

# USING PUBLIC & PRIVATE CLINICS



**We schedule two types of clinics: Public and Private. The details for each type of clinic are below.**

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## PUBLIC CLINICS

Public Clinics are open to organizations and the general public. All have equal access to reservations.

Each Public Clinic offers 45 reservations for surgeries. There is currently no limit to how many reservations can be made by one organization or individual. This policy should not be abused – reservations should only be made in the good faith of trying to fill them. We monitor reservations and clinic attendance closely. If repeated overbooking by an individual or organization results in low clinic turnouts, we may revoke the no-limit policy or rescind the clinic privileges of individual abusers.

Each Public Clinic holds 10 standby slots for surgeries. These are offered on a first-come, first-served basis.

Surgeries for ear-tip cats are free for any individual or non-501c3 organization. Surgeries for non-ear-tip (tattoo) cats for individuals and non-501c3 organizations have a suggested donation of \$15 per neuter (male) and \$25 per spay (female) to help cover our costs.

The cost for all non-profit 501c3 organizations is tiered, as shown in the box on the following page.

We limit clinics to 50 surgeries, which includes a maximum of 25 females. If we cannot complete surgeries for all admitted cats on any given day, we bump cats to another day based on specific criteria. These criteria are subjective and are individualized at each clinic. The Clinic Director has full liberty to allocate surgeries according to these guidelines by taking all factors into account.

All ear-tip surgeries receive priority over no-ear-tip surgeries. This includes standby ear-tip cats having priority over no-ear-tip cats with reservations.

Distance travelled by the caretaker is considered. *(Cats from Yakima are less likely to be bumped than local cats.)*

Consideration is given to age, health and pregnancy status of the cats. *(Pregnant cats will receive priority. Young or sick cats may be bumped in advance of older, healthier cats.)*

The total number of cats brought by a single caretaker is considered. *(If one person brings 2 cats and another person brings 12, we will select the 2 cats for one person,*

*and as many as we can for the other person with 12.)*

Individuals and organizations cannot bring their own vaccines, flea control or microchips to Public Clinics.

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## PRIVATE CLINICS

A Private Clinic is one where all 50 spots are reserved through a single organization or individual referred to as a "Host." A Private Clinic must be scheduled directly through the Clinic Director. An entire day is set aside for a Private Clinic, which excludes other organizations and individuals from making reservations.

A minimum of \$500 per Private Clinic is expected, even if fewer than 50 cats attend. This request underscores the commitment to fill the clinic.

A Host is expected to make a serious commitment towards a full clinic with 50 cats. The Host can invite anyone to bring cats and fill the clinic with ear-tip or no-ear-tip surgeries. If two or more groups share a Private Clinic, one group is considered the Host and is ultimately responsible for filling 50 surgery slots. Individuals and organizations attending private clinics are not excluded from Public Clinics and may make reservations for Public Clinics.

The expected cat count must be given to the Clinic Director 24 hours in advance of the clinic.

The Host is expected to pay for all services, including surgeries, vaccines, flea control, blood draws and microchips. If other individuals or groups are invited to bring cats, they should reconcile their costs directly with the Host.

The Host can bring his/her own microchips, vaccines, and flea control such as Frontline, Frontline Plus and Advantage. FeLV and Combo test kits, Revolution and other drugs are not permitted.

The Host is not required to provide volunteers. We do, however, appreciate all efforts to help staff the clinic. Volunteers keep down costs, which translates to low cost and free surgeries for you. All potential volunteers must schedule directly with the Clinic Director.

All discharge times are set by the Clinic Director.

*(Continued on the following page.)*

The Host is responsible for the following:

- All cats must be completely checked in by 8 a.m.
- All carriers and traps should be neatly and clearly numbered, tagged and have Medical Records fully prepared with the appropriate carrier or trap.
- If separate individuals bring cats, the Host must meet individuals and organize their check-in process.

- Cats should be prioritized by the Host before the end of check-in. If all surgeries cannot be completed, we must know which surgeries are mandatory and which can be postponed. For instance, if there are more females than we can do in one day, we need to know which are imperative to be spayed and which can be rescheduled. If priority is not indicated on the paperwork, it will be determined by the Clinic Director.

There are two types of organizations who use our services: **501c3 organizations** and **non-501c3 organizations/individuals**.

**501c3 Organizations...**

Because of the broad nature of the services of some non-profit 501c3 organizations, we have defined an organization as being affiliated if any cat or person has received direct assistance for: use of traps and/or carriers, trapping, holding, transporting, assisting with paperwork, providing vaccines and/or tests, recovering and/or releasing cats,

All 501c3 organizations are asked to adhere to the following FCSNP policies.

501c3 organizations...

- Can use Public or Private Clinics.
- No maximum reservation limit.
- Should pay for all surgeries – ear-tip and no-ear-tip. The major benefit of being a 501c3 organization is the legal ability to fundraise to support their surgeries, rather than receiving free surgeries and expecting the costs to be covered through fundraising by FCSNP.
- The cost for non-profit organizations is tiered.

*Non-profit organizations with gross receipts\* UNDER \$500,000 as reported on their most recent 990 or 990EZs...*

|                | Ear-Tip  | No Ear-Tip |
|----------------|----------|------------|
| Neuter (male)  | \$15     | \$15       |
| Spay (female)  | \$15     | \$25       |
| Rabies Vaccine | Included | \$5        |
| FVRCP Vaccine  | \$5      | \$5        |
| Flea Control   | \$5      | \$5        |
| Blood Draw     | \$5      | \$5        |

*Non-profit organizations with gross receipts\* OVER \$500,000 as reported on their most recent 990 or 990EZs...*

|                | Ear-Tip  | No Ear-Tip |
|----------------|----------|------------|
| Neuter (male)  | \$20     | \$20       |
| Spay (female)  | \$20     | \$40       |
| Rabies Vaccine | Included | \$5        |
| FVRCP Vaccine  | \$5      | \$5        |
| Flea Control   | \$5      | \$5        |
| Blood Draw     | \$5      | \$5        |

*\*Gross receipts include, but are not limited to, contributions gross revenue from special events, sales of inventory, goods or services (including tickets to events,) and all other revenue from solicitations, regardless of custody of funds.*

*990 tax returns: from part 1, page 1, the sum of lines items 1e, 2, 3, 4, 5, 6c, 7k, 8d, 9a, 10a and ll.*

*990EZ tax returns: from part 1, page 1, the sum of lines items 1, 2, 3, 4, 5c, 6a, 7a and 8.*

- Payment must be made at time of surgery unless previous arrangements have been made with the Clinic Director. Extra services performed at Public Clinics must be paid at the time of surgery by whoever presents the cats, even if surgeries are not being paid for on that day.
- Own vaccines, flea control and microchips can be used only at Private Clinics, not at Public Clinics.

**Non-501c3 Organizations and Individuals...**

- Can use Public or Private Clinics.
- No maximum reservation limit.
- All ear-tip surgeries are free. A suggested donation of \$15/neuter and \$25/spay is requested for no-ear-tip (tattoo) surgeries to cover our costs.
- Payment made at the time of surgery.
- Own vaccines, flea control and microchips can be used only at Private Clinics, not at Public Clinics.