

Community Cat Relocation Program Data Template

Instructions

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The Community Cat Relocation Program Data Template is meant to be a tool to keep track of data for your relocation program. Here are some instructions on how to use it.

- The upper right blue box titled '**General Data**' will help you track:
 - *Source*: Where your organization acquired the cat from
 - *Cat Id #*: What number your organization assigns the cat upon intake
 - *Cat Name*: What your organization uses for the cat's name
 - *Intake Date*: The date your organization acquired cat
 - *Outtake Date*: The date your organization adopts out the cat (or transfers)
 - *Length of stay*: The number of days the cat was in your care
- The orange box, titled '**List of Shelters/Sources**' tracks how many cats you have brought in from each shelter or rescue. List the name of the shelter or rescue on the left and the amount of cats acquired will automatically fill in—from info in the blue box.
- The '**Intake Source**' pie graph will fill in automatically based on info from the 'General Data' and 'List of Shelters/Sources.'
- The green box on the lower right side of the sheet is for your '**Adopter Waitlist**' and will help you track of:
 - *Wait list*: where the person is in line for cats
 - *Approved adopters*: list the name(s) of the adopter waiting for cat/s.
 - *# of cats wanted*: How many cats the adopter is wanting to adopt
 - *Date*: List the date you approved the adopter
 - *Notes*: To help you keep track of any notes about the adopters preferences, when they are ready, etc.



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