**Garfield’s Rescue, Inc.**  **Feline Intake Policy**

# Scope

To clearly state for all Volunteers, Members and the Community the policy that Garfield’s Rescue, Inc. uses for feline intake.

# Responsibility

1. The Board of Directors are responsible for the implementation of this policy.
2. The officers, board of directors and volunteers of Garfield’s Rescue, Inc.

are to ensure that this policy is supported and enforced.

# The Policy

1. GRI will take in social cats (not wild or aggressive) from the Northern Neck of Virginia for fostering, adoption and re-homing.
2. A “Release of Ownership Form” will be completed for each owned cat relinquished to GRI unless it is a litter of kittens.
3. GRI will assist owners in finding a new home for their pet.
4. Data for each cat in custody will be entered and maintained in the GRI data management system.
5. The intake process is defined in the Garfield’s Rescue, Inc. Feline Intake Procedure document.
6. The observation period is defined in the Garfield’s Rescue, Inc Feline Intake Procedure document.