



CATS ARRIVING AT THE CENTER

1. Scan for Microchip

- a. Write your initials next to their chip number on the front page of info packet in the white binder confirming it's correct
- b. If a chip is incorrect, write the scanned number on the page and inform your Team Leader and add to your shift report
- c. If a chip is missing, note this next to chip number and inform your Team Leader and add to your shift report

1. Kennel Cards

- a. Add the date of arrival at the Center before hanging it outside
- b. Hang inside kennel card in plastic pocket on kennel

2. Special Food or Info from Fosters

- a. Mark any food that the foster brought in with kitty's name and leave on red cart
- b. Include feeding or treat details on a sticky note with kitty's inside kennel card and in your shift report
- c. Add note to inside kennel card pocket with any specific info or directions
i.e. Do not let out with other cats

3. Confirm Info Packet in White Binder

- a. Front cover page with photo
- b. Rabies cert is required (if 4 mos or older)
- c. Spay or neuter cert or invoice showing procedure
- d. Welcome Adopter letter
- e. Back page with medical history

4. Acclimating to the Center

- a. Leave new arrivals in their kennel for the 30-60 minutes to allow them to potty, eat or drink and unwind before exploring
- b. Put up privacy screen if necessary (bottom drawer next to the sink)
- c. Remove collars unless necessary to distinguish from similar littermates and return to foster