



New Volunteer Orientation

Welcome to King Street Cats



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Our Mission

We are proud to be the only all-volunteer, cat-exclusive rescue facility in Alexandria, VA. We have been in operation since 2003, and were previously known as The Albert Foundation for many years before becoming King Street Cats. Because we are a free-roaming and none-kill cat rescue, we have the "*cat-friendliest cats*" in town! Our mission is to find forever homes for the cats and kittens in our care, and to educate and assist the community in regard to cat welfare. We accomplish this through outreach to the local community by providing information on proper cat care, behavioral problems, and medical issues involving cats. We also assist local residents in locating and retrieving lost cats and assist individuals through the cat adoption process. We provide abandoned and rescued cats and kittens with a safe and secure temporary home until a permanent, loving home can be found. We are a non-profit 501c3 and rely solely on private donations to keep our doors open; all donations are tax deductible. Our Combined Federal Campaign (CFC) number is 39069.

We promote spaying and neutering, and all our cats and kittens are sterilized and fully up-to-date on shots prior to adoption. We also provide post-adoption support for adopters and anyone else who needs cat care advice. Because we only work in the area of cat welfare...we know cats! Please check out our website at www.kingstreetcats.org, our Facebook, Twitter and Instagram, which have updated photos and videos of our cats!



Our Volunteers

We are an all-volunteer organization with **no paid staff** and it takes each and every one of us to keep King Street Cats up and running. We thank you for volunteering to be part of our team. A couple of things to consider before joining an all-volunteer rescue:

- **Given the time it takes our volunteers to train new volunteers, we do ask that you commit to a minimum of 4 hours a month for a minimum of 6 months before undertaking the training program.**
- **Our cats count on you: If you don't show up without prior notice there is no one "on staff" to do the job for you. The cats will not be fed/medicated.**

We are currently recruiting **AM/PM caregivers and adoption counselors**. We also need help with fundraising, general administrative tasks, vet taxi drivers, and other volunteer tasks that you can sign-up for on an ad-hoc basis.

Caregivers/Helpers*: clean/feed/medicate/socialize our cats for an AM (8am-12 noon) or PM shift (exact time depends on your schedule; about a 2 hour commitment).

- Involves a 4-5 session caregiver training program on the weekend (not necessarily consecutive; we will work with your schedule)
- Must be free to train on a Saturday or Sunday morning from 8am-11am (or a weekday morning can be arranged if you are available)
- This is a physically demanding task; must be able to lift 40 pounds, climb ladders, get up/down easily from a seated position, don't mind getting your hands dirty!
- **Commitment:** once trained, a minimum of one morning shift a month or two evening shifts a month

*Caregivers are those with experience dealing with difficult cats; helpers will be given time to get used to handling the cats.

Adoption Counselors: trained to work at Dove Street or on mobile locations on a Saturday or Sunday from around 1pm-5pm.

- Involves a one-hour counselor training session (usually held on the 3rd Saturday of the month from noon-1pm)
- You will then be scheduled for "on-the-job-training" with experienced counselors for several shifts until you "graduate"



- **Commitment:** once trained, a minimum of one adoption shift a month

Depending on whether you sign up to be a caregiver or an adoption counselor at the orientation, we will give you a point-of-contact person who will work with you to schedule your training and answer any related questions. We do have volunteers who are both caregivers and adoption counselors but we advise you to start with one task and see if you have the time to commit before signing up for another volunteer duty.

We encourage you to keep up with what is going on at KSC via our social media, especially Facebook and our website. You will also receive a quarterly volunteer newsletter “KSC Mewsings” to keep you informed of the happenings inside and outside the cat room.

Volunteers aged 18 and under

We ask that volunteers aged 18 and under attend our Family Days, which are usually held on the 3rd Sunday of the month from noon-1pm. Anyone under 18 must be accompanied by an adult at all times. Check our Events page on our website for details.

Please note: For those looking to fulfill school community hours, please come on the third Sunday of the month (1 hour). We are unable to accommodate students looking for work experience and/or multiple hours as our volunteers are not available to supervise the fulfillment of those requirements. Please contact your local animal shelter's youth program director who can help you.

What Volunteers Need To Know

To insure the safety of our volunteers and kitties, the following procedures must be followed at all times. NO EXCEPTIONS!

Security:

- The cat room is open between 6:00 am and 11:00 pm. No one is allowed to enter outside those hours unless it is an emergency and a Board member is notified ahead of time. **This is required under our city permit.**
- **Please do not leave non-KSC volunteers unattended in the cat room.** Do not hesitate to call the local police to report any suspicious people/behavior: **703-838-4444.**



- The following volunteers will be provided the security code to the front door: Board members, caregivers, adoption counselors, and other volunteers as designated by the Board. All other volunteers should call a board member to find out the code if they are required to get into the room when others are not present (i.e., to perform a vet run, pick up foster kitten food, etc.). **The security code may be changed and must not be given out to anyone.** Security code information will not be supplied via email.
- The last person in the cat room at night must turn off all lights before leaving to help enhance security. The security system must also be set by pressing AWAY and making sure the front door is locked. False alarms that incur a call-out cost will be charged to the volunteer responsible.
- The **2nd door inside the foyer must remain closed** at all times. This will prevent cats escaping into the parking lot. The back door must always remain closed and locked. When going out the back door to the bathroom please open then re-lock the door.
- Emergency contact numbers are posted by the front door and in the red cabinet. The contact information of fellow volunteers you might need to call is also in the red cabinet. We suggest you plug them into your cell phone.
- We do not have a landline. One volunteer on each shift should have their cell phone on and check it occasionally in case another volunteer is trying to reach the cat room in an emergency.

Cat Safety:

- When entering/exiting the cat room, please make sure one door is closed behind you before opening the next door. As we all know kitties are faster than us, this will make sure they are stopped before escaping into the parking lot.
- We know it is tempting but please do not let cats out of cages – they are in there for a reason. If you put a cat in a cage for any reason please fill out a cage/medical sheet (even for non-medical reasons) and attach it to the clipboard on the outside of the cage. Otherwise, volunteers coming in after you will question why the cat is caged, causing communication problems. If you feel a cat should be let out of a cage, please email: contact@kingstreetcats.org
- Please do not let cats go back and forth between the two rooms. The Isolation Room is for sick cats and new arrivals in quarantine. To reduce the risk of infection spreading into the main room, it is very important that cats do not co-mingle.
- **If you go into the Isolation Room please put on a gown and gloves before you touch any of the cats and change gloves between cages. Dispose of this clothing before you re-enter the main room. This is to reduce the risk of infection.**



Cat Room:

- We have a checklist book for volunteers in the top of the red cabinet. Please read it for day-to-day updates and please add anything you think other volunteers coming in should know about the cats/cat room.
- Please take some time to familiarize yourself with the two rooms and especially the storage and supply closets. You will find all the cleaning, food, litter, bedding, toys, grooming tools, medical supplies, cat carriers, and other items in the room.
- If you have any questions about the room and/or supplies please email: contact@kingstreetcats.org
- Trash must be removed twice a day and placed outside in the dumpster. Trash bags must be secured before being placed in the trash container outside the building. Recycling containers are also outside near the dumpster. A small recycling container is in the kitchen area for cans and bottles.
- Even if you are not an AM/PM feeder but you are in the cat room and a litter box smells or the trash can smells please help us keep the odor down by scooping the litter box, taking out the trash, and replacing the trash bags. **This is required under our city permit and lease.**
- We cannot do any cleaning of items outside of the room in the parking lot. **This is required under our city permit and lease.**
- We cannot create any loud noise (please keep the radio to a low volume at all times). **This is required under our city permit and lease.**
- Deliveries can occur so long as we have people available to take delivery of the items.

Please Note:

- The cat room is open to the public during **Adoption Hours between 1:30 pm and 4:30 pm on Saturday and Sunday**, and by appointment. If you would like to socialize with the cats please do so **outside of adoption hours** so the counselors and prospective adopters have uninterrupted time with the cats. Socialization hours are posted in the room.
- We have 2 parking spaces assigned to us during weekdays (spaces 5 and 6). All other weekday visitors must park outside of the parking lot. On weekdays, please do not park in other tenant's spaces if they are empty. It is OK to park in any lot space on the weekend.
- The city will review our permit every year and can revoke our permit if we violate these rules. If there is even one complaint against us, we could lose our city permit and be removed from this location (while still having to pay rent under the lease).



- KSC policies and procedures are subject to change. Please be patient and pay attention to future emails regarding new and revised policies and procedures.

Last But Not Least

We are very excited to welcome you to our team! KSC cannot continue to operate without the hard work and dedication of all its volunteers. We know this is a lot of information to digest in one go -- so please take your time to look it over and feel free to email KSC with any general questions. Once you have signed up for your volunteer duties, you can also ask your point-of-contact if you have specific questions regarding that particular volunteer activity.

Finally, as we mentioned, we are an all-volunteer organization with no full-time staff. Please be patient with each other – if you don't hear back immediately or a volunteer assigned to a task has failed to do something properly, please remember they might be busy with work, family, or other obligations. Some of our volunteers are “animal people” rather than “people people” so please do not take things personally; we are all doing our bit for the cats. Also, if you see something in the cat room that might have been missed or not done, please ask yourself if it is something you can do yourself rather than leaving it for someone else to do. 😊