

RappCats Foster/Adoption Committee
Intake Checklist
(for use by F/A approved volunteers)

- Triage and Stabilization**
 1. If the cat needs **emergency medical help**, call approved veterinarians in Tab A.
 2. If you need emergency medical help outside business hours, closest 2 clinics are:
 - Prince William Emergency Veterinary Clinic, 8610 Centreville Rd Manassas, VA 20110, 703-361-8287 (drive time about 1 hour, 20 mins from Rose Hill) OR
 - Valley Emergency Clinic, 164 Garber Lane Winchester, VA 22602, 540-662-7811, located across Rt. 522 from COSTCO (drive time about 1 hour, 5 mins from Rose Hill). Cost at least \$300 to walk through the door.
 3. If the cat is a stray, you may also call the Rappahannock County Animal Control officer, 540.675.5300. Animal control responds to calls about strays that are sick, injured, neglected, or abused.
 4. If you need further emergency help, contact the Chair or any member of the Foster/Adoption Committee or, if unavailable, any member of the Board. Tab A contains contact information.

- F/A Clearance.** If the cat does not need emergency help, contact Chair of the Foster/Adoption Committee to get clearance before formally accepting the cat into RappCats custody. Only the Chair and his/her designated backup can give clearance. Tab A contains contact information for Chair and backup.

- Surrender Form.** Once you have clearance, ask the person who found the cat, or contacted RappCats, whether or not the owner, to sign a RappCats' Release and Surrender Form (tab B), which places the cat in RappCats' custody. Keep all paperwork to turn over to the Committee recordkeeper (see tab A) as soon as possible.

- Foster home.** In consultation with the Foster/Adoption Committee, find and place the cat in a pre-approved foster home where cat can be isolated from other animals for two weeks. Foster caregiver should sign a foster contract for the new cat(s) to document the placement. For foster contracts and pre-approval procedures, please see separate Foster Home Approval and Checklist.

- Find Owner.** For strays, make reasonable efforts to find the cat's family.
 1. Use the contact information on the cat's tag, if any.
 2. Make a Found Cat report by either phone or email to RAWL within 24 hours of taking a cat into custody. Contact RAWL by email: patriciawant@aol.com and by phone, 540.937.3336, or after hours: 540.937.3283 and leave a message.
 3. Post a notice on Rappnet, and post at least 2 physical notices describing the cat near where the cat was found. A sample notice is at Tab C.

- Vetting.** Should be done as soon as possible. A list of approved veterinarians and their contact information is located at Tab A.

- Strays.** RappCats' policy is to assume that a stray has a home and is lost, so only medical necessities should be treated as necessary to protect others and stabilize the cat at first. This includes:
 1. General examination including fecal- bring sample to vet.
 2. Test for FIV/FELV; if the cat is positive for feline leukemia, contact Chair of Foster/Adoption Committee immediately for guidance. The disposition of any cat testing positive would be determined by the vet and F/A Committee representative.
 3. Deworm, treat for fleas, ticks and ear mites if necessary;
 4. Give a rabies shot if the cat (kitten) is old enough; and
 5. For more complicated medical issues, contact the Chair of the Foster/Adoption Committee, unless the situation presents a medical emergency. If the situation presents a medical emergency, follow the advice of the treating vet.
- Full Vetting.** Full vetting can be done immediately where an owner has surrendered a cat to RappCats or after the appropriate waiting period for strays (10 days if the cat has a collar or anything that could indicate ownership; otherwise 7 days). Full vetting includes the minimum treatment listed above and spay/neuter, if old enough, and all appropriate vaccinations, including rabies (if old enough), distemper and possibly feline leukemia/FIV (if tested negative) and. This is not always necessary if indoor cat and side effects are a major consideration.
- Release for Adoption.** After two weeks with no diseases showing up, cat can be released from isolation and should be ready for adoption. Coordinate with the Foster/Adoption Committee for next steps.

“Adopted by the RappCats Board, 2/21/2010”

Contact Information for Foster/Adoption Committee,
RappCats Board Members, and Veterinarians

Foster/Adoption Chair Gail Swift

Designated backup: Judy Tole

Foster/Adoption record keeper: Judy Tole

Board Members

Mary Katherine Ishee	987.8296 or
Mary Ann Kuhn	675.2020 or 540-522-4088
Kim Novak	937.5553 or 540-671-0592
Lisa Reid	987.9207 or 540-522-2283
Pat Snyder	987.9569 or 703.615.8853 (cell)
Gail Swift	987.8840 or 202-286-9393
John Tole	937.5850 or 540-729-1507
Ruth Zeh	937.3793 or 540-522-1710

Approved Veterinarians

Rose Hill Small Animal Clinic, 540.987.9300, located on the north side of Route 211 just east of the high school, which is on the opposite side. Hours of Operation: 8-5 Monday thru Friday and 8-1 Saturday. Rose Hill bills RappCats directly.

Blue Mountain Animal Clinic, 307 Collins Avenue, Luray, VA 22835-2114, (540) 743-7387

RAPPCATS
P.O. Box 307
Washington, VA 22747540-987-
8099
www.RappCats.Org



Release and Surrender of
Ownership

Date _____ Cat's Name _____

Approximate Age _____ Breed/Color _____

Approximate weight _____ Male Female

Altered Current on Vaccinations Declawed: Front Hind

Former Pet RappCats Cat Return?

Stray If stray, describe any identifying tags or markings _____

If stray, where was cat found? _____

If owned, are medical records available? Yes No

If owner is surrendering a pair of cats surrendered, should they be kept together? Yes No

Food likes/dislikes: _____

Reason for Surrender / Reason for Return / Notes _____

- I hereby forfeit any legal rights to this animal that I may have and transfer custody and ownership to RappCats effective immediately. I understand I have no further rights or influence regarding RappCats' decisions in the advertising of this cat for adoption, the placement of this cat in a new home or any other decisions whatsoever regarding this cat.
- If I am returning a cat adopted from RappCats, I understand that my adoption fee is nonrefundable.

Signed _____

Printed Name _____

Address _____

Telephone _____

RappCats Volunteer _____

Date: _____

“Adopted by RappCats Board, 2/21/2010”



CAT FOUND

[Description: include color, sex, breed, approximate weight and age, where found and when]

To claim, please call _____
or email RappCats, rappcats@rappcats.org

RAPPCATS
P.O. Box 307
Washington, VA 22747
www.RappCats.Org

“Accepted by the RappCats Board, 2/21/2010”