



## **Almost Home! Corporate Cats Foster Guide**

Thank you and your business for your interest in fostering a BAHS temporary office cat. In this program, your business hosts an adoptable shelter cat and promotes the cat via email, website, social media, newsletters, and/or word-of-mouth. In turn, BAHS provides the supplies, and talks about your business and foster cat on various media outlets: social media, TV, radio, email newsletters, print newsletters, and/or our website. If after the temp service is complete (30 days) and your office cat isn't adopted (or hired on as a permanent employee), then the foster cat will return to the BAHS with fantastic references from you, and we'll match your business with another office cat temp.

### **The Benefits – What your business gets out of this program**

- Give a shelter cat get a break from the shelter.
- Open a cage at the shelter so BAHS can help another cat in need.
- Reduce office stress.
- Engage your visitors, vendors, and customers.
- BAHS promotes your business for free.
- A temporary office cat with all the supplies provided.
- Help a shelter cat find a forever home.

### **The Work – What your business will need to put into this program**

- Designate an employee to be the main contact between your business and BAHS.
- Designate an employee (or employees) to provide food and water, and clean the litter box daily.
- Provide transportation for foster cat to/from BAHS as needed.
- Keep important papers out of reach - some papers could be prematurely shredded.
- Cat hair removal rollers for business attire (if desired).
- Promote your foster cat.
- Allow potential adopters to meet with your foster cat.

### **Considerations**

We want this program to work out for everyone involved – the foster cat, BAHS, and your business. Here are some topics you should discuss with the business' employees prior to signing up for a feline office temp:

- Do you want to allow the public to meet your foster cat anytime during your open hours or by appointment only?
- Does anyone in your business have severe cat allergies?
- Will you keep your office cat in a cat condo (a tiered wire cage provided by BAHS) or free roam?
- If keeping your office cat in a condo, will you allow him/her time outside the condo (not necessary)? If so, what areas will the cat be allowed in?
- If the office cat is allowed to free roam, where will the litter box, food, and water be kept? What measures can you take to ensure the cat doesn't escape out a door?
- Who will provide the cat food and water, and clean the litter box daily?

- If your office cat develops a minor medical condition (i.e. cold, ear infection, eye infection), will you keep the cat on site and administer the medications that BAHS provides, or will you send the office cat back to BAHS for treatment?
- Can your business commit to a 30 day foster term?

### **Adoption**

Yay! Someone would like to adopt your office foster cat. What happens next?

1. The potential adopter must spend time with the cat first to make sure he/she is a good match.
2. The potential adopter then submits an adoption application (we'll give you some blank applications to keep on hand) to BAHS.
3. BAHS adoption counselors review the application with the potential adopter.
4. If the application is approved, the potential adopter completes the adoption process and pays any adoption fees at BAHS. BAHS will contact you to let you know this process is complete.
5. The adopter brings a carrier to your business and picks up their newest furry family member!
6. If your business wants to foster another office cat, let the Foster Coordinator know you are ready for a new kitty office temp!

### **Temp Service End**

So 30 days have passed and no potential adopters have been a good match for your foster cat. That's okay. Because during those 30 days you have accumulated great photos and fun facts about your furry office temp. We'll have you put together a little exit survey that provides potential adopters with insight into your foster cat's personality, habits, strengths, and weaknesses.

### **Temp to Full Employment**

The experiment was a bigger success than you could have expected – everyone wants your office temp to become a full-fledged employee of your business! That's great! We just need the person who is going to be the office cat's permanent supervisor to complete the adoption process with BAHS. Down the road, if that supervisor moves on and the office cat stays with the business, just contact BAHS and we'll change the ownership (and registration of the microchip) to the new supervisor/owner.

### **Not Working Out**

Just like with human temps, sometimes things just don't work out. If the office cat you are fostering isn't working out (too shy, too boisterous, chews cords, possible medical problem, etc.), contact the Foster Coordinator. Arrangements will be made to have you return this foster cat, and possibly set up another foster cat that will suit your business better.

### **Questions**

If you have any questions or concerns, please contact the Foster Coordinator, Tania Huycke-Phillips, at 920-469-3110 x104 or [tania@bayareahumanesociety.com](mailto:tania@bayareahumanesociety.com).

Thank you for helping us accomplish our mission to offer the best possible care and future to companion animals in our community through leadership, placement, and outreach. By being a part of this program, your organization is giving a deserving feline a second chance at becoming a part of someone's family.