

**Tabby Town USA
Policy & Procedure**

Title: Foster Care Program Procedures

Section: Volunteer Services

Date Effective/Reviewed/Revised: 11/1/11

It is the policy of Tabby Town USA to have Foster Homes available, aside from the main rescue facility, for the rehabilitation and care of cats and kittens brought into the system. The organization will be assured of the effectiveness and consistency of the foster program by the volunteers adhering to the procedures as described.

Procedure:

1. A Foster Care Application will be completed by potential foster care volunteer over the age of 18 and reviewed by TT's President for approval. A home check will be done by the President or designee.
2. Foster parents are considered TT volunteers and fall under the direction of TT's President and Volunteer Coordinator.
3. Responsibilities of TT:
 - a. Place the type of cats or kittens the foster home is willing to care for.
 - b. May provide cages, if needed and available.
 - c. Provide kitten milk replacer and bottles for bottlefed kittens.
 - d. Provide medications, vaccinations, tests, dewormer, flea and mite treatments.
 - e. Adult cats will be spayed/neutered, tested for FIV and feline leukemia, vaccinated for distemper and rabies, dewormed and treated for fleas and mites, as necessary.
 - f. Inform foster homes of scheduled Petco Adoption Weekends or to place the fosters in the Cat Adoption Center temporarily.
 - g. Be available as a resource for health and/or cat behavior concerns.
4. Foster Home Responsibilities:
 - a. Provide a safe, secure, clean environment. Landlords must be in agreement or give permission.
 - b. Provide litter, litter pan, feeding and water equipment, quality dry and wet food.
 - c. Keep track of treatments, medications given and procedures and report to TT for the medical record (additional dewormings, distemper boosters, antibiotics).
 - d. Report change in conditions to TT for evaluation and further instructions.
 - e. Notify TT if the cat(s) are not working out for some reason such as household member or pet incompatibility to seek advice and/or re-homing instructions.
 - f. Take cat(s) to Petco for scheduled Adoption Weekends. At times, cats in foster care are also required temporarily to spend time overnight in the Petco Cat Adoption Center so they can be viewed by the public.
 - g. The volunteer may introduce the cat(s) to friends and co-workers and adopt them out with prior approval of the President. Foster parents may also adopt the cat(s) but need to follow the same adoption process and pay the adoption fee to TT. Declawing is not allowed.
 - h. Share photos and updates with TT for the cage cards, pet search websites, TT's website and organization's scrapbook and records.
5. Other
 - a. TT will inform the foster parents if the cats or kittens have special care needs such as skin condition treatments. TT does not place ill animals without the foster home's knowledge but also cannot make any guarantees on the health or viability of the cats, especially the small, vulnerable kittens.
 - b. Veterinary care is typically done through Coulee Mobile Vet.
 - c. TT is not responsible for injury, mishap or results from cat behavior or condition. Volunteers are responsible for their own medical care and liability insurance premiums.
 - d. The cat(s) are the responsibility of TT and therefore may be recalled or replaced at the discretion of TT.
 - e. At times, cat(s) may be placed in another foster home for suitability.
 - f. TT has the discretion of un-approving a foster home temporarily or permanently.

I have read and understand the policy and procedures for foster care through Tabby Town USA.

Volunteer

Date