

# **Garfield's Rescue, Inc. Feline Intake Policy**

## **I. Scope**

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

## **II. 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.

## **III. 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.