



Community cats: Volunteer door hanger/ neighborhood canvassing guidelines

What to wear and what to bring:

- Wear comfortable shoes, sunscreen and weather-appropriate clothing.
- Always carry water.
- Bring a pen, paper, your cell phone and a bag or backpack for carrying materials.
- Make sure the phone number(s) for your team are programmed into your phone.
- Bring relevant info/materials to distribute, such as flyers with information on solutions to cat-related issues and spay/neuter services.

When canvassing a neighborhood:

- Always work in teams of two or more, and only during daylight hours.
- Teams can split the work by taking opposite sides of the street and working down the street together. This helps minimize having to walk the same street twice.
- Team members should always remain within sight of one another.

Guidelines for canvassing:

- Always get the name, phone number, email and street address along with relevant details for anyone who requires follow-up (for example, someone who has filed a complaint or is a caregiver).
- Unless you have completed trap/neuter/return (TNR) or conflict resolution training with us, please do not attempt to answer detailed questions for the public. Just let them know you'll be happy to have someone follow up with an answer to their questions.
- Never enter an area where you feel unsafe or uncertain in any way. Look for a convenient and safe place to leave the door hanger and make sure to jot down the address if you see cats on the property.
- If you see a "no soliciting" sign, do not knock or ring the doorbell. You can leave the door hanger (since it's offering a free service and is not a solicitation), but please respect the homeowner's privacy.
- If you see a "no trespassing" sign, do not enter that person's property. If you see a number of cats on the property, make note of the address and any other relevant details.
- In the rare occurrence that someone asks you to leave the property, please do so immediately.
- Important: Door hangers should never be placed inside of or attached to the outside of anyone's mailbox. This is against federal law. Place all door hangers on doorknobs, inside screen doors, under doormats or on gates — securing them when necessary to prevent them from blowing away.

When finished with your shift:

- Notify staff of the areas you covered and provide any other relevant information.
- Examples of noteworthy information are areas where you saw lots of cats, as well as addresses/contact info for anyone you spoke with who might require a follow-up.

Thank you so much for volunteering your time!
And feel free to let staff know if you have any questions or concerns.