

Cat Packet

Signing Up To Volunteer

We are so fortunate to have many volunteers! We have devised a schedule that will allow as many people as possible to volunteer without crowding any one area and also trying to let you know when there is a need for volunteers.

We are not requiring set weekly shifts, but ask that you sign up online no later than the night before you want to come in. If you don't have access to a computer, please call and leave a message with the days/times you want to volunteer. We need 2 business days' notice for scheduling made via the phone.

How it works:

- Each shift is set up for 1 or 2 volunteers depending on the number of cats.
- A parent/jr. volunteer combo, or a volunteer/assistant combo count as 1 volunteer.
- For adults, there isn't a limit on the number of hours you can volunteer each day.
- For minors, there are state required weekly limits:

	Hours a Day	Hours a Week
11-15 year-olds		
School Weeks	3 hours (8 hours Sat.-Sun.)	16 hours
Non-School Weeks	8 hours	40 hours

16-17 year-olds		
School Weeks	4 hours (8 hours Fri.-Sun.)	20 hours
Non-School Weeks	8 hours	48 hours

- Signups are done online and you will receive the access information after your hands-on training.

If you have questions, please contact the Volunteer Coordinator at volunteer@jointanimalservices.org or 352-2510 x1009.

VOLUNTEER CAT ROOM DUTIES

ALWAYS CLEAN YOUR HANDS AFTER EACH CAT YOU TOUCH!

Our goal is to keep the cats safe and healthy.

WE NEED TO ENSURE OUR VISITORS AND CATS ARE SAFE. If you need help, please notify another volunteer in the room, or the front office staff.

If someone wants to meet a cat, unlock the kennel and monitor all interactions between the visitor and the cat. (Do not unlock more kennels than you can manage.) If there is an age restriction on the cat, all visitors must be over the posted age. If a visitor is under 16, they must have a parent/guardian with them.

If the cat is becoming stressed or agitated, please let the person know that the cat needs a “time out” and ask them to stop interacting with the cat. Lock the kennel and place a “time out” card on the door.

1st Priority:

- Dump the litter boxes that are dirty.
- Keep water bowls full and clean.
- Make sure there is food in the bowls.
- Keep cages tidy by removing stray litter or food and keeping towels orderly. (Towels do not get replaced unless wet or soiled.)

2nd Priority:

- If cage is empty, prepare it for the next cat. (see instructions on wall)
- Sweep the floor.
- If trash cans are full, let staff know.
- Stock and organize the supply cupboards: towels, litter pans, etc.
- Clean disinfectant dispensers and the doors (including the walls around them) leading in and out of adoption area. (use gloves while handling the bleach water)
- Wipe down the counters and cupboards. (use gloves while handling the bleach water)
- Empty the dirty bedding and food dish/litter box containers.
- Make sure “wash hands” signs are on alternating kennels.
- Clean out the sink if you spill food or litter into it.

Questions?

**Ask Chandra or
another Staff Member**

3rd Priority:

- Socialize cats
- Brush cats (after each cat, clean brush in disinfectant bucket and dry)

Near Closing Time:

- Make sure all kennels are clean for the night.

How To Strip A Vacated Cat Kennel

- Remove the towel, shake out any litter or feces into the large trash can and place in the dirty bedding tub at the end of the room
 - Dump the litter in the covered trash can and place the litter box in the dirty food/litter tub at the end of the room
 - Dump the water in the sink, the food in the covered trash can and place the dirty food/litter tub at the end of the room
 - Toys in the kennel go dirty food/litter tub at the end of the room
 - For the film canister toys on the door: Throw away the string and the litter in the film canister. The film canister and the plastic ring are dipped in the disinfectant bucket and left on a towel to dry.
 - Use a washcloth dunked in the disinfectant bucket and wipe down all the cage surfaces: sides, back, top all sides of the shelf, floor, ceiling, entire air filter and the door. (use gloves while handling the bleach water)
 - Use a paper towel to wipe off the cat door so the glass doesn't streak.
 - Set up the cage for the next cat with a new towel, filled litter box (1 scoop) and a clean, upside-down food/water dish
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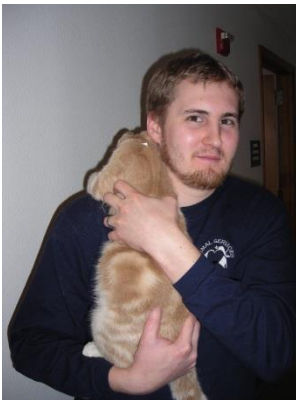
How To Hold A Cat When Moving It

The Right Way

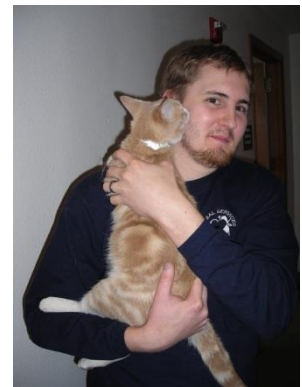


- If a cat starts to get distressed, this hold allows you to gently scruff its neck and keep it secure
- If you are wearing short sleeves and are worried about your arms getting scratched, lay a towel across your supporting lower arm

The Wrong Way



- If a cat starts to get scared, it can easily dash over your shoulder and run away
- The cat could also make a mad scramble across your face in an attempt to escape



CAT BEHAVIOR

Cats do not like being constantly touched. Handling is good for cats, but too much of a good thing can be a problem. Cats can become irritable when they are repeatedly pet. If a cat is showing signs that he does not want to be touched, stop touching him.

Signs a cat wants to be left alone:

- Moves away from you
- Shifts body position

Stop reaching for the cat. Keep hand close to the front of the kennel. If the cat comes up to investigate, it's fine to continue. If the cat stays in the back, then close the kennel door and let the cat have some time to himself.

Signs a cat wants to be left alone:

- Flattens his ears
- Skin twitches
- Pupils get dilated (big)
- Stops purring
- Looks back at your hand
- Arches his back
- Tail swishes/lashes/thumps

Close the kennel door and let the cat have some time to himself.

Signs a cat wants to be left alone:

- Swats at you
- Hisses or growls

Shut the door and hang a time out card over the door handle(s). Write down the time the cat went into the time out on the dry-erase board.

After 30 minutes have passed, reevaluate the cat. If the cat is no longer stressed, remove the time out card and erase the entry from the dry-erase board. If the cat is still showing signs of stress/ wanting to be left alone, keep the time out card on the kennel.