



## **COMMUNITY CAT TRANSPORT INSTRUCTIONS**

1. Review our website and watch **all 3** instructional videos on how to humanely and effectively trap cats. The first 2 videos explain how to physically use the traps, and the third video is a tutorial on "Mock" Trapping. Here is the link for the videos: <http://southeastcats.com/tnr-tools-and-tips>. This takes less than 10 minutes and should be very helpful in your efforts to humanely trap community kitties!.
2. If you need to borrow traps, please let us know within 24 hours of your confirmation email.
3. Once you have traps in your possession, you should immediately begin utilizing them. "Mock trapping" can be conducted for a few days or a week prior to the scheduled trapping date. Traps can be tied open with a carabiner or twist tie in the days prior to transport in order to get the kitties used to going inside the traps as part of their normal feeding routine. While conducting mock trapping, food should be provided to kitties inside the traps only. Food left outside traps will result in cats feeling like they have options, and thus they won't feel compelled to walk into the "mock traps". Once you reach the day of transport, and it is the normal feeding time, just untie the mechanism and set the trap. As previously stated in #1 above, please watch the Mock Trapping video on our website, or by following this link: [Mock Trapping Video](#). This should make the trapping effort more successful on the desired date and time.

**Please note:** *kitties in traps should have newspaper, puppy pads or cardboard inside their traps for comfort and soiling purposes. No kitties should arrive without some form of coverage in the bottom of their traps. Each kitty should be covered with a sheet or covering over their trap upon capture- this makes it much less scary for them.*

4. Prepare the intake form(s) – (1 for each kitty going) for use on our transport. Once you've been provided with a date for transport, you should complete the attached *South Georgia Low Cost Spay and Neuter Clinic intake form*. The spots labeled: *Cat's name, description, age, and Colony location* should be completed. Additionally, please provide your name and contact info in the space labeled: *owner last name*. A SEPARATE INTAKE FORM MUST BE COMPLETED FOR EACH AND EVERY CAT HAVING SURGERY. THIS FORM IS INVALID UNTIL IT IS SIGNED BY A SECCA REPRESENTATIVE AT THE TIME OF DROP OFF.
5. TRAP THE KITTIES DURING THEIR NORMAL FEEDING TIME ON THE PRE-SCHEDULED TRANSPORT DATE.

*If you suspect any kitty is sick, injured, pregnant, or nursing, please be sure to list your concerns on the top of the form for that cat with an asterisk or highlight, so that we may tend to their needs as possible.*

6. The SGSN Intake form(s) should be accompanied by a matching label on your cat traps/carrier(s) that includes kitty name, description, "no ear tip" designator (for pet/adopted kitties only) and your contact info. The label should be on your trap/carrier in a protected fashion, i.e., inside a clear baggie or label holder in case of it becoming wet or damaged. The intake form can be rolled up under the carrier handle. We have example tags on our website for your use, but you may use whatever you'd like.
7. On the night before surgery, all kitties, and the approved transport request form, with the South Georgia Spay/Neuter Intake form and corresponding cat identification info attached to trap/carrier, should be dropped off with Leon County Animal Control or SECCA representatives at the location provided to you in future correspondence. *Alternate transportation arrangements may also be made with the animal control officers for*

*pickup at the colony location based solely upon their availability. This not a guaranteed option. If you wish to pursue alternate drop off options, this should be finalized in the process of completing step #2 shown above.*

**The next Community Cat Drop offs will take place on  
SUNDAY November 12th, 2017  
&  
MONDAY November 27th, 2017**

8. Surgery will take place on the date following drop off (October 9<sup>th</sup> and 24<sup>th</sup>, 2017), at the South Georgia Low Cost Spay and Neuter Clinic. Following surgery, cats will receive overnight care from SECCA volunteers in order to quietly and safely recover following their surgery. **They should then be picked up by caregivers on the following day for release at their location of origin.**

**Community Cat Pickup will take place on TUESDAY November 14th,  
and Wednesday November 29th, 2017.**

9. Traps should be cleaned with bleach or other sterilizing cleanser and lined with fresh newspaper and returned to SECCA within 48 hours of your Pickup date.

**A great deal of effort goes into this initiative. Cancellation should only occur in emergency situations, and SECCA reserves the right to collect a cancellation fee of \$10.00 per requested space not filled.**

Here is the website for the clinic if you would like to check it out: <http://www.sgaspayneuterclinic.org/>

We are always grateful for any donations you can make. If you are able, please mail donations to: Southeast Community Cat Alliance, P.O Box 1067, Havana, FL 32333.

**By Signing below, you agree that you have read and understand the contents herein, and that you will follow all instructions and protocols as stated.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By: (SECCA)