



North Carolina Schnauzer Rescue (NCSR)

PO Box 1147

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(919) 434-5091

NCSR POLICIES & PROCEDURES

This document highlights and outlines NCSR's basic policies and procedures. If you become a member and volunteer in a certain area for a specific duty or task, you will be given further documentation and direction on how to complete that task in order to help NCSR stay within its legal and ethical requirements as a rescue group. By applying for membership, you are agreeing to follow NCSR's policies and procedures as outlined in this document as well as all other official NCSR documents.

NOTE: These Policies & Procedures are subject to change either by nature of need or addition to processes, change of personnel, etc. The membership may vote for a change in By-laws, which would affect some of these policies, or the Board may enact a change in procedure due to unforeseen needs or issues that arise that do not require membership vote. Major changes to this document will be communicated to membership. Further detailed documents on procedures (especially with fostering) will be included in separate documents. If you have questions at any time, just ask! ☺

To contact NCSR Board, email rescue@ncschnauzers.org or call (919) 434-5091

I. MEMBERSHIP

- a) To be a member of NCSR, you must be at least 21 years of age.
- b) Potential members must complete the NCSR MEMBERSHIP AGREEMENT AND CODE OF CONDUCT application. Membership Applicant must be approved in a similar fashion as adoption applicants – reference checks and a satisfactory home visit must be completed.
- c) **NCSR encourages members to be active volunteers. There are many opportunities to help – just ask! If you have a skill in a certain area, please let us know and we can find a volunteer job for you.**
- d) The one-time membership fee is \$25, with a renewal fee each year of \$10. The renewal fee may be waived as long as you are an active volunteer – we'd much rather have your volunteer time than your money!
- e) Membership has its benefits – you will be notified first of incoming dogs into the rescue. Also, as a member and foster home, you have the first option to adopt any of our rescue dogs – you just have to let us know that you are interested in adopting. In the event that multiple members want the same dog, the member who contacts the adoption coordinator first will have first right to adopt. If the dog is a "highly adoptable" dog who would also fit with approved applicants, the member/foster home should make an adoption decision within 2 weeks of fostering the dog to assure he/she can be adopted into a permanent home as soon as possible.
- f) Members should be familiar with NCSR's mission, and understand that we support spay/neuter for all family pets. People wishing to breed their dogs who are not registered breeders may be denied NCSR membership as we do not condone casual breeding.

II. ADOPTION APPLICATIONS

- a) To be an applicant for adoption of a rescued miniature schnauzer through NCSR, the person(s) must be at least 21 years of age, be gainfully employed/financially able to care for a dog, as well as successfully complete the pre-approval process which includes 3 personal

reference checks, a veterinarian reference (if they have or previously had animals) and also a home visit.

b) Potential adopters must complete the NCSR ADOPTION APPLICATION.

c) The adoption application process will be handled by a committee of people – different NCSR members should check references, another do the home visit, etc.

d) Adoption applications must be reviewed by all NCSR Board members, and majority approved, before final approval is given to adopt.

e) Applications to adopt may be turned down for any number of reasons, including, but not limited to: Showing a history of giving away pets, showing a history of not properly taking care of their animals/not taking them to the vet, using invisible fencing, already having too many animals and not able to give one-on-one care to a rescue.

f) There will always be more applications than there are dogs available to adopt. We will attempt to place dogs with approved applicants who have been waiting the longest, however, the needs of the dog come first, and the priority will be to place the right dog with the right family, regardless of applicant's "wait time."

g) All approved applications to adopt from NCSR will remain active until the applicant(s) adopt and say they do not want another dog, or the applicant wishes to be removed from the adoption applicant's list for any reason.

III. COMMUNICATIONS

a) Email is NCSR's primary mode of communication, but we do not want to flood members with email. Please keep any emails you send to the group ON TOPIC – do not send forwarded emails, joke emails, or anything that is not specific to our rescue activities or schnauzer/canine related issues.

b) No solicitations through the email list by members.

c) Open discussion to the members email list is encouraged but again, please keep it on topic, and refrain from any "sports talk", religious, political, or other social topics that everyone may not agree on. We are all here as people who want to help schnauzers and rescue dogs, and that is the commonality we wish to keep in focus.

d) When sending communications to Board members, committee leads, or other members directly, please keep in mind **we are all volunteers**, have full-time jobs, families, etc, **and may not always be able to answer emails immediately. If something is urgent, please feel free to pick up the phone and call! Sometimes talking is faster than emailing anyway ☺**

IV. INTAKE OF DOGS

a) For NCSR to intake a dog into the rescue (from an animal shelter, owner turn-in, or other) the NCSR Board must first be notified, there must be a foster home available for the dog to go to, as well as at least \$1,500 (or more) in the NCSR bank account.

b) For ANY intake of a dog into NCSR custody, there must ALWAYS be an OWNER RELEASE FORM filled out and signed by the owner/current guardian of the dog, whether that is an individual or a shelter.

c) For any intake of a dog, every attempt to secure the Medical/Vet Records of the dog must be made. If the current owner cannot provide them, please ask for the name/phone number of the last vet.

d) There will be no "owner placements" where NCSR posts the dog under the rescue name while the dog is still in custody of its "owner." ALL NCSR rescued dogs must be in NCSR custody, and have an OWNER RELEASE FORM on file. Courtesy listings will be allowed on our website, but NCSR will have no liability or connection with those placements.

e) Veterinarian care should be confirmed or given as soon as possible to all rescued dogs. If proper veterinarian care cannot be confirmed, an NCSR member will take the dog to an approved vet for the following:

Heartworm test, then assuming it's negative-

Rabies 1 year vaccination
DHPP or DHLPP
Bordetella (kennel cough)
Fecal check for worms, treat for any worms
Check ears for infection, treat for any infection
Spay/Neuter
Make every effort to be Micro-chipped with NCSR contact info by <http://www.homeagainid.com> (please search for a vet that microchips with Home Again, and does so at a reasonable cost - under \$30. OR request a HomeAgain microchip be sent to you from rescue@ncschnauzers.org and your local vet can insert it. This may be done separately from all other vet work.)

If a dog is found to be heartworm positive, NCSR Board must be consulted and give approval before continuing veterinary care to assess the situation and likelihood of recovery of the dog. (If heartworm treatment takes place, we know vets that will do it for \$150.)

f) Known aggressive biters will not be accepted into the NCSR rescue, but if a dog within the rescue program is found to be a biter and is unadoptable, the NCSR Board will need to make the decision surrounding euthanasia that acknowledges the dog's quality of life, as well as considers the safety of foster homes and humans that may come into contact with the dog.

g) If a dog taken in to NCSR for rescue is found to be terminally ill, that dog may not be deemed adoptable, and may live out the remainder of his/her life in foster care.

h) Members of NCSR should be notified BEFORE external applicants of incoming dogs into the rescue.

V. FOSTERING OF DOGS

a) To be a foster home for NCSR, an applicant must complete the FOSTER HOME APPLICATION AND AGREEMENT and follow all fostering guidelines. There is a separate NCSR FOSTER GUIDELINES document that will hopefully answer most fostering questions with regards to vet care, reimbursements, etc.

b) ALL rescued dogs should remain in foster care for a minimum of 2 weeks. This allows for thorough personality assessment, as well as to allow healing from spays/neuters that usually need to be done.

c) No more than 2 foster dogs will be allowed in any NCSR foster home at a given time.

d) No more than 3 owned dogs should be in a home where an NCSR dog is being fostered. We want each rescue to get 1 on 1 attention and assessment, and if there are too many dogs already in the home, that 1 on 1 attention cannot be given. If there is only 1 caregiver in the home, the limit should be 2 owned dogs and only 1 foster dog at most.

e) Foster families are responsible for getting exposure for their fostered friend (taking the dog to pet fairs whenever possible, going out in public, etc.)

f) If a foster home wishes to adopt their foster dog, they must advise the NCSR Board as soon as possible so we will not entertain other applicants for the dog. For highly adoptable dogs, the foster home should make a decision to adopt within 2 weeks of fostering the dog to allow that dog opportunity to be adopted and go to his/her permanent home as quickly as he/she can.

g) Approval for veterinary care of fosters should be confirmed with the NCSR Board *before* a foster parent takes a foster dog to the vet (except for in case of emergency- in that case, get the dog treatment ASAP and we'll worry about the money afterwards.) All vet costs that are approved (or emergency) will be reimbursed, OR paid for by NCSR at the time of the visit. See separate NCSR FOSTER GUIDELINES for more detailed instructions.

h) When transporting an NCSR rescue dog, that dog MUST always be confined by a travel crate, secured by a seat belt harness, or otherwise secured in the vehicle. He/she should not be allowed to roam free in the vehicle, or ride up front with the potential of being hit by the air bag in case of an accident. This also keeps the dog from being able to run loose when a door is opened, as many rescue dogs may have the tendency to run away from unfamiliar people or places.

VI. ADOPTION OF DOGS

It will be a standing policy that NCSR will never ask for more than \$300 for an adoption donation on any rescued dog. The adoption donation requested for dogs will be as follows:

\$300 for any miniature schnauzer 2 years old or younger.

\$250 for any miniature schnauzer 3 years to 5 years old.

\$200 for any miniature schnauzer 6 years old or older.

In the event we accidentally take a mix into the rescue, the donation requested regardless of age will be \$200.

Donations above the amount requested will always be accepted, and payment of veterinary bills up to and over the amount of the adoption donation may also be accepted in lieu of the adoption donation.

a) All dogs must be spayed or neutered and be up to date on all required vaccinations before adoption can take place.

b) There is a "priority" order of people being considered to adopt a dog (assuming multiple applications for the same dog):

1. Foster family/member that is fostering the dog

2. Active members

3. Pre-approved Applicants outside of membership

c) When adopted, all dogs should be sent to their new adoptive home with at least the following:

1. A collar with NCSR tag, and any toys or "security blanket" items

2. The NCSR MEDICAL RECORD form (vet records)

3. Any medication they may have been prescribed

4. 1 month heartworm preventative (1 pill Interceptor or Heartgard)

5. A small bag of current food dog is eating (to prevent stomach upset- to be mixed in with new food, or adoptive family may buy that same food.)

6. "Adoption Packet" of informative handouts and flyers. See "ADOPTION PACKET" folder in NCSR-members Yahoo group files area.

d) Adoptive families are required by the adoption contract to take the dog in for an initial vet visit with their own vet within 4 weeks of adoption (to establish the dog with that vet, assure the dog is put on heartworm preventative, etc.)

d) Any dog adopted from NCSR must be returned to NCSR in the event that an adoptive family can no longer care for the dog (as per adoption contract.)

e) All adoptive families should be followed up with on a monthly/bi-monthly basis.

f) No "long term fosters." No member is allowed to "long term foster" – if the member wishes to adopt his/her foster dog(s) that decision must be made within 2 months of having the dog in foster and notify the NCSR Board.

g) Once the dog is adopted, NCSR will not be responsible for veterinary care or any other expenses related to that dog's care.

VII. COMMITTEES

Below lists a few of the committees we know we will need, but this list may be edited or be added to as our needs grow and change!

-Foster Committee – resources for new members who foster, help track dogs in foster care

-References Team – applications processing, phone calls, ref checks, documents updates, etc

-Follow Up Committee – follow-up calls and emails to adoptive families

-Membership Committee – tracking membership, organize membership events

-Fundraising Committee – lead fundraising efforts, organize participation in Pet Fairs

-Communications/PR Committee – Helps communicate out to membership and general public regarding NCSR events, needs, etc.

-Intakes/Shelters Committee – arrange for intakes, transports, and reviewing shelter website for potential miniature schnauzers in need.

VIII. BOARD & OTHER MEMBERSHIP POLICIES

a) There will be an annual member meeting/event each year, and all members are invited and encouraged to attend.

b) Board meetings should be held regularly- at least once per month but possibly more if situation dictates. Meetings may be in person or by conference call. Members may attend the Board meetings at any time, and will be notified at least 1 week in advance of any scheduled Board meetings. (Or a regular monthly date may be posted and communicated once they become necessary.)

c) Membership committee may try to organize monthly member gatherings - just for coffee or dinner or something - just to keep in touch.

d) Board members will be limited to a 2 year term, but can be re-voted into office if the membership does so.

We hope that as a volunteer group working together to help rescue miniature schnauzers, we will never have personal or internal issues that interfere with that mission, but if we do:

e) Members may move at any time for a Board member to be removed if there is just cause or question. If such movement is made, a hearing/meeting of the Board should occur, including both parties, and if there is no consensus in the Board, then a meeting of the membership should take place and a vote be taken. Majority vote of the membership in attendance will decide the outcome.

f) Members may also move at any time for another member to be removed if there is just cause or question. There should first be a meeting with the Board and all parties involved, then if no solution is found, the issue must be communicated to the membership, the member in question be allowed to comment, then a majority vote of the membership in attendance will decide the outcome.

g) This group will always put the welfare of the dogs FIRST, but will also realize we are all volunteers and can only do as much as we can do with our limited volunteer time. We understand we cannot save every single dog, but we will do our best to make a difference in the lives of miniature schnauzers in North Carolina.

Our Mission and Objectives:

To rescue, rehabilitate, and adopt out abandoned or displaced miniature schnauzers in North Carolina.

We believe all family pets should be spayed or neutered to help control the pet overpopulation problem, and we hope this will someday put ourselves out of the business of rescue!

Having a dog as a family member is a privilege, not a right. You must be prepared to care for your dog emotionally, medically and financially, and all our rescued dogs must go to homes where they will be kept as indoor dogs, not left outside alone for long periods of time.

A fence is not a requirement for adoption, but all rescues should be either leashed or confined by a fence when they are out of doors.