

**Animal Intake Policy 2024**  
**Furever Friends Lodge**  
**Buena Vista, Va. 24416**

Furever Friends Lodge strives to help homeless cats and kittens be in a safe and loving environment. We strive to help find each one a forever home and provide them with their needs for food, medical care and home environments until that forever home is found.

Our Animal Intake Process:

Complete a stray or Owner surrender form and attach to all intake forms.

- 1) If a cat or kitten comes into our care we should make sure there is no immediate need for medical help.
- 2) Assess the health and place the cat or kitten in our intake facility for the night/day to keep them warm/cool, safe, fed and loved.
- 3) Complete the Intake form that we use which designates the date of intake, the place or circumstances the cat/kitten was found, description of said cat/kitten and dates of any medications given like: Capstar to kill fleas, De-wormer, Flea treatments, Earmite treatments, ect.
- 4) To estimate the age and sex of the cat/kitten.
- 5) Place the intake sheet on the clipboard in the office.
- 6) Mark the information in edit form on the intake card and clip to the cage of the new animal.
- 7) If possible take a photo of each animal as it arrives and attach to the intake sheet.
- 8) Make the cat/kitten as comfortable and as stress free as possible.
- 9) Contact Director or officer and allow them to contact our Foster group to access who is available to care for the new inductee.
- 10) Make sure the foster is completely stocked with necessary foods, litter, blankets, ect.