



Standard Operation Procedures (revised 12/9/2024)

Pet Food Pantry

Pet Food Pantry program provides food assistance to owners seeking help to feed their pets in a time of need. Our pet food supply is limited, but our kindness is not. To serve the community better and give food to more pets, we establish certain protocols and procedures to maximize our limited resources.

Currently any pet owner in need can access the pantry as many times as they wish. We do not have limits on how many times they can come, and we do not require much information for data tracking from participants. Therefore, we must do our best to put limits on how much we give to manage our resources and make them last.

The pet food we provide is supplemental and unfortunately cannot fulfill the entire need for a pet's diet for a long period of time. If more pet food is donated, we will adjust our numbers and give accordingly.

Staff or volunteers that hand out pet food to the community must follow these guidelines and are responsible for the data collecting during the time of services.

Pet Pantry Guidelines

Dog Food

- 1 Ziplock bag per dog regardless of size.
- The maximum limit is 1 bag regardless of the number of dogs.
- Extra bag can be provided to the client under our discretion and capacity

Wet Food (When available)

- 1 can per dog if receiving dog dry as well.



- The maximum limit is 2 cans regardless of the number of pets.

Cat Food

- 1 small Ziplock bag per cat
- The maximum limit is 1 bag

Wet food

- 2 cans per cat.
- The maximum limit is 6 cans regardless of the number of cats.

Data

Data is collected every time someone hands our pet food from the pantry to the community.

- Sign-un sheets are available and located at the Adoptions pet food pantry area and Community Action Team office
 - additional copies are located at the Community Action Team Office

Cat Colonies

We are not able to provide cat food for feral colonies or community cats. Our priority is to help people's long-life companions that have fallen into hard times and need help for a short period of time.

If a person has more than 5 cats and needs additional pet food, please have them sign a sheet with their contact information. The Community Action Team will contact them and determine the best action plan to help them.

Sign- in sheet is located at the Adoptions pet food pantry area.

Human and animal organizations



If a representative of another human or animal service organization is requesting pet food for more than 3 clients, please have them contact Community Action Team staff for further assistance.



