

## Information for Hosting a Kitten Care Workshop

**Thank you** for your interest in hosting a National Kitten Coalition workshop. We are excited to share our workshop with groups working to improve the lives of animals in their care. Below are answers to the most commonly asked questions.

**What is included in the Workshop?** The course content is extensive, covering numerous topics, and each workshop is individually tailored to meet the needs and interests of the host organization. Please see the 'Topics Included in a Full-Day Workshop' for the modules offered. In addition to the in-person instruction, each participant also receives access to the PowerPoint presentation, additional informational handouts and a certificate of attendance.

**How long is the Workshop?** We offer a variety of workshop lengths. Our most popular workshop, *Increasing Survival Rates of Rescued Kittens* is a full-day workshop with approximately seven hours of course content plus additional time for breaks and lunch. Shorter workshops focusing on one or two specific topics are also available.

**Where is the Workshop held?** Workshops are offered nationally and can be held at the host group's facility or other public venue. It is the responsibility of the host organization to reserve and set up the facility.

**What are the facility requirements?** The room should be comfortable with enough space, tables and seating for the number of registered participants. An adequate projection area and access to electrical outlets for the computer and projector or large-screen display is needed for the PowerPoint presentation. A couple extra tables for check-in materials, and refreshments are also helpful.

**Who should attend?** Any adult staff member, volunteer or foster parent of the hosting organization or from the local area. Most hosting agencies opt to open registration to other local shelters and rescue groups. This serves as a valuable networking opportunity and fosters cooperation within the animal welfare community.

**What about lunch and refreshments?** We recommend the host group provide light refreshments during the day, and lunch should be held on site. This allows for additional networking and also provides extra time to ask questions and to further discuss course content. Usually lunches are brought by attendees or are paid for separately in the registration. The National Kitten Coalition will work with the host organization to arrange on-site lunch options.

**What does the Workshop cost?** The price for the full-day workshop is \$975 plus travel costs and the 3-hour workshop is \$495 plus travel costs. Both workshops include materials for up to 30 attendees. An additional materials fee of \$20 is added for each attendee over 30.

**Who handles the registrations?** The host organization or The National Kitten Coalition depending on the preference, requirements or regulations of the host organization.

**How do we set up a date?** Email [Info@KittenCoalition.org](mailto:Info@KittenCoalition.org) with the type of workshop you are requesting and a preferred and an alternative date. We will attempt to match your requested dates with instructor availability and then contact you to confirm. Spring and summer dates fill quickly; workshops are usually scheduled at least 8 weeks in advance.

