

## Community (Feral) Cat TNR Appointment Scheduling Procedure Updated August 2023

We are so grateful for the tireless work that you do for the cats in our community. Thank you! The Loving Spay+Neuter Clinic hopes to continue to support you and the cats as best we can by providing high-quality spay and neuter surgeries and rabies vaccinations at no cost to you. We are dedicated to making our TNR program as impactful, efficient, and accessible as possible. Please read below for instructions on how to schedule an appointment for TNR for your community cats.

- The TNR Appointment Request Form will go live on our website at [ral.org](http://ral.org) (insert link) every Monday at 9:00 am.
- Appointment slots will be filled for the week that starts 14 days from the request date. For example: appointment requests made on September 11 will be scheduled for the week of September 25.
- The TNR Appointment Request Form must be filled out by the Owner/Caretaker(s) responsible for the specific cat. \*The Owner/Caretaker is the person or group of people who provide regular food, shelter, or other care to a community cat or cat colony. The caretaker is considered the owner in our database and medical record and is responsible for making all decisions related to the cat's care when at the LSNC.
- All required fields (marked with an \*) must be filled out in order to submit the form.
- Each Owner/Caretaker can make up to only 2 TNR appointments per week.
- Appointments will be made automatically by our team while spots last, so only indicate available days of that week you are sure you can make.
- The more available days you give, the more likely you are to get an appointment.
- You will receive a follow-up communication confirming your appointment date and with the remaining paperwork that is required for you to fill out.
- The paperwork and consent form must be completed, signed, and returned to us 2 business days before your appointment. If we do not receive the forms 2 business days before the appointment, we will cancel your appointment and offer it to another client.
- You must complete and return the paperwork and the consent form to finalize your appointment. \*Your appointment is NOT confirmed until we receive the paperwork and consent form.\*
- If you give your appointment away, contact us as early as possible: 1) the new Owner/Caretaker must tell us whose TNR appointment they are taking, and 2) they will have to go to the end of the check-in line and resubmit updated paperwork and consent form so that our check-in process is not hindered.
- If you are not contacted regarding your TNR appointment request, we were unable to schedule you for the requested week, and you will need to try again the following Monday at 9:00 am. Tips: Fill out the form right at 9:00 am. Provide multiple available days for appointment.