



# Wags to Whiskers of Texas



## Volunteer Guidelines for Adoption Events

**Volunteers under 17 must have a release / consent form signed by a parent**

**Adoption fee negotiations must be handled by a W2W Director or appointed person. Please ask one of us to help your potential adopter if they have questions concerning adoption fees.**

**Adoption fees for adult cats are \$75.00 which includes spay/neuter, rabies, FVRCP vaccinations, microchip, flea preventative, worming, litter box and scratching post trained and a free month of health and accident insurance worth \$500.00**

**Cat carriers are required for transporting cats from the adoption center. A temporary carrier is available for \$10.00.**

**There may be cats with an adoption fee less than or greater than the standard fee for a variety of reasons.**

**Volunteers are expected to 'police' the kennels (litter box, food, water, abnormal behavior etc.)**

**Please advise small children that they must be accompanied by a parent to pet the cats. (look, but don't touch without a parent)**

**Only volunteers or fosters can open a kennel unless express consent is granted.**

**If available, a "standby" should be with anyone opening a kennel in case of escape attempts.**

**Help doing Setup, breakdown and storing the kennels, tables, etc. is expected of volunteers.**

**Our **Adoption Manager** is trained in administrative processes. It includes, but not limited to, copying, assembling adoption packages, learning the application and adoption contracts, interacting with Petsmart management and using the Petsmart data entry devices to "log" our adoptions. The **Adoption Manager** is also the primary instructor and guide for new volunteers. The **Adoption Manager** oversees operations during Director or Officer absence.**

**Breaks and lunch are at your discretion and time. You may bring food, have it delivered or 'go out' (must be 17+ to leave the building.)**

**If applicable, **Community Service credit hours** will be logged at the end of the adoption day. Bring your learning institution / court order form with you. If not available, a W2W generic form is available at no charge.**

**Volunteers are expected to perform other duties as assigned.**

Call, Text or email Ron McCuen at 713-504-7838 [ronmccuen@gmail.com](mailto:ronmccuen@gmail.com) for more information