mail informational packages and provide resource information to clients who request assistance.

## COIN MONITOR

Monitor COIN boxes at local business, collect donation money and send check to FCSNP.

## COIN CAPTAIN

Assist COIN Monitors, monitor COIN box locations and donations, insure accuracy of records, etc.

## ADOPTION CARETAKER/COUNSELOR

Maintain adoption cages at the Issaquah PetSmart store, interact with the cats and assist in their adoptions, meet the customers and answer their questions about FCSNP.

## ADOPTION TRANSPORTER

Select cats for adoption and transport them from King County Animal Control in Kent to the Issaquah PetSmart store.

## FUNDRAISER EVENTS VOLUNTEER

Join a committee and help make our fabulous fundraisers a success.

*The Volunteer Application and Statement of Understanding are on pages 13 and 14.*

Please mail the completed forms to the  
**Feral Cat Spay/Neuter Project**  
address at the bottom of the forms.

## Special Events Representative

<b>Volunteer Position ....</b>	<b>Special Events Representative</b>
<b>Estimated Monthly Volunteer Hours .....</b>	<b>4 to 6 hours</b>
<b>Reports To .....</b>	<b>Volunteer Coordinator/ Executive Director</b>

## DESCRIPTION

As a Special Events Representative, you are Feral Cat Spay/Neuter Project's ambassador in the community. Representatives conduct outreach by setting up tables and/or informational tents at shows, street fairs, business entrances and other public venues.

Special Events Representatives greet the general public, answer questions about FCSNP, distribute brochures and newsletters, increase our mailing list by obtaining addresses of new supporters, collect donations and sell t-shirts or other fundraising items.

If you enjoy meeting people and sharing the passion of saving the lives of cats through spay/neuter, this may be the perfect volunteer position for you.

## EVENTS

Events in which FCSNP participates on an annual basis include the:

- U-District Street Fair;
- Fremont Street Fair;
- Northwest Women's Show.

Other venues where FCSNP sets up displays include:

- PetSmart;
- PETCO;
- Local Grocery Stores;
- Home Improvement Stores.

### **DAYS/HOURS**

Spend a few hours or all day at a special event – the commitment is up to you. Weekends produce the highest volume of customers at businesses, and most events and street fairs are during weekend hours.

### **RESPONSIBILITIES**

Volunteer participation at a Special Event can include setting up the display, working directly with the general public during the event and/or disassembling the display at the end of the day. A minimum of two Special Events Representatives should be available for each shift. If you are unable to make your shift, expect to be late or plan to leave early, please contact the Volunteer Coordinator as soon as possible.

#### **Setting up for the event:**

The display for an event may include:

- 1 FCSNP 10X10 tent, including 4 gallon jugs of water to secure the tent legs;
- 2 FCSNP banners;
- Presentation board;
- 1 6-ft. table;
- 1 Tabling Kit (*see Tabling Kit Check List.*)

#### **Volunteering at the event:**

A Special Events Representative should:

- Greet booth guests.
  - Encourage conversation with questions such as: *“Have you heard about FCSNP?”*
  - Use the presentation board to generate interest in FCSNP;
  - Explain our mission and accomplishments;
  - Answer questions about our clinic (*see Frequently Asked Questions on pages 11 and 12.*)
- Encourage booth guests to sign up for FCSNP newsletter.
  - The newsletter is distributed three times a year, so there won't be a lot of mail from us.
  - We do not share, sell or distribute names or addresses.
- Monitor the COIN box.
  - To avoid theft of the donation box, the money should be removed and counted throughout the day.
- Sell fundraising items.
  - All items are for sale at a suggested donation price.
  - A tally must be kept of the items sold, including sizes.

### **QUESTIONS FROM THE PUBLIC**

A professional attitude and pleasant disposition go a long way in supporting our work to help cats. As a FCSNP Outreach Ambassador, you will often be asked questions about our organization. Please familiarize yourself with the *Frequently Asked Questions* on pages 11 and 12.

If at any time you feel uncomfortable or do not know an answer, offer to take the person's name and phone number or email address, and the Executive Director will be happy to respond to them.

You will sometimes meet people with differing views. When you encounter someone who does not agree with the work we are doing, spaying/neutering, it is best not to argue. Simply state: *“I respect your opinion, and it looks like we have to agree to disagree.”*

#### **At the end of the event:**

- Return items to FCSNP clinic.
- Two volunteers count donations and sign the donation envelope. The envelope, marked *Attention: Treasurer*, remains at the clinic.
- Place the newsletter sign-up sheets and volunteer sign-in sheet in the Executive Director's mail slot.
- Restock the Tabling Kit and make it ready for the next event. (*See the following check list.*)

### **TABLING KIT CHECK LIST**

The Tabling Kit includes items for the display table and must be restocked after each event.

If any items are unavailable, in poor condition or damaged, notify the Volunteer Coordinator email as soon as possible.

- Black tablecloth.  
*Make sure tablecloth is clean and undamaged.*
- Feeding Stray Cats brochures and holder.  
*Restock total of 100 after each event.*
- FCSNP newsletter and holder.  
*Restock total of 50 newsletter, if available.*
- Business cards and holder.  
*Restock total of 25 business cards.*
- Newsletter sign up sheets.  
*Place sign up sheets with names in the Executive Director's mailbox. Attach a total of three new sign up sheets.*
- COIN box.  
*\$2 seed money remains in COIN box. Two volunteers count remaining donations and sign*

*the donation envelope. The envelope, marked Attention: Treasurer, remains at the clinic.*

- Green pouch with pens, name tags, paper clips, etc.  
*Restock from clinic office, if necessary.*
- Masking tape and duct tape.  
*Restock, if necessary.*

Optional items, depending on venue:

- Pop-up white 10' x 10' tent.
- 2 FCSNP banners.
- Presentation board and photos.
- 1 6' table.
- 2 folding chairs.
- Fundraising items for sale.

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## Fundraiser Events Volunteer

**Volunteer Position .... Fundraiser Volunteer**

**Estimated Hours ..... Variable**

**Reports To ..... Committee Chair/  
Executive Director**

### DESCRIPTION

Each year Feral Cat Spay/Neuter Project holds several high profile fundraisers to help support our organization. In addition to the generous donations received throughout the year, revenues from these events are also necessary to maintain our program of FREE spay/neuter surgeries for free roaming cats.

Volunteers who work at the event and on various fundraising committees are instrumental in insuring their success. Committee activities include planning, procurement and implementation. If you're looking for a volunteer position that is high energy, exciting and provides a sense of ownership, this may be the opportunity for you.

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## Phone Line

**Volunteer Position ..... Phone Line**

**Estimated Monthly  
Volunteer Hours ..... Minimum 5 hours**

**Reports To ..... Phone Line Lead**

### DESCRIPTION

Our phone lines are managed by volunteers. It includes messages requesting general information about Feral Cat Spay/Neuter Project and requests for informational packets on using our services.

### RESPONSIBILITIES

- Retrieve messages left on the FCSNP phone line.
- Return phone calls.
- Mail informational packets to clients who request them.

- Provide resource information to clients who need assistance outside of the work of FCSNP (where to borrow traps, etc.)
- Email requests for trapping or relocation assistance to The Animal Care Network at:

<http://pets.groups.yahoo.com/group/AnimalCareNetwork/>

The Animal Care Network is an outside organization that provides assistance to and education for folks requesting help with Trap-Neuter-Return for free-roaming cats. The Animal Care Network is not affiliated with FCSNP in any way, but many of its members use our surgical services.

### PHONE LINE

The Phone Line Lead will provide volunteers with a detailed instruction book.

# COIN Monitor

Volunteer Position ..... COIN Monitor

Estimated Monthly  
Volunteer Hours ..... 1 to 2 hours

Reports To ..... COIN Captain

## THE COIN PROGRAM

### (COIN = Coins Offered to Increase Neuters)

The Feral Cat Spay/Neuter Project collects over \$9,000 annually from clear acrylic COIN collection boxes placed in veterinary offices, pet stores and other locations throughout Puget Sound. Each box has a COIN Monitor who regularly checks the box. COIN Monitors may tract just one site or multiple sites.

COIN boxes are widely distributed. Besides a strong representation in the Seattle core area, they can be found at locations in Bothell, Bremerton, Burlington, Canyon Park, Duvall, Edmonds, Everett, Federal Way, Issaquah, Kenmore, Kent, Kingston, Kirkland, Maple Valley, Sammamish and Tacoma.



## RESPONSIBILITIES

- Monitor an existing COIN location, or recommend a location to the COIN Captain.
- Collect donation money from designated site(s) at least monthly, and more frequently if a COIN box generates a high volume of donations.
- Count coins and bills received and write one check to Feral Cat Spay/Neuter Project for the total amount received.
- Complete a monthly COIN receipt for each location. Send the receipt with the check to Feral Cat Spay/Neuter Project. Self addressed envelopes are available, if needed.
- Report any locations that did not produce donations to the COIN Captain.
- Review monthly email from COIN Captain on donations received by location.
- Provide the business establishment with information on the donation amount their box has generated. Explain how those donations help the goals of Feral Cat Spay/Neuter Project.
- Contact COIN Captain if a COIN box is stolen.

## ROUTINE MONITORING

The following guidelines represent an ideal for obtaining the greatest benefit from COIN boxes. Each monitor can adjust these guidelines to what is reasonable and comfortable for them.

COIN Monitors should visit their sites at least once every two to three weeks, or as necessary to assure that each box is properly displayed and tended. It is important to develop and maintain a friendly relationship with the owner/manager and employees of each business establishment.

When first placing a COIN box, the ideal location is near a cash register where loose change may be attracted. A box with an appealing appearance encourages more donations. In addition, businesses do not want a tattered or soiled box on display. If the condition of a COIN box is significantly deteriorated, cracked or broken, the box should be replaced.

## BROCHURES

The color brochure titled *Feeding Stray Cats?* provides an excellent description of the clinic's work. When possible, a small stack of brochures should be displayed near each COIN box to increase public awareness of Feral Cat Spay/Neuter Project.

### COLLECTION OF DONATIONS

Experience shows that well monitored donation boxes emptied regularly being in more donations. When boxes are nearly full, people seem to think that the money is coming in just fine without them. In addition, full boxes are much more likely to be stolen.

Emptying a COIN box when it is about half full is a good guideline. However, DO NOT empty a box completely! Always leave a small amount, one or two dollar bills and several coins, because empty donation boxes are less likely to inspire more donations.

We prefer to track donations monthly. You can collect donations on a different schedule, but please try to forward your check as close to monthly as possible. We realize that some boxes do not generate much monthly income, and we expect less frequent checks from those sites. However, a monthly update from you helps us keep the list of locations and COIN Monitors up to date.

If it would be helpful, we can provide envelopes addressed to the clinic. Just ask.

If you need an alternate method of forwarding collections, contact the COIN Captain.

### IN CASE OF THEFT

When a COIN box is stolen, report the theft to the Executive Director and COIN Captain immediately. We will handle police reports, if indicated.

When COIN boxes disappear, we may replace them. If there is a pattern on loss, we may suspend the site.

We use two methods for securing COIN boxes. One method utilizes industrial strength Velcro® with one piece attached to the bottom of the box and the other attached to the counter. The other method utilizes a small chain and luggage lock system that attaches to a hook behind the counter. You must obtain permission from the business owner or manager before installing either of these methods. We will provide you with the supplies.

### CONTACT INFORMATION

#### COIN Captains:

Laurie and Dave Thomas

*Email:* COIN@feralcatproject.org

*Phone:* (206) 528-8125 – Extension 3

#### Executive Director:

Julie White

*Email:* Julie@feralcatproject.org

## COIN Captain

<b>Volunteer Position .....</b>	<b>COIN Captain</b>
<b>Estimated Monthly Volunteer Hours .....</b>	<b>2 to 4 hours</b>
<b>Reports To .....</b>	<b>Executive Director</b>

### RESPONSIBILITIES

- Maintain the instruction sheet for new COIN Monitors and business establishments.
- Coordinate pick up of donation money if COIN Monitor cannot fulfill responsibility.
- Send monthly update email to all COIN Monitors. Include data of highest producing locations and other appropriate information.

- Provide business establishment with information on a semi-annual basis on the donation their box has generated. Explain how those donations help the goals of Feral Cat Spay/Neuter Project.
- If not receiving donations, contact COIN Monitor or business establishment to see if they are picking up and/or mailing donations on a regular basis.
- Maintain accuracy of Excel spreadsheets containing all COIN Monitor contact information and coin box locations.
- Review monthly report from the Treasurer to insure all COIN locations are being monitored and that the boxes are in locations generating donations.
- Inform the Executive Director when additional COIN boxes need to be ordered.
- Contact the Executive Director if a COIN box is stolen.

# The Great Cat Rescue – Adoption Caretaker/Counselor Adoption Transporter

**Volunteer Position .... Adoption  
Counselor & Caretaker**

**Estimated Monthly  
Volunteer Hours ..... Minimum 3 hours**

**Reports To ..... Volunteer Coordinator/  
Community Liaison**

**Volunteer Position .... Adoption Transporter**

**Estimated Monthly  
Volunteer Hours ..... Approximately 2 hours,  
based on travel time**

**Reports To ..... Volunteer Coordinator/  
Community Liaison**

## THE GREAT CAT RESCUE

Feral Cat Spay/Neuter Project helps rescue cats from King County Animal Services in Kent and places them for adoption at the PetSmart store in Issaquah.

These cats have usually been at the shelter for extended periods of time. By the generous donation of their time, volunteers may be saving the lives of these cats and providing a loving companion for a special family.

## DESCRIPTION

Adoption Caretakers/Counselors interact and socialize with the cats, clean the four cages and meet with interested clients to facilitate adoption.

The hours are flexible and can be scheduled at any time during PetSmart store hours.

## RESPONSIBILITIES

- Clean the cages. Provide food, clean water, bedding, litter and a few toys.
- Interact with each cat. There are lots of brushes and toys in the cabinet.
- Talk to customers about the cats, and answer any questions.
- Talk about the services of FCSNP.
- Restock the adoption room with cat food and litter, as needed.
- Clean the adoption room before leaving for the day.

## DESCRIPTION

Volunteers are needed to transport cats from the Kent shelter to the PetSmart store in Issaquah.

## RESPONSIBILITIES

- Arrive at King County Animal Services in Kent before 9:30 a.m. The shelter gets very busy after they open at 10 a.m., increasing your wait time to select a cat. (The shelter is open from Monday through Saturday.)
- Review the cage cards on the outside of the cages in the adoption room. Determine which cats have been at the shelter for the longest period of time. Select cats that are available for adoption that appear to be healthy.
- Receive the adoption paperwork from the shelter, which includes the cats known medical histories.
- If at all possible, bring along your own sturdy pet carriers. The cardboard boxes provided by the shelter are not the best for transporting cats. However, get a clean folded cardboard carrier for each cat to bring to PetSmart for the adoptions.
- Transport the cats from Kent to the Issaquah PetSmart.
- Set the cats up in the PetSmart kennel with a clean litterbox, food, water, bedding and toys.
- Fill out the cage card.

**GREAT CAT RESCUE**  
The Community Liason Director  
will provide volunteers  
with a detailed instruction book.

# CODE OF CONDUCT

Feral Cat Spay/Neuter Project (FCSNP) expects all employees and volunteers to be dependable, professional and courteous when representing our organization. This expectation insures a pleasurable experience for all employees and volunteers and earns the respect of the general public, which will increase support for the cats.

All employees and volunteers are expected to abide by the Code of Conduct when representing FCSNP:

- Treat all people with dignity and respect at all times;
- Be responsive, engaging and helpful to the reasonable requests of work colleagues and members of the general public;
- Respect and be sensitive to an individual's cultural and ethnic background;
- Actively discourage any form of harassment or unlawful discrimination;
- Insure your personal appearance and presentation is clean, tidy and appropriate for the job performed.

## **CUSTOMER SERVICE**

Impressions are lasting! It is FCSNP's guiding principle to provide all of our supporters, donors and customers with the best possible service, so that we may continue to help cats. It is important that each person who comes in contact with a representative of our organization be dealt with in a professional, courteous and pleasant manner.

## **PHONE COURTESY**

The response to a caller over the phone is very important as it may be the first contact they have with our organization. All calls should be answered or returned promptly and professionally. Exercise courtesy and thoughtfulness when assisting the caller. The phone is a means of promoting the work of our organization and providing guidance so we can assist more cats.

## **ATTIRE**

Employees and volunteers should wear attire that is appropriate for the job they are performing, while keeping in mind that they are representatives of FCSNP and may come in contact with donors and the media.

## **PUNCTUALITY & ATTENDANCE**

Employees and volunteers are expected to arrive at their scheduled shift ready to start. If you are unable to make your shift, we request at least 24 hours notice so that we can make arrangements for others to assist. We value your time and want to insure that scheduled employees and volunteers can rely on being able to start and leave at their designated time.

## **MEDIA**

All media calls or visits should be directed to the Executive Director or President of FCSNP.

## **CONFIDENTIALITY**

You may have exposure to confidential information regarding our organization, clients, veterinarians and donors. Such information should not be shared and shall remain the property of FCSNP.

## **SMOKING**

FCSNP endeavors to provide a healthy environment for our employees, volunteers and the cats, and therefore prohibits any form of tobacco to be consumed at the clinic or while tabling at any event. Additionally, no smoking is allowed within twenty-five (25) feet of any doors, windows or air intakes.

## **DRUG & ALCOHOL FREE WORKPLACE**

FCSNP takes seriously the problem of drug and alcohol abuse and is committed to providing a substance abuse free workplace for its employees and volunteers. No employee or volunteer may use, possess, sell, transfer or purchase any drug or other controlled substance which may alter an individual's mental or physical capacity while working with FCSNP.

The exceptions are aspirin or other nonsteroidal anti-inflammatory products (NSAIDs), and legal drugs which have been prescribed to that employee or volunteer and being used in the manner prescribed. Employees and volunteers must consult with a doctor about the medication's effect on their ability to work safely, and promptly disclose any restrictions to the volunteer coordinator. Volunteers need not disclose underlying medical conditions.

## **HARASSMENT & DISCRIMINATION**

FCSNP will not, under any circumstance, condone or tolerate conduct which may constitute harassment. It is our policy that all employees and volunteers have the right to work in an environment free from any type of illegal discrimination, and expressly prohibits discrimination or harassment based on race, color, religion, creed, gender, pregnancy, age, national origin, ancestry, physical or mental disability, marital status, sexual orientation, military or veteran status.

## **VIOLENCE & WEAPONS IN THE WORKPLACE**

FCSNP is committed to providing a safe work environment free from intimidation, threats or violent acts. This includes threatening, hostile behavior, physical abuse, use of weapons or bringing weapons to the clinic, or any other act that is inappropriate in the workplace based on management's opinion. In addition, jokes or offensive comments about violent events will not be tolerated.

## SEXUAL HARASSMENT & OFFENSIVE BEHAVIOR

Any employee or volunteer found to be engaged in the conduct of sexual harassment will be subject to immediate discipline up to including discharge.

Sexual harassment is defined as:

- Unwelcome sexual advances or requests for sexual favors as a term or condition of employment or volunteering;
- Basing an employment decision on submission or rejection by an employee of unwelcome sexual advances, requests for sexual favors, or verbal or physical contact of a sexual nature;
- Creating an intimidating, hostile or offensive working environment or atmosphere either by:

- (a) verbal actions, including calling employees or volunteers by terms of endearment; using vulgar, kidding or demeaning language, or
- (b) physical conduct which interferes with an employee's or volunteer's work performance.

It is also expressly prohibited for an employee or volunteer to retaliate against employees or volunteers who bring sexual harassment charges or assist in investigating charges. Retaliation is a violation of this policy and may result in discipline, up to and including termination. No employee or volunteer will be discriminated against or discharged due to bringing or assisting in the investigation of a complaint of sexual harassment.

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## FREQUENTLY ASKED QUESTIONS

### What is a feral cat?

"Feral cat" is a term that has been used to describe a homeless cat that is undomesticated. We consider "feral" to describe the particular behavior a cat expresses when it is not used to people or feels frightened.

It is virtually impossible to differentiate whether a frightened cat was born without human contact, had previous human contact and became un-socialized from living on its own, or is simply frightened.

For our purposes we choose to call cats "free-roaming" and use the term "feral" to describe the behavior a free-roaming cat may convey.

### What is a cat colony?

A cat colony is a group of free-roaming cats that live in close proximity to each other. Colonies are often formed around shelter and a food source.

### Where do free-roaming cats come from?

The source of free-roaming cats is endless. Free-roaming cats come from shelters, pet stores, rescuers, hoarders, newspaper ads, etc. All free-roaming cats are the descendants of unaltered tame cats at some point in their ancestry lines.

### What happens to feral-behaving cats in a shelter?

Each year shelters receive more cats than they can find homes for. As a result, shelter employees must assess each cat to determine its probability of being adopted. Cats who express feral behavior are considered poor prospects for adoption and are euthanized.

In most cases it is impossible to determine if a cat is simply frightened in a shelter environment or if it has lived without human interaction. It is a sad fact that

many frightened tame cats are euthanized under the label of "feral."

### What is the best thing I can do for free-roaming cats?

Consider implementing a Trap, Neuter, Return (TNR) program. The TNR program helps free-roaming cats live out their lives without adding to the homeless cat population.

### How does the TNR program work?

Cats are humanely trapped, often evaluated to ensure they are healthy enough to live a free-roaming lifestyle, vaccinated, spayed/neutered, ear tipped to identify them as being altered, and released back to their familiar environment.

Cats live healthier lives after spay/neuter surgery, and many of the unpopular behavioral problem associated with unaltered cats will dissipate. Often kittens and tame cats will be placed with rescue organizations for adoption into homes.

### Why do we ear tip cats?

Ear tipping identifies free-roaming cats that have been sterilized. Ear tipping is completely safe and is performed under general anesthetic.

Ear tipping provides immediate visual identification, which alters animal control that a cat is part of a colony. It also helps colony care-takers track which cats have been trapped and altered, and identify newcomers who have not. Once a cat is trapped, a



caretaker should look for an ear tip. If the cat has an ear tip, it should be released immediately.

### **What is a colony caretaker?**

A caretaker is someone who monitors a colony to insure any new cats that appear in the colony are altered. The caretaker provides food and water for the cats, making their lives a little easier. Some caretakers feed an entire colony of free-roaming cats, and a number of organizations provide for the care of free-roaming cats in a limited area such as a college campus or beachfront boardwalk.

### **What is the most important thing a caretaker can do to help free-roaming cats**

Spay or neuter the entire colony, and continue to monitor the colony to insure all newcomers are also altered.

### **Do caretakers bond with their free-roaming cats?**

Absolutely! Caretakers bond with their cats, and cats bond with their caretakers. Many cats with caretakers know their feeding schedule and will wait at a designated area for food and water. Others may recognize the sound of their caretaker's car and wait for the familiar sound before leaving their safe hiding spots. Free-roaming cats tend to bond with their caretakers and may even allow them to get within a few feet. Otherwise, free-roaming cats are fairly reclusive.

### **How do I trap a cat?**

Cats can be trapped using a humane trap. A humane trap has a door at one end, which can be lifted up and set in place with a small catch. The door is connected to a flat metal trip plate on the bottom of the trap. The trip plate is set far enough back in the trap so that the animal's tail won't get caught in the door when it slams shut.

A small amount of aromatic food is placed in the back of the trap, past the trip plate. With kittens and very small cats, the food must be set as far back as possible at the end of the trap so the kitten or cat will be forced to put its full body weight on the trip plate, thus setting it off. The door will spring shut behind the cat as soon as a paw hits the trip plate.

### **How can I make the cat more comfortable while in the trap?**



Before trapping the cat, line the bottom of the trap with newspaper so that the cat is not walking around on an exposed metal cage floor. As soon as you have trapped the cat, cover the trap with a towel. This often has a calming effect on the animal.

### **How do I make an appointment for spay/neuter surgery?**

You can make an online reservation by visiting our website at [www.feralcatproject.org](http://www.feralcatproject.org). If you do not have internet access, you can call our reservation line at **(206) 528-8125 ext. 2**.

### **What if I can't trap the cat in time for the scheduled surgery appointment?**

Unfortunately, not everyone is able to catch all of the cats with spay/neuter surgery reservations.

If this occurs, contact our reservation phone line – **(206) 528-8125, ext. #2** – and leave a message as early as possible that you will not be bringing in your cat(s). This may allow another cat without a reservation to use your spot.

### **How old does a cat have to be to alter them?**

Kittens must be healthy and weight at least 2 pounds, which is approximately 9 weeks old.

### **At what age can a cat start having kittens?**

A lot depends on the length of the daylight period, time of year and family (genetic) tendencies. We recommend you spay/neuter cats by 4 months of age.

### **Can a pregnant cat be spayed?**

Yes. The repeated cycle of giving birth can be much more difficult on a female cat than be altered while pregnant. The closer the cat is to giving birth, the more closely she should be monitored spaying, and should not be released back into her environment until the end of the day following her surgery.

### **Is it safe to spay a lactating (nursing) cat?**

Yes. The surgery will not affect her milk production. A nursing mom should be released back to her environment the day following surgery.

### **Can I bring a tame cat to Feral Cat Spay/Neuter Project for surgery?**

Because unaltered tame cats are the original source of free-roaming cats, we offer spay/neuter services without ear tipping for tame cats. We emphasize altering before adoption for rescue groups, shelters and grassroots rescuers, but offer our service to all individuals with kittens or tame cats that need access to spay/neuter. We request a small donation for these surgeries to cover our costs.

### **Do you offer more than spay/neuter?**

Free-roaming cats arriving at our clinic for spay/neuter receive a basic health exam, rabies vaccination and ear tip. We also offer FVRCP (distemper) Vaccine, FeLV (feline leukemia) testing and flea control for any cat receiving spay/neuter surgery. At this time we are not able to offer additional veterinary care.

# VOLUNTEER APPLICATION

*Thank you for your interest in volunteering.  
It is our policy to provide equal opportunities  
without regard to race, color, religion, age, gender,  
sexual preference, national origin or disability.*



## CONTACT INFORMATION

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Area Code/Phone #1 \_\_\_\_\_

Area Code/Phone #2 \_\_\_\_\_

Email Address \_\_\_\_\_

Do you have medical insurance?  Yes  No

If Yes, Name of Carrier \_\_\_\_\_

## AVAILABILITY

*Check all that apply:*

Monday Hours \_\_\_\_\_

Tuesday Hours \_\_\_\_\_

Wednesday Hours \_\_\_\_\_

Thursday Hours \_\_\_\_\_

Friday Hours \_\_\_\_\_

Saturday Hours \_\_\_\_\_

Sunday Hours \_\_\_\_\_

## INTERESTS

*In which areas are you interested in volunteering:*

Clinic  Adoption Caregiver/Counselor

Special Events  Adoption Transporter

Phone Line  Fundraising Events Volunteer

COIN Monitor  Graphic Design

Other \_\_\_\_\_

## SPECIAL SKILLS

*What skills and qualifications have you acquired from  
employment, volunteer work and/or other activities  
that you feel will enhance your work with our clinic?*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## VOLUNTEER EXPERIENCE

*Summarize your previous volunteer experience with  
animals and other organizations.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## IN CASE OF EMERGENCY

Person to Notify \_\_\_\_\_

Relationship \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Area Code/Phone #1 \_\_\_\_\_

Area Code/Phone #2 \_\_\_\_\_

Email Address \_\_\_\_\_

*Please use other side, if additional space is needed.*

# VOLUNTEER STATEMENT OF UNDERSTANDING

By signing this form, I agree to volunteer my services to Feral Cat Spay/Neuter Project.

I understand that Feral Cat Spay/Neuter Project's purpose is to provide no-cost sterilization procedures, and other veterinary and testing procedures as required or necessary, for the benefit of feral cats and their relatives.

I understand that there are risks involved in performing these procedures. I understand that cats will scratch or bite, and may transmit disease through this process. I also understand that hazardous materials are used in the performance of these procedures.

I understand that I must have medical insurance coverage in order to volunteer for tasks involving direct contact with cats.

I agree to seek immediate medical attention in the event that I am injured. I agree and understand that all treatment for, and all costs associated with, any personal injury or illness incurred while acting as a volunteer for the Project, regardless of the reason, will be covered by myself or my own medical or personal liability insurance.

I agree that Feral Cat Spay/Neuter Project, its employees, volunteers, agents or Board of Directors will not be liable for any treatment or costs associated with any personal injury or illness incurred while acting as a volunteer, regardless of the reason.

I understand that Feral Cat Spay/Neuter Project upholds the right of each veterinarian to practice his/her ethics, and agree that as a volunteer I will also respect that premise.

I understand that my privilege of volunteering may be revoked at any time for inappropriate behavior to any cats or people while affiliated with the Project.

I have read the "Clinic Policies for Free Surgical Services" and "Surgical Release Form." I agree to adhere to the principles of these documents while volunteering for the Project. *(These forms are available on our website: [www.feralcatproject.org](http://www.feralcatproject.org))*

By signing this form, I acknowledge that I have read, understood and agree to the preceding statements. I agree to volunteer my services to Feral Cat Spay/Neuter Project under these conditions, recognizing that there are risks.

\_\_\_\_\_  
Name of Volunteer

\_\_\_\_\_  
/ /  
\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Area Code/Phone #1

\_\_\_\_\_  
Area Code/Phone #2

\_\_\_\_\_  
Email Address

Do you have medical insurance?  Yes  No

\_\_\_\_\_  
If Yes, Name of Carrier

\_\_\_\_\_  
Policy #

\_\_\_\_\_  
/ /  
\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Signature of Parent or Legal Guardian,  
if Volunteer is a Minor.

