Cat Adoption and Intake Tracker Historical Example

The Adoption and Intake Tracker is a spreadsheet maintained by the Cat Program Manager. Data illustrated within this document is historic and only to be used as an example.

**Cat Intake Data**

Monthly cat intake data is compiled and logged in the spreadsheet. Graphs are helpful to visualize the average intake to help plan capacity, staffing, marketing, and resource allocation well in advance. This information is also used by Development, Marketing, Accounting, and several other APA! departments.
**Cat Adoption Data**

Monthly cat adoption data is compiled and logged in the spreadsheet. Graphs are helpful to visualize the average number of monthly adoptions to help plan capacity, staffing, marketing, and resource allocation well in advance. This information is particularly useful in analyzing program growth. This information is also used by Development, Marketing, Accounting, and several other APA! departments.

**Cat Adoption Data by Adoption Site**

Monthly cat adoption data organized by adoption location is compiled and logged in the spreadsheet. This information is particularly useful in analyzing how well each location is performing. This information is also used by Development, Marketing, Accounting, and several other APA! departments.
Cat Adoption and Return Data by Adoption Counselor
Monthly cat adoption and return data organized by adoption counselor is compiled and logged in
the spreadsheet. This information is particularly useful in analyzing how many adoptions each
counselor has performed and how many of those resulted in a returned adoption. Counselors who
meet or exceed a 10% rate of return are required to complete additional training.