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### End of Day Standard Operating Procedure

Every evening the Cat Counselors onsite and offsite will make an End of Day (EOD) report that summarizes the day.

The report will follow closely to the template below and then emailed to the Cat EOD list at [cat-eod@austinpetsalive.org](mailto:cat-eod@austinpetsalive.org) every evening once completed.

#### "Specific Site" EOD

**Date:**

**Cat Adoptions:** List of cats adopted, who adopted by, adoption fees, and form of payment.

**Pre-adopt @ adopter:** List of cats adopted, who adopted by, adoption fees, and form of payment.

**Foster Cat Adoptions:** List of cats adopted, who adopted by, adoption fees, and form of payment.

**Pre-adopt @ foster:** List of cats adopted, who adopted by, adoption fees, and form of payment.

**Extra Revenue** (cat sponsorships, carriers after surgery, donations independent of adoptions, retail, etc) : List of revenue amounts, where/who they came from, and in what form of payment.

**Total Revenue:** Total revenue amount listed.

**Cats Into Site:** List of cats who moved to site, and where they moved from.

**Cats Out Of Site:** List of cats who left site, and where they moved to.

**Medical:** Any medical concerns and medical notes for resident cats.

**Supplies needed:** List of needed animal supplies, office supplies, or any other needed supplies to run the site.

**Space:** Whether or not there is space for more cats, and how many.

**Total Headcount/Census:** Total number of cat residents at the site and their listed names.