Foster Bag Protocol

* Each foster bag should be numbered with an attached tag. On the tag, list the bag’s contents as well as your shelter’s contact information in case the bag is lost or found.
* Due to the expense of digital scales and warming discs, we also recommend numbering and checking them out if your shelter provides them. If your shelter provides other valuable items like pop-up kennels, play-pens, and Tespo panels, we recommend numbering them as well.
* If possible, use your shelter’s point of sale (POS) software to track your foster bag, scale, and warming disc inventory. “Sell” a foster bag, scale, and warming disc to a foster parent when they pick up their foster kitten(s) and then “return” them when the foster parent returns them. Create a spreadsheet or Google doc to track your inventory if you cannot use your POS software.
* Include a place for the foster parent’s name, the foster bag number, the scale number (if applicable), the warming disc number (if applicable), the date out, and the date returned.
* Foster parents must return their foster bag, scale, and warming disc when they drop off their foster kitten(s) for spay/neuter surgery. Sanitize all returned bags according to your shelter’s cleaning protocol to prevent accidental disease transmission. You may also need to sanitize some of the supplies within the bag. (Refer to the “How to Clean Foster Bags” document for specific supply sanitation instructions). Once clean, check bag contents and restock supplies if necessary.
* Each time a foster parent takes a new litter, give them a new, clean foster bag to prevent possible disease transmission/exposure.
	+ If a foster parent or mentor wants their own supplies, like a scale, offer to sell them at your cost. They must, however, sanitize all of their supplies according to your shelter’s sanitation protocols.
* In the event of a physical bag shortage, you can stock supplies in a large plastic Ziploc-style bag. However, this is not ideal, so we recommend reminding your foster parents to return their bags or sending out a plea to your donor base for more bags.
* To save costs on the bags, purchase them from thrift stores or ask volunteers to make them. All bags must be machine washable and bleach-durable.