

Volunteer Opportunities with Tip Me Frederick

Billing & Mailing: This person will create client bills from several clinics. Some will be for free clinics with no or minimal money owed; some will be for low-cost services. The original vet certificates will be included. Clients can pay via check, cash, or PayPal.

Clinic Scheduling: This person will work with clients to schedule their cats for our clinics. This will include an original email with appropriate paperwork attached and follow-up calls to verify attendance and reschedule as necessary. This person must be people-friendly and feel comfortable making in-person contact via phone, text, and email.

Transportation: This person will drive cats to and from clinics on specified days. We have a very nice Dodge Caravan, which is comfortable for everyone to drive. This will include transporting cats to vet appointments, sanctuaries, and barn homes.

Event Planning: This person will plan events that TMF can attend to educate and fundraise. These events may be free or paid. This will require scheduling volunteers to attend and keeping tables, chairs, event supplies, and signage. This may require set up at the event.

Event staffing: This person, or persons, will attend an educational and/or fundraising event that may be in shifts or all day. Must be people-friendly, outgoing, and creative.

Volunteer Recruitment and Coordination: This person will work with TMF personnel and event planning to recruit and schedule volunteers for needed jobs and event staffing.

Fundraising: This person will work closely with board members and event planners to establish areas of fundraising, online or in-person, financial goals and search out new ways to raise money. Must be familiar enough with social media to post online fundraising sales daily. Must keep track of totals and print reports if necessary. This may include raffles which will be totaled and reported at year-end.

Online donation tax thank you receipts: This person will send an email “thank you” to Donors following a standard layout.

Social Media: This person, or persons, will utilize our social pages and groups to post happenings, fundraisers, info, and TNR totals and goals. This will include expanding our presence, audience and engagement; keeping a unified brand across all media.

Bookkeeping: This person will work directly with the president and treasurer to track fund usage and help set budgeting goals.

Trappers: This person, or persons, will help caretakers trap their cats for an upcoming clinic. This will require you to learn to use traps and drop traps properly. This may require transporting said cats to a prep and recovery location.

Colony feeders & caretakers: This person, or persons, will either help on a temporary or full-time basis to TNR if necessary, feed and watch cats on a scheduled basis. This will include spring and fall maintenance.

TNR prep and recovery: This person, or persons, will need a large area that can be temp controlled to hold cats in traps before and after TNR. This may require crating a cat that needs more individualized care or recovery. Understanding feral behavior is a must; TMF personnel will train you if a cat needs extended care.

We also need papers folded, towels washed, traps washed & errands run. Nothing is too small or unimportant. If you see a need, please let us know and either fill that roll or work with us.

Volunteer Opportunities with TMF foster program: Tiplings

Foster: This person must have a good knowledge of cats and kittens and have space in their home for additional pets. This may require a quarantine space till the cat/kitten is fully vetted. This will require the attendance of adoption events and keeping current pics & information for the director and social media to use in online “advertising.”

Online Adoption Portal Maintenance: This person will work closely with the director to upkeep PetFinder, Chewy, and other online adoption portals to keep current the information on all foster cats and kittens. This may require working with social media to promote kittens before they are fully vetted to create buzz. This will require answering email inquiries and connecting the potential adopter with the proper foster and the director.

Adoption Event Planner: This person would locate venues that would allow us to showcase our adoptable cats and kittens. They would also send all correct liability forms and work with the venue to determine which cats to show. Keep inventory of crates, tables, chairs, adoption paperwork, and giveaways. Set up and break down on the event day and work with the fosters to bring their adoptable cats and kittens.

Microchip & Adoption Registrar: This person will get the final paperwork on an adopted cat or kitten, upload to OneDrive, and register the microchip for the adopter.

Social Media: This person, or persons, will utilize our social pages and groups to post happenings, fundraisers, info, and adoption totals and goals. This will include expanding our presence, audience and engagement; keeping a unified brand across all media.

Grant writer: This person will seek out grants for foster vetting and care, including free food, litter, and other supplies. They will work closely with our other grant writer(s) and the director to determine what's needed.