

Greeter

The Greeter is the first face of Operation Catnip. To start everyone's day off cheerfully, the Greeter welcomes new and repeat caregivers to the clinic, distributes the Caregiver Release Forms, answers questions, covers traps that are uncovered and directs the caregivers to the first check-in table. The Greeter also directs people where to park, making sure that limited roadways are not blocked and locates transporter assistance for people who can't carry traps from parking to the Admissions Station. **No rabies vaccine is required for this station.**

Station Alert

Caregivers are not allowed inside the clinic *unless* they are also clinic volunteers.

Greeter Instructions

1. **Make sure** that all personally owned traps are labeled with the owner's name. If the trap needs labeling, apply a strip of masking tape on top of the trap and use a permanent marker to clearly write the caregiver's last name.
2. **Place an 8" strip of removable blue painter's tape** on the bite plate, if not already present. Be careful not to cover the metal trap label or Operation Catnip nameplate, if the trap is on loan. This provides for easier removal of the adhesive trap tag after the clinic.
3. **Hand each caregiver a Caregiver Release Form** with a pen and clipboard. A separate form should be completed for each colony location. Clinic volunteers arriving with cats must also complete Caregiver Release Forms.
4. **Make sure each trap is completely covered.** When the trap is carried, the cover should hang at least a foot below each side, so the cat cannot see movement and feels secure. A properly covered trap looks like a ghost costume. If the caregiver didn't bring a cover, retrieve one from the OC supply. Explain to the caregiver that covering traps reduces stress, which makes anesthesia safer.
5. **Answer questions** and direct the caregivers to the first check-in table.
6. **Maintain a courteous and cheerful attitude** to help everyone start the day cheerfully.

Station Closing and Cleanup

When arrival is concluded

- inventory the remaining supplies
- repack the supply kit
- return the kit, station instructions and any remaining items to storage
- clean the area
- dispose of all trash
- wash all tables.