

MISSOURI ANIMAL CONTROL ASSOCIATION

presents

MINI TRAINING

in

**Sedalia,
Missouri**

on

**May 20,
2025**

A presentation by James Taylor
with Midwest Animal Services
Academy

Professional Report Writing: During this class, we will discuss the importance of proper report writing; taking detailed information when receiving the complaint; techniques for avoiding confusing case narratives; making effective field notes; writing an investigative report (case narrative); grammatical and structural rules of report writing; proof-reading; and finalizing the report.

Animal Handling and Equipment Use: During this class, we will discuss and use the various pieces of commonly used animal handling equipment, such as catch poles, snappie-snares and live traps. We will also discuss animal capture techniques, lifting and transporting animals and how to address injured animal pick up and care.

Hosted at the Sedalia
Police Department –
300 West 3rd St.
Sedalia, MO 65301

UPCOMING EVENTS

MACA Spring Certification Class

April 10th and 11th - Location
TBD in the Columbia

MACA Annual Conference

September 24-26, 2025
Chateau On The Lake
415 N. State Hwy 265
Branson, MO 65616

Check Facebook and
maca1.net for updates

PRE - REGISTRATION FOR THIS EVENT IS REQUIRED

REGISTRATION:
\$50 FOR MEMBERS
\$75 FOR NON-MEMBERS

METHOD OF PAYMENT

- Mailed Check
- Invoice my organization
- Pay online at maca1.net

LODGING RECOMMENDATIONS

Hotel Bothwell
103 East 4th St.
Sedalia, MO 65301

Motel 6
3402 W Broadway Blvd.
Sedalia, MO 65301

Holiday Inn
4001 W Broadway Blvd.
Sedalia, MO 65301

TRAINING SCHEDULE

Registration check in begins at
7:45 A.M.

8 a.m. to 12:00 p.m.

Professional Report Writing

12:00 p.m. to 1:00 p.m.

Lunch will be provided by the
Sedalia Animal Shelter.

1:00 p.m. to 5:00 p.m.

Animal Handling and Equipment
Use



The Missouri Animal Control Association reserves the right to reschedule or cancel this training due to unforeseen circumstances. In the event it is necessary to reschedule or cancel a full refund will be offered.