



The Cats at Longstreet Intake Policy

Adopted October 26, 2021

- 1) All cats and kittens presented for possible intake to The Cats at Longstreet (TCAL) must be done through the proper TCAL communication channels. This includes:
 - TCAL Email (preferably the general inquiries email address)
 - TCAL Phone Number
- 2) Intake information will include:
 - i. Age, sex, and overall condition
 - ii. Source (relinquishment vs. found) to include contact information
 - iii. Known existing medical and behavioral history
- 3) Intake forms will be reviewed within 24 hours of submission.
- 4) Intakes will not be accepted through personal channels. If an individual TCAL member has been contacted privately about a potential intake, they need to provide the inquirer with the proper contact information stated above.
- 5) All potential intakes must be approved by at least 3 members of the Executive Committee. Failure to obtain the proper approval could result in all expenditures for that intake becoming the financial responsibility of the individual who granted sole approval.
 - Exceptions can be made for dire medical cases with approval of the veterinarian in charge.
 - Intakes will be accepted only when there is designated kennel space available at the clinic or when an available foster home has been confirmed.
- 6) All possible efforts should be made to obtain historical veterinary records for intakes prior to their arrival at TCAL.
- 7) Initial intake approval does not mean that all future expenditures will be approved. Each intake will be assessed by the attending veterinarian upon arrival to TCAL and provided the necessary medical care at that time. Future wellness and routine services (vaccines, OHE, etc.) are also assumed approved upon

intake for the duration of the time the cat/kitten is with TCAL. Non-routine expenditures (unless deemed emergent by the veterinarian in charge) will require additional approval of the Board of Directors (BOD).

- 8) Once approved, all intakes need to be placed on the Harmony Hill Animal Hospital (HHAH) schedule for their initial exam and care. The BOD member coordinating the intake must communicate these needs with the Customer Service Representatives at HHAH so that they are scheduled appropriately.
- 9) Intakes that transfer ownership to TCAL from other rescue/non-profit organizations must abide by the above intake procedures in full. Additionally, a signed relinquishment form must be submitted by a representative of the former organization at the time of transfer.
- 10) Cats and kittens that are transferred from other rescues to HHAH for medical care are not considered intakes. Therefore, all costs associated with their care remain the responsibility of the rescue/non-profit organization making the transfer.