



WECR/SAFE Intake Policy

WECR/SAFE is a foster-based animal rescue group and handles cats/kittens only. Proper procedures must be followed to ensure the health and well-being of all animals in our care.

Step 1 – Volunteer member checks emails and/or phone messages.

WECR/SAFE needs to assess each situation to determine if the group has the capacity to accept an animal into our care. If we can't, we will refer to other rescue groups that could possibly help.

Step 2 - Volunteer member arranges to pick up cat(s)/kitten(s) for the group.

If the group determines that a cat/kitten can be accepted, we will arrange a volunteer to coordinate transport and transfer of the animal to the foster home.

Step 3 – Cat is assessed and quarantined by a volunteer.

All cats/kittens must be quarantined in a room at a minimum of 2 weeks. This will ensure the newly arrived pet doesn't transfer any diseases to resident pets. The cat/kitten must be treated for fleas if any found. Over the counter flea treatment medicine can only be given to adult cats if no other visible health issues are found. Fleas found in kittens should be treated whether by bathing with Dawn dish soap or flea comb. If severe case of fleas found in kittens, they should be taken to the veterinary clinic immediately.

Step 4 – Schedule Veterinary visit for the newly arrived pet.

All cats should be tested for FIV/FLV and positive cats should be separated from the negative cats. Under the care of a veterinarian, the cat/kitten is assessed for any health concerns. If the cat/kitten is ill, medication will be provided and instructions from the veterinarian should be followed.

Step 5 – Documentation file for the animal is created (intake form and adoption papers).

An intake form is filled out per veterinary records and a number is assigned to each animal, which is recorded on a spreadsheet. The form must contain the pet's name, gender, approximate age, any treatments, medications and/or sterilization information should be entered.

Step 6 – Vaccination and Sterilization

If the cat/kitten is healthy and age appropriate, vaccination and sterilization should be scheduled and performed.

Step 7 – Adoption ready

Once cat/kitten is deemed healthy, a volunteer posts the cat/kitten information online and takes to adoption events (Petfinder, Adopt-a-Pet, Rescue group's website, PetSmart adoption events).

Feline Intake and Disposition Information



A chapter of Saving Animals From Euthanasia

Name of Cat	Received Date	SAFE/WECR Record #
Already altered?	Yes No	Male Female
If Yes, verified by:		

Breed/Description:	Color (check all that apply)	Approx. age: _____
<input type="checkbox"/> SH <input type="checkbox"/> MH <input type="checkbox"/> LH <input type="checkbox"/> Tabby <input type="checkbox"/> Tortie <input type="checkbox"/> Persian <input type="checkbox"/> Maine Coon <input type="checkbox"/> Siamese <input type="checkbox"/> Russian Blue <input type="checkbox"/> Other: _____	<input type="checkbox"/> Black <input type="checkbox"/> Calico <input type="checkbox"/> White <input type="checkbox"/> Tuxedo <input type="checkbox"/> Gray <input type="checkbox"/> Pastel <input type="checkbox"/> Orange <input type="checkbox"/> _____	Birth Date: _____ Additional Info: _____
Shelter Received From: _____		Owner Turn In
		Name: _____
<i>* Please ensure that Release Form is signed and in folder from Owner or Other.</i>		

Care History	
Fostered by: _____	Fostered by: _____
Starting: _____ Ending: _____	Starting: _____ Ending: _____
Date of Spay/Neuter: _____	Veterinarian: _____
Status / Disposition and Date	
Volunteer who performed adoption: _____	
<input type="checkbox"/> Adoption _____ <input type="checkbox"/> Died _____	<input type="checkbox"/> Foster-to-adopt* _____ <input type="checkbox"/> Transfer _____
* If Foster-to-adopt, was certificate sent? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of certificate: _____	Certificate ID# _____ Issued by: _____