



THE HUMANE SOCIETY OF THE UNITED STATES

[Humane Society University]

Thank you for your organization's interest in one of our training programs and for inviting Humane Society University (HSU) into your community. HSU, a program of The Humane Society of the United States, conducts workshops across North America in collaboration with The HSUS regional offices. We offer our programs as either a private in-service training for your staff only or as a public workshop open to other agencies and/or any interested individuals. We prefer to have at least 4 – 6 months to prepare and promote a public workshop. It is possible to schedule private in-service trainings on a shorter time frame if HSU's overall schedule allows.

What We Offer

For both private and public trainings, Humane Society University will:

- Provide the instructor/s and pay all instructor fees and expenses including travel, transportation, meals and hotel accommodations
- Cover the cost for workshop materials and/or the reproduction of materials
- Provide certificates of completion for attendees and any follow-up mailings

For trainings open to the public, we additionally:

- Manage registration including collection of monies, as well as mailing confirmations and materials.
- Produce and mail promotional materials which will include your organization's name and logo.
** In order to be environmentally friendly and conserve resources, HSU markets primarily online/via email. If your organization would like HSU to send a hardcopy mailing to your local area, you may request a mailing no later than 16 weeks prior to the date of the workshop. The promotional materials, which will include your organization's name and logo, will also be available to your organization as a PDF document, which can be reproduced by your organization for distribution in your area.*
- Promote the training on HSU's website, humanesociety.org/university, in HSUS publications, and at appropriate events, as time allows.
- Provide the cosponsoring agency with complimentary registration(s) (number of tuition waivers will vary based on overall registrations).

What We Ask of Your Organization

In order to host an in-service training for your staff or one open to the public, we ask that your organization:

- Be able to meet minimum attendance requirements with your staff (in-service) or be located in a well populated area so that minimal attendance goals can be reached (public).
- Provide a suitable training room including tables and chairs that will accommodate the desired number of participants; room setup may require table and chairs to be set in a designated pattern.
- Obtain equipment, including audio-visuals, specific to the training, or assist in renting equipment.
- Provide a staff person to check in students onsite and distribute course materials and name tags.
- Appoint a contact person in your organization for all workshop related communications with HSU staff.

If you choose to cosponsor a training open to the public, we also ask your organization to:

- Provide morning and afternoon refreshments (e.g. coffee, tea, bagels in the AM; soft drinks with cookies or brownies for afternoon break/s).
- Arrange with a local hotel/motel to provide reduced rates to workshop attendees, if possible.
- Provide names and addresses of local animal care and control agencies for the purpose of sending promotional materials (preferably in a computer file).
- Provide information on restaurants within close proximity of training site.
- Promote the workshop in the community and encourage attendance, including contacting regional and state associations.

Finally, for trainings open to the public, we prefer that the training venue be within close proximity to a major highway, no more than 30 minutes from a major airport, close to the local hotel/motel for participants to stay, It is to have restaurants within a reasonable travel distance (5 to 10 minutes by car) from the training venue.

Communities & Colonies Training Details

Training Description

Improving the lives of feral cats and reducing their numbers require a communitywide effort. It takes people working together – feral cat organizations, veterinarians, animal shelters and rescue groups, municipal officials, public health officials, wildlife advocates, and feral cat caretakers – to achieve results.

Lead by national expert Bryan Kortis (Executive Director of Neighborhood Cats in New York), this two-day workshop explores various aspects of feral cat management and care.

Workshop Agenda

Day One – 9:00 a.m. – 5:15 p.m.

For feral cat organizations, veterinarians, animal shelters and rescue groups, municipal officials, public health department officials, and wildlife advocates

- **TNR from a Policy Perspective**
Explore in-depth issues pertaining to Trap-Neuter-Return (TNR)
 1. definition of TNR and its potential benefits
 2. alternatives to TNR and why they often fail
 3. examples of successful TNR programs
 4. wildlife and public health issues
- **Building a Communitywide TNR Program**
The practice of TNR on a large, communitywide scale is a new and growing movement that requires careful planning and organization including:
 1. collaborating with other animal groups and agencies
 2. working with the municipality and local laws
 3. forming a strategic plan and administering the program
 4. correctly allocating resources
 5. obtaining equipment
 6. holding training workshops
 7. tracking results
- **Community Collaboration Meeting and Q/A Session**
Identify the assets and obstacles within your community that could affect the launch of a successful communitywide TNR program with the instructor and review any questions that may be left.

Day Two – 9:00 a.m. – 4:15 p.m.

For feral cat caretakers, trappers, and activists

- **Caretaker Training Workshop**
This session will address the steps for:
 1. setting up a managed feral cat colony
 2. establishing good community relations
 3. feeding, providing winter shelter, arranging vet care, finding recovery space
 4. safely handling feral cats
 5. trapping (with an emphasis on conducting a mass trapping of an entire feral colony).
- **Organizing a Grassroots TNR Movement**
By following basic principles of grassroots community activism, you can start a TNR movement in your area with few resources or volunteers. You, too, can implement the strategy that helped Neighborhood Cats grow, in fewer than five years, from a few neighbors working on one colony to a citywide program.
- **Persuading Municipal Officials to Go with TNR**
Because TNR impacts so many areas of municipal concern, such as public health, animal control, and wildlife issues, it is critical for feral cat activists to gain the support of local government. Learn how to effectively present your case, including what *not* to say.

Duration:

- See times above
- Student Check-In Begins at 8:30 a.m. for both days
- One 15 minutes break is included in the morning and afternoon sessions.
- One hour lunch break from 12:00 p.m. to 1:00 p.m.

Instructor

Bryan Kortis serves as executive director of Neighborhood Cats, a New York City-based nonprofit specializing in the management of feral cats using TNR. In addition to administering a citywide TNR program, Neighborhood Cats has produced many of the leading educational materials in the feral cat field and has been a leading voice for the humane care of feral cats.

Bryan is the primary author of the award winning *The Neighborhood Cats TNR Handbook: A Guide to Trap-Neuter-Return for the Feral Cat Caretaker*, and is the codirector of the instructional video *How to Perform a Mass Trapping*. Additionally, he is a frequent presenter on feral cat issues at conferences and workshops around the country, and has led the successful implementation of communitywide TNR programs in New York City and elsewhere.

Who Should Attend?

This workshop is beneficial to anyone interested or concerned about or affected by feral cat issues, such as:

- Animal Caretakers (paid and volunteers)
- Shelter Managers and Board Members
- Municipal Officers
- Audubon Society Members
- Veterinary Technicians
- Veterinarians
- Wildlife Rehabilitators
- Animal Welfare Advocates and Volunteers

Costs and Expenses

Humane Society University generally uses registration fees to help cover our cost (instructor fees and travel expenses (airfare, hotel, miscellaneous travel cost such as taxis, shuttles, and meals) as well as student materials). HSU does not cover lunch, refreshment breaks, or any cost for the training room or A/V equipment. Below are the various options for covering the costs of the training:

1. **Hosting Agency Flat Rate/No Student Registration Fee:**
\$3200 (for up to 50 students each day) plus \$5 for each additional student over 50
2. **Low Student Registration Fee/Back-up Hosting Agency Matching:**
The student registration fee is set at rate determined by the hosting agency (ex. \$25). The hosting agency would match the difference between the actual cost of the training and the income gained by HSU through the registration fees. An invoice would be sent to the hosting agency following the completion of the training.
3. **Student Registration fees only/No Hosting Flat Rate:**
HSU sets registration fees based on our average class size of 35 students. With no sponsorship, the registration fee per student for this training would be \$50 for one day and \$95 for both.

We also recommend considering financial sponsorship from other sources or organizations. Many hosting agencies are able to find sponsors for the refreshment breaks, lunch, or to go towards the general expenses for the training. If you are able to recruit sponsorship for this training, HSU will include the name or logo of the sponsor with the promotional material if time allows.

Registrations

Humane Society University manages online registrations. Students may also print a brochure from the website and pay by mail (check or charge) or fax (charge only), in addition to online registration with charge card.

Cancellations:

- **By HSU or HSUS:** If the course is cancelled by The HSUS, all tuition, flat rate fees, or sponsorship monies paid will be returned.
- **By the cosponsor:** If the course is cancelled by the cosponsor, the hosting agency shall reimburse HSU for all out of pocket and non-cancelable obligation relating to the cancelled training.
- **By Student:** If a student withdraws prior to the week of the training, the student will receive a 75% refund; within a week, no refund will be issued.

The Host Organization/ Co-sponsor

The host organization (or co-sponsor) can be any local organization interested in helping reduce the numbers of feral cats, such as an animal-interest organization (humane society, bird club, etc.), a veterinary organization, municipality, or any other volunteer or business group who is concerned about helping feral cats and reducing their numbers humanely.

Requirements for a Training Facility

- If you expect attendees from outside your local area, the training facility should be convenient for air travel and near inexpensive hotels/residential facility (such as a dormitory, etc.). The local organization provides HSU with information about local accommodations as well as local travel information, parking, amenities, etc. to share with the instructor(s) and students. If a special hotel rate is able to be arranged by the cosponsor, please send a written copy of the rate agreement from the hotel to HSU.
- Meals are "on your own," so inexpensive restaurants should be nearby to accommodate different diets.
- The classroom should accommodate at least 40 people, with tables or student desks, so participants can have a place to write and still see the presentation. Tables are required so that students can work in small groups.
- The classroom should be protected from the elements (with heat or air conditioning as required) and have electricity for an LCD projector and possibly a VCR. A projection screen is needed, minimum 6' by 6', or larger depending on class size.
- The facility should include an area for refreshments, rest rooms, and parking.
- Finally, the classroom should be as free from distractions as possible such as barking dogs or other loud noises, ringing phones, high foot traffic area, or other interruptions.

AV Equipment Needed

This training requires the following equipment be available:

- A flip chart
 - Markers
 - Screen
 - Projector*
 - Speakers*
- *For the projector and speakers, we need to be able to connect a regular DVD player or VCR to them, the instructor will bring the player and connection cords)
- 2 Tru-catch Model TD-2 Trap Dividers (if your organization does not have these on hand, the instructor can bring a set)
 - 1 trap with a rear door, preferred size 36 inches in length (but not under 30"). Any brand you have on hand will work (preferred brands: Safeguard or Tomahawk, or Tru-Catch).

Conference and Shorter Presentations

This workshop and shorter versions of it are available. Please contact Kellie Johnston at kejohnston@hsus.org for further information and cost estimate.

Scheduling a training...

Approximately 4 months planning time is required to prepare and promote a workshop open to the public. Scheduling may also be affected by the overall schedule of HSU. It is possible to schedule private in-service workshops on a shorter time frame dependant the on overall scheduling availability of HSU.

Please complete the attached form titled "HSU Training Request Form."

INSTRUCTIONS for completing and submitting the above mentioned form: This is a Microsoft Word Form document. Simply click on the grey box and type in the requested information. Use your TAB key to move from one field to the next. The grey text box will expand to accommodate your information. For 'check box' items, simply click on the desired box. When finished, save the document. Send the completed form as an email attachment, or print and fax it Attn: HSU Training Manager.

Mailing Address:

Attn: Training Manager
Humane Society University
700 Professional Drive
Gaithersburg MD 20879

Fax number: 866-481-6912

A representative from the Humane Society University will contact you directly. Again, thank you for your interest. We look forward to working with you to make your training a success!