



Policy of Operation

2006

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Revision Page

Date	Revision	Author	Change Description
			Original policy revisions 1.0-1.02
9/14/2002	1.03	John Bennett	Added table of contents, changed formatting, added Sharon Franck as new director, Micro-chip policy, adoption fee refund period, pre-adopt policy, Rabies age increased to 5 months. Added sections 9.7-9.10
11/2/02	1.04	John Bennett	Added section 6.10 on food and litter provisions.
6/2/03	1.05	J. Bennett	Added Jennifer Nitrio as director
6/10/03	1.06	J. Bennett	Added Section 10, stray intake procedures. Section 9.4.4 corrected to 2 weeks. Section 9.7 added \$5 deduction for missing Rabies vaccination.
6/26/03	1.07	J. Bennett	Add section 11 for feral cats and trapping.
9/26/03	1.08	J. Bennett	Added wording to section 8.1, added 8.5-8.7 to define holding periods and vaccination policy. Added 8.8 for exam and blood test policy. Updated 8.3 to provide lab retest for young kittens. Added 9.10 to summarize medical procedures. Added 10.7 on intake authorization and qualifications.
9/07/06	1.10	J. Bennett	Overall review Added Laurie Rich as Director 6.8 Changed to Intake Director 6.10 added new foster supply pickup policy. 7.1 changed to lead volunteer 7.5 changed to event on-line calendar 9.6 removed AVID clause 9.7 Updated adoption fee structure 9.8 Updated microchip policy 9.9 Added microchip registration section. 10.1 Added owner surrender fee requirements.

1 Description

This document outlines the acceptable policy of operation for Folsom Feline Rescue. This document is to be used in conjunction with the Article of Incorporation and Bylaws of the corporation to determine acceptable organization behavior. The Articles of Incorporation and Bylaws have priority regarding any conflicts in policy between these documents. The current Board of Directors is the governing body of this document.

2 Board of Directors

John Bennett	Janet Bennett
Tracy Kirsten	Sharon Franck
Jennifer Nitrio	Laurie Rich

3 Terminology:

F.F.R. or FFR	Folsom Feline Rescue
Foster Parent	A caregiver for cats and kittens rescued by Folsom Feline Rescue. Typically a volunteer for Folsom Feline Rescue providing regular fostering.
Temporary Foster	A foster parent that is under a foster agreement to provide care for a limited number and specific group of animals that they own and need to find homes for.
Third party foster	A caregiver that regularly requires the services of a rescue group to find homes for abandoned or stray animals. They are held under new foster agreements for each animal or group of animals until homes can be found.
Public animals	All animals under a temporary foster agreement and supported in part by individuals that are not members of Folsom Feline Rescue.
Event Lead	An active FFR member that is qualified to supervise any adoption event. All events require one event lead in addition to any number of new volunteers.

4 Mission, Responsibilities, Purpose, and Values

Mission Statement:

Folsom Feline Rescue is committed to improving the quality of life for homeless and unwanted felines by providing and finding homes, assisting and educating the community, and controlling overpopulation. We advocate compassion towards felines, community support, and the belief that felines are life-long companions.

Responsibilities:

- Spay and neuter felines to prevent reproduction in excess of the number that can enjoy loving homes
- Humanely rescue abandoned and unwanted felines
- Provide routine medical care to rescued felines
- Locate temporary foster homes for rescued felines, and provide financial help to those homes when necessary and possible
- Adopt rescued felines into selected caring, responsible, permanent homes
- Educate the community on the importance of spaying and neutering felines in preventing feline overpopulation and homelessness
- Euthanize only to prevent suffering when there is no hope
- Recruit veterinarians that recognize the corporations nonprofit status and will provide necessary medical services for rescued felines at reduced rates
- Receive contributions and grants, and dispense such funds exclusively for the activities listed in this article
- Recruit volunteers to further the goals of the corporation

Purpose:

- To humanely improve the quality of life for felines

Business:

- Assist the community
- Foster felines
- Educate the public
- Control feline overpopulation
- Find homes for unwanted felines

Values:

- Community support
- Humanity towards felines
- Felines are meant to be our life-long companions

5 Organizational Limits

- 5.1 Folsom Feline Rescue has an organizational limit on the number of foster animals it can support at any given time. This limit is based on financial resources, adoption space, number of adoption events, and current medical expenditures or future medical expenditures such as those for vaccines, tests, and spay or neuters. The combined number of foster animals under foster care should not exceed this limit unless authorized by a majority vote of the Board of Directors. This limit will be evaluated and set at each general meeting of the Board of Directors.

6 Foster program

- 6.1 FFR requires that all foster animals be provided with a loving home, nutritional food, clean water, clean litter boxes, and an indoors only environment. The Board of Directors may make exceptions to the indoors only policy on a case by case basis.
- 6.2 The board of directors will review all cases of animal neglect by foster parents. If it is determined that the foster parent was negligent the board can decide to remove all foster animals from the foster parent and ban the foster parent from further fostering duties for our organization.
- 6.3 Folsom Feline Rescue has an organizational limit on the number of foster animals it can support at any given time. In addition to this limit a foster will have a limit on the number of foster animals they may care for at any given time. The Board of Directors will determine the limit for each foster home on a case by case basis. Once either limit is reached the foster parent is not to take in any additional animals of any kind. The board of directors will review all cases where a foster home has or wishes to exceed this limit granting one-time limit exemptions per case. Failure to comply with this limiting policy can result in the termination of fostering privileges.
- 6.4 Foster parents are not required to provide follow-up calls on successful adoptions but may if they wish. An active FFR member will otherwise provide this service.
- 6.5 Should a foster home receive or contain a cat with a life threatening infectious disease, that cat must be immediately quarantined from any other foster animals. Provisions should be made to find new foster homes for any remaining non-infected animals or ensure satisfactory quarantine procedures to guarantee the remaining animals will not become infected. Fostering of new animals is discontinued until the chance of infecting those animals no longer exists. The board of directors will determine if the quarantine procedures are satisfactory and when the foster parent can foster additional animals.
- 6.6 Fosters must be active in bringing cats into adoptions to qualify for food, medical and supplies provided by, or donated to, FFR. An active foster is expected to bring animals to no less than 25% of the planned adoption events. The board of directors will review foster activity on a periodic basis to determine eligibility.
- 6.7 All new foster animals of unknown history must be kept in a quarantined environment for 2 weeks or as determined by a veterinarian to allow any health issues to surface. An experienced foster care provider with medical authorization privileges will typically provide this quarantine. Once the health is determined to be satisfactory the foster feline can be moved to another foster home and/or placed for adoption providing the conditions for adoption have been met.
- 6.8 It is the policy of FFR that the Intake Director authorizes the rescue of all felines. This policy will ensure that the organizational limit is not exceeded. FFR will not be responsible for the care of any unauthorized foster animals.
- 6.9 If the foster parent has cats of their own then it is recommended that the FFR foster felines be

kept in a separate area from those cats. If this is not possible then the FFR fosters must pass quarantine before being introduced to these cats. The vaccinations for the foster parent's own cats must be up to date and include FVRCP, FeLV and rabies. They must also have been tested negative for FeLV and FIV.

- 6.10 Food and litter will be provided to all foster homes that are in good standing with FFR policies. The foster home is responsible for picking up the supplies when needed. They should call in the request using the number provided in the foster parent packet by the deadline listed. Typically the pickup point will be Sunday's at the Folsom Petco during the regular adoption events. Orders placed by that Saturday will be available for pick up.

7 Adoption Events

- 7.1 An active lead volunteer of FFR will supervise all adoption events. This member must be trained in adoption procedures and organizational policy.
- 7.2 All animals presented for adoption must be in a clean and healthy condition. If a health or cleanliness condition exists, including fleas and ear mites, they must have or be under treatment before presenting at an adoption event. The event supervisor has final approval on all health and cleanliness issues.
- 7.3 All animals presented at an adoption event must be under a form of topical flea control.
- 7.4 All animals presented for adoption must be tested for FeLV/FIV and have a negative result. If older than 5 months they must also be vaccinated for rabies. FFR will fund the testing and vaccination of all animals it sponsors.
- 7.5 Adoption event staff scheduling will be determined using an on-line event calendar.
- 7.6 The event lead has final authority for cage space prior to and during the event.
- 7.7 A banner announcing the adoption event will be displayed for public view when possible.
- 7.8 A donation container, FFR business cards, and FFR brochures must be made available for the public.
- 7.9 Under no circumstances will the handling of any animal for adoption be allowed unsupervised by a FFR representative. All children must have their parents present while handling adoption animals.
- 7.10 All adoption animals must remain indoors at all times. In the case of an outdoor event the animal must, be taken indoors, remain in an enclosed area, or be on a harness for handling.
- 7.11 All cages of unknown sanitary condition must be cleaned and disinfected prior to the display of any felines. The disinfectant must be a 1:30 bleach solution or other viral disinfectant for feline diseases (ie: NolvaSan).

8 General Medical and Health Policy

- 8.1 FFR will provide medical services, spaying/neutering, worming, and vaccines (FVRCP and rabies) for all animals in the adoption program through approved FFR veterinarians. All foster animals must be current on vaccinations including rabies if over 5 months of age and topical flea control such as Frontline®, Revolution®, or Advantage®.
- 8.2 All fostered animals will be tested for FeLV/FIV and have a negative result to be adoptable.
- 8.3 It is not the current policy of FFR to support animals positive with FeLV or FIV or any other life threatening infectious disease. We will provide euthanasia for any animal in our care that is suffering. Kittens under 3 months of age testing positive using an in-house test will be given a second test by lab, after an appropriate waiting period if necessary, to verify result.
- 8.4 We will provide reasonable medical services for all animals in our care but will not approve heroic measures to save an animal. The board of directors will review and determine reasonable medical care for each case.
- 8.5 All kittens under 4 months of age will have a 2 week holding period before being placed for adoption. During this period medical procedures may be completed and any vaccinations given. Cats or kittens over this age will have a minimum 5 day holding period before being adopted. This is a quarantine period to determine any medical issues not apparent at intake.
- 8.6 Vaccinations will be given at 6,9,12, and 15 weeks of age depending on the age when FFR received the feline. Kittens under 15 weeks of age will have had a vaccination a minimum of 10 days prior to being adopted.
- 8.7 The recovery period for all spay surgeries will be 5 days and 3 days for neuter surgeries after which the feline may be adopted.
- 8.8 Veterinary exams will be given to all adult felines 1 year or older. Senior felines (9yrs +) will also have a blood test to check liver and kidney values as well as overall health.

9 Adoption Policy and Qualifications

- 9.1 We will offer a return period on all animals adopted through us, for the life of that animal. If the adoption does not work out, or the new owner’s circumstances change such that he/she can no longer care for the animal, we want the animal to come back to us rather than be placed in an unsuitable home, be abandoned, or taken to an animal shelter where it may be euthanized.
- 9.2 If an animal becomes ill during the first two weeks after adoption, except by accidents or neglect, the Board of Directors may approve veterinary care. The President or Treasurer can make authorization for care not exceeding \$100.00 prior to director approval. FFR will not be responsible for cost incurred at any veterinarian without prior approval from one of our representatives. ***In most cases a 30 day free Shelter Care policy is in effect, for all adoptions, that will cover any illness the pet may have. It is encourage that the new adopter use this service for any medical needs.***
- 9.3 A FFR representative, to ensure the well being of feline being adopted, will interview all potential adopters.
- 9.4 All adoptions will have a completed, signed, and dated adoption agreement that provides for the following provisions of an approved adoption.
 - 9.4.1 That this feline must remain indoors only and is not to be declawed.
 - 9.4.2 That this feline is not to wear a flea collar. We recommend applying a topical flea control, such as Frontline®, Advantage®, or Revolution®.
 - 9.4.3 To provide this feline with a loving home, nutritious food, and medical care as required to maintain good health, and to never physically abuse or otherwise harm him/her.
 - 9.4.4 In the event that the adopter is unable to keep this feline or properly care for her/him for any reason, they will immediately notify Folsom Feline Rescue. They further understand that should they return this feline to Folsom Feline Rescue, the donation will not be refunded if returned after the a trial period exceeding 2 weeks.
 - 9.4.5 That under no circumstances will this feline ever be placed with any humane society or animal shelter because they can no longer keep this feline.
 - 9.4.6 To notify Folsom Feline Rescue immediately if this feline becomes lost.
 - 9.4.7 To notify Folsom Feline Rescue immediately in the event that this feline is ever euthanized (killed) due to a terminal illness.
- 9.5 All adopted animals must leave the event in an animal carrier approved by a FFR representative.
- 9.6 A two-week refund period will apply to all adoptions.
- 9.7 Adoption fees. Felines under 10 months of age will be charged a kitten adoption fee of \$100. Felines 10 months to 9 years will be charged an adult adoption fee of \$80. Felines over 9 years will be charged a senior adoption fee of \$60. Adult felines that do not have a current rabies vaccination at the time of adoption may have \$5.00 deducted from the adult adoption fee.
- 9.8 All felines will be micro-chipped before placed for adoption. FFR has used two types of microchips. The AVID FriendChip and 24PetWatch. The microchip policy was placed into effect on 9/31/02.
 - 9.8.1 AVID FriendChip from 9/31/02 to XX/XX/XX
 - 9.8.2 24PetWatch from XX/XX/XX to present
- 9.9 All microchips will be registered to the new owner by FFR. The 24 PetWatch chips offer free registration. Returned and re-adopted pets that have had an AVID or HomeAgain chip will be registered by FFR after the two week return period has expired. The cost will be covered by FFR and can be offset by a donation request from the owner that originally returned the animal.
- 9.10 The pre-adoption of felines not ready to be released is authorized but discouraged. In these cases no contract will be completed and no fees or deposits will be collected. No guarantees will be made that the adoption will be completed due to unexpected illness or other issues beyond our control. Once the feline is ready to be released to the new owners they will be contacted to complete the adoption agreement.
- 9.11 Summary of medical services provided with adoptions:

Spay or neuter	FVRCP Vaccination
FeLV/FIV test	Rabies (> 5 months of age before adoption)

Worming	Flea prevention (Typically Revolution) Microchip
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10 Stray Intake Policy

- 10.1 All stray or owner surrendered animals will have a feline release form completed by the owner or Samaritan providing the animal. All Owner Surrender pets not previously adopted through FFR will have a \$50 surrender fee as stated on the Feline Release Form. No fee is requested for stray or FFR returns
- 10.2 Owner surrendered animals are available for adoption immediately if a release form was signed.
- 10.3 The holding period as set forth by **CALIFORNIA CODE - FOOD AND AGRICULTURAL, SECTION 31752** will be followed for stray animals. Currently, a 3-day hold period during which the animal is not for adoption and can only be claimed by the original owner. If the owner claims the animal during the three days no fees will be collected. After the three-day hold the animal is available for adoption based on the stated adoption policy and fees.
- 10.4 To facilitate the return of an adult animal to the owner the following will be performed:
 - 10.4.1 Examine animal for identification.
 - 10.4.2 Scan the animal for a microchip. Both ISO and Non-ISO scans.
 - 10.4.3 Notify the local animal control agency of animal's description and location of loss.
 - 10.4.4 Post description of animal on current lost pet web site
 - 10.4.5 Place found pet ad in local newspaper.
- 10.5 Reasonable proof of ownership will be required for any purported owner before releasing the animal during the three-day hold period. Reasonable proof can be pictures, veterinary records, or other validation and is up to the discretion of the President, Officer, or Director for release of the animal.
- 10.6 Owners looking for a lost pet can be directed to the FFR web site for available/adoptable animals. Should an owner wish to search the FFR adopted archives for a placed animal they will need to provide a recent image of the animal, date and location lost, and any other unique defining characteristics. They will be informed that should a match be found the animal can not be returned to them. This provision is to provide for peace of mind of the owner only.
- 10.7 Intake of animals is at the discretion of the President or other assigned intake officer. All felines must pass an evaluation to determine adoptability and behavior. Adoption events are very stressful for most felines and those felines accepted into FFR for placement must be able to handle adoption events with in reason.

11 Feral Cat and Trapping Policy

- 11.1 Folsom Feline Rescue advocates Trap, Neuter/spay, and Return (TNR) programs to help reduce the feral feline population and control future growth.
- 11.2 Folsom Feline Rescue will provide traps to the community as volunteer and financial resources permit. This program, Borrow A Trap will follow the following guidelines:
 - 11.2.1 Humane cat traps will be made available to the community with no rental charge but a \$60 cash deposit will be collected and refunded when the trap is returned in useable condition.
 - 11.2.2 Trapped felines will be returned to the original trapping location after an appropriate recovery period providing no other medical conditions inhibit their release.
 - 11.2.3 Food and water must be provided/available to the feral cat(s) after release.
 - 11.2.4 The right ear will be tipped prior to release to indicate the feral cat has been altered.
 - 11.2.5 All felines will be trapped and cared for in a humane manner in accordance with posted policies of Maddies Fund, CVMA, and SPCA organizations.
 - 11.2.6 All felines should be evaluated for adoptability prior to release. Generally kittens less than 10 weeks old will be rescued and domesticated for adoption.
 - 11.2.7 Traps can not be used if the feline is to be euthanized by a shelter or veterinarian unless it is medically necessary for the feline due to illness or disease.
- 11.3 Folsom Feline Rescue will provide feral spay & neuter services to the community as financial resources permit. This program, Feral Spay Neuter Program (FSNP), will follow the following guidelines:
 - 11.3.1 Trapped felines will be returned to the original trapping location after an appropriate recovery period providing no other medical conditions inhibit their release.
 - 11.3.2 The right ear will be tipped prior to release to indicate the feral cat has been altered.
 - 11.3.3 The cats must be feral, non domestic and can not be easily handled, and brought in for surgery in a humane cat trap.