

# KCPC VOLUNTEER CORPS

## VOLUNTEERS AND THEIR TASKS

### PET PHOTO FOLLOW-UP

Many of the requests we receive to post a LOST or FOUND pet indicate that a photo of the pet is included. When one is, it is immediately posted along with the pet's profile information. Some poster's send the photo separately, even a day or two later. And some forget or are unable to send a photo at all.

KCPC believes that PHOTOS CAN MAKE ALL THE DIFFERENCE in getting a fast response about a LOST or FOUND pet. The PHOTO FOLLOW-UP volunteer will monitor the website focusing on those postings that have the phrase "PHOTO EXPECTED SOON" in the PHOTO column of either the LOST or FOUND pages of the website. We want to allow up to three days including the date of the posting (the 2<sup>nd</sup> column) to give photos a chance to arrive by email. Any posting older than that is the target audience we want to reach by phone.

The volunteer will call the phone number included in the posting to ask if they can send a photo as soon as possible. You can stress our position that "photos can make all the difference" and encourage them to do so. Photos should be email/attached to [pets@kcpetconnect.com](mailto:pets@kcpetconnect.com) in .JPEG format which is generated by a digital camera or a cell phone camera. Upon receipt of the photo, we will post it within 24 hours.

Photos are particularly IMPORTANT for postings that include the Lassie Alert graphic. Lassie Alerts are broadcast emails sent to hundreds of registered users as well as animal control offices, shelters and vets in the KC area that are within a fifteen mile range of the ZIP CODE listed in the posting.

Ask the pet owner who is sending the photo to copy your email address so that you know whether or not they have sent it. This volunteer activity should be conducted daily if possible but no less than every 2<sup>nd</sup> day.

NOTE: Emails and Zip Codes are the most important data we rely on in this system. During the call to the poster, ALWAYS confirm the "primary email address" – the one they used when completing the request form on the website. If they have two emails, identify the one that is "primary". For Zip Codes, confirm the Zip Code associated with the location tjhat the pet was reported LOST in or FOUND in – NOT the posters home address Zip Code.

For questions and clarifications about this procedure please contact us by:

Email: [tina@kcpetconnect.com](mailto:tina@kcpetconnect.com)  
Phone: 913-322-7256

WE WELCOME YOUR HELP AND LOOK FORWARD TO YOUR OWN IDEAS AND SUGGESTIONS FOR CHANGES TO THIS PROCEDURE OR TO THE WEBSITE!