



ROCKY MOUNTAIN DACHSHUND RESCUE POLICIES AND PROCEDURES MANUAL

Version 3.0

Effective Date: July 26, 2026

Supersedes: RMDR Policies and Procedures Manual Version 2.2a, updated March 7, 2024

Revision History

Version	Date	Description
2.2a	March 7, 2024	Prior policies and procedures manual.
3.0	July 26, 2026	Updated to align with the Amended and Restated Bylaws, expanded governance structure, Executive Director role, updated finance controls, advisor roles, records policies, and operational growth.

Note: each operational area within Rocky Mountain Dachshund Rescue may develop internal working procedures, forms, checklists, and training materials consistent with this manual, the Bylaws, Board-approved policies, and RMDR's charitable mission.

Table of Contents

Revision History	1
Note: each operational area within Rocky Mountain Dachshund Rescue may develop internal working procedures, forms, checklists, and training materials consistent with this manual, the Bylaws, Board-approved policies, and RMDR's charitable mission.	2
Table of Contents	2
1. Administration	5
Mission	5
Policy Precedence	5
Current Leadership Roster	5
Organizational Structure	6
2. Board Governance and Policy Authority	6
Board Meetings	6
Minutes	7
Policy Authority	7
3. Executive Director, Leadership Team, and Advisors	9
Executive Director	9
Leadership Team	9
Advisors	10
4. Records, Confidentiality, and Reporting	10
5. Code of Conduct	10
Conflict of Interest and Dual Affiliations	11
6. Adoptions and Pre-Approved Adoption Applications	11
Adoption Review	11
Approval and Meet-and-Greet	12
Adoption Finalization	12
Adoption Fee Structure	13
Puppy Spay and Neuter Guidelines	13
Unique Cases	13
Pre-Approved Adoption Applicants	13
7. Committees, Operational Roles, and Responsibilities	14
Colorado Coordinator	14
Foster Recruitment	15
Foster Coordinator(s)	15
Intake Coordinator	15
Foster Mentors i.e. Leadership Buddies	15
Adoption Coordinator	15

Volunteer Coordinator	16
Fundraising Coordinator	16
Events Coordinator	16
Transportation Coordinator	16
Technology Support and Communications	16
Website	16
Social Media	17
Marketing Coordinator	17
Community Outreach	17
Grant Writing	17
Communications Specialist or Coordinator	17
8. Euthanasia and No-Kill Commitment	17
9. Events	18
10. Finance	19
Financial Oversight	19
Budget	19
Spending Authorization	20
Reimbursements and Receipts	20
Donations and Restricted Funds	21
Adoption, Donation, and Fundraising Payments	21
Financial Reporting and Tax Filings	21
Compensation	22
Insurance, Hold Harmless, and Risk Management	22
11. Fosters	22
12. Temporary Fosters and Dogsitting	25
13. Fundraising & Events	26
14. Marketing	27
15. Medical Vetting	27
16. Surrenders and Intake	29
Intake Approval	29
Covered Animals	29
Geographic and Local Rescue Considerations	30
Intake Assessment	30
Shelter Dogs	32
Surrender Procedure	32
17. Transportation	32
18. Volunteers	33
19. Whistleblower and Good-Faith Reporting	34
20. Appendix 1: Breed Standards	34
RMDR Guideline for Breed Standards	34
Physical Areas to Review: Dachshund	35

Height and Weight	35
Dachshund Puppy	36
Physical Body Areas to Review: Dachshund Mixes	36
Spay or Neuter Timing	36
Barking	37
Growth	37
References	37

1. Administration

Mission

Helping dachshunds in need of a new home get the care they require and find loving forever families.

Policy Precedence

This Policies and Procedures Manual is adopted by the Board of Directors to guide the day-to-day operations of Rocky Mountain Dachshund Rescue ("RMDR" or the "Corporation"). If any provision of this manual conflicts with the Articles of Incorporation, Bylaws, applicable law, or a later Board-approved policy, the Articles of Incorporation, Bylaws, applicable law, or later Board-approved policy shall control.

The Board may amend this manual from time to time. Operational leaders, coordinators, advisors, fosters, and volunteers are expected to follow this manual and any additional procedures approved by the Board or Executive Director within the authority delegated by the Board.

Current Leadership Roster

Current Board members, advisors, coordinators, and operational leads shall be maintained in a separate Board-approved leadership roster. The Board controls roster entries for Directors, advisors, and the Executive Director. The Executive Director may update operational leads and coordinators within authority delegated by the Board. The roster is not part of the Bylaws and should not require amendment of this manual unless the Board chooses to include it as an appendix.

The leadership roster may include:

1. Board of Directors.
2. Board Advisors.
3. Executive Director.
4. Leadership Team.
5. Rescue Team coordinators.
6. Current vendors, accountants, or professional contacts.
7. Temporary vacancies or interim assignments.

Organizational Structure

Operational work is carried out by coordinators, fosters, advisors, and volunteers working together across RMDR's service areas.

The Board provides governance and policy oversight. The Executive Director coordinates day-to-day operations and team leadership within authority delegated by the Board. Coordinators and volunteers should communicate through the appropriate team coordinator, Executive Director, or Board contact when questions arise.

RMDR is not a statutory membership organization. Volunteers, fosters, donors, advisors, coordinators, and other persons associated with RMDR may participate in RMDR activities as approved by the Board or Executive Director, but they do not vote on Board actions unless separately elected as Directors.

2. Board Governance and Policy Authority

The RMDR Board of Directors manages and governs the Corporation in accordance with the Articles of Incorporation, Bylaws, applicable law, and the charitable mission of RMDR.

The composition, voting rights, terms, elections, vacancies, quorum, meetings, removal, and amendment procedures of the Board are governed by the Bylaws. The Board consists of five voting Directors as provided in the Bylaws.

The Board's responsibilities include:

8. Governance and strategic oversight.
9. Approval and amendment of Bylaws and Board policies.
10. Election, removal, and oversight of Directors.
11. Appointment, evaluation, and removal of the Executive Director.
12. Financial oversight, budget approval, and major expenditure approval.
13. Oversight of conflicts of interest.
14. Approval of major organizational decisions.
15. Oversight of legal, tax, insurance, licensing and corporate compliance.
16. Oversight of policies that protect dogs, volunteers, fosters, adopters, donors, and continue focus on RMDR's charitable mission.

Board Meetings

The Board shall meet at least four times each year, generally quarterly. Meetings may be held in person, by telephone, by videoconference, or by other electronic means permitted by the Bylaws.

The Board of Directors and the Executive Director are expected to attend Board meetings and to notify the President or Secretary as soon as possible if they are unable to attend.

Volunteers and advisors may attend annual board meetings, or other meetings at the invitation of the board or Executive Director, as permitted by the Board or Board policy, but they do not count toward quorum and do not vote on Board actions unless separately elected as Directors. The Board may limit attendance for confidential matters, legal advice, personnel or volunteer issues, conflicts of interest, sensitive animal care matters, or other topics requiring heightened confidentiality.

Minutes

Meeting minutes shall be prepared under the oversight of the Secretary. Minutes should document Board actions, votes, conflicts of interest, recusals, and other information reasonably necessary to document the Board's governance decisions.

The Board may authorize artificial intelligence, transcription software, recording tools, or similar technology to assist with preparing draft minutes, subject to confidentiality, privacy, data security, and record retention requirements.

Draft minutes, transcripts, recordings, or AI-generated summaries are not official records unless reviewed and approved as provided in the Bylaws and Board policy. Official minutes shall be retained with RMDR's records and will be posted in the #meeting-minutes public Slack channel within 5 days of the meeting.

Policy Authority

The Board may adopt, amend, or repeal policies and procedures governing operations, animal care, intake, adoption, foster care, volunteer conduct, fundraising, finance, reimbursements, communications, recordkeeping, emergency operations, and other matters.

Operational procedures may be developed by the Executive Director or designated coordinators, provided they remain consistent with the Bylaws, Board-approved policy, applicable law, and RMDR's charitable mission.

Colorado PACFA Compliance

Rocky Mountain Dachshund Rescue (RMDR) will maintain a valid Colorado PACFA license, including a qualified Colorado Primary Business Contact (PBC) and the licensed Colorado business address associated with the license.

If the licensed Colorado business address or Primary Business Contact (PBC) changes, RMDR will immediately notify the Colorado Department of Agriculture's Pet Animal Care and Facilities Act (PACFA) Program and submit a new PACFA license application as required. RMDR may designate a new qualified Colorado representative or utilize a registered agent service, provided the representative can maintain access to all records and documents required by PACFA and fulfill all applicable regulatory responsibilities.

If RMDR is unable to maintain a licensed Colorado address and qualified Primary Business Contact, or if a replacement license cannot be obtained in a timely manner, RMDR will immediately suspend:

- Accepting new foster homes in Colorado.
- Accepting new animal intakes within Colorado.
- Placing additional animals into Colorado foster or adoptive homes.

During this transition, RMDR will continue to comply with all applicable PACFA requirements for any animals already under its care in Colorado. Existing foster placements, veterinary care, and adoption activities necessary to fulfill RMDR's legal and ethical obligations will continue until each animal has been lawfully adopted, transferred to another licensed organization, or otherwise removed from Colorado in accordance with PACFA requirements.

If RMDR is unable to continue operating under a valid Colorado PACFA license, all remaining Colorado operations will be concluded in an orderly manner, and any remaining animals will be transferred to appropriately licensed organizations or relocated to RMDR's Utah operations, as permitted by law.

RMDR leadership will maintain open communication with the Colorado Department of Agriculture throughout any transition to ensure continued compliance with all applicable statutes and regulations.

Colorado Department of Agriculture – PACFA Program

Phone: (303) 869-9146

Email: cda_pacfa@state.co.us

Address: 305 Interlocken Parkway, Broomfield, CO 80021

3. Executive Director, Leadership Team, and Advisors

Executive Director

The Board may appoint an Executive Director to manage day-to-day operations, implement Board-approved policies, supervise the Leadership Team and Volunteer Team, and carry out duties delegated by the Board.

The Executive Director reports to the Board and serves at the pleasure of the Board.

The Executive Director may coordinate operational leaders, coordinators, fosters, volunteers, and teams responsible for intake, adoption, foster care, regional operations, marketing, social media, events, information technology, fundraising, training, medical coordination, and other rescue activities across RMDR's service areas. The Executive Director may not amend bylaws, elect or remove Directors, approve conflicts of interest, dissolve RMDR, approve actions reserved to the Board, or act contrary to Board policy.

If the President or another voting Director also serves as Executive Director, the Board should document the scope of the dual role, review the arrangement at least annually, and require recusal from votes involving the Director's appointment, evaluation, compensation, discipline, or removal as Executive Director.

Leadership Team

The Leadership Team may include coordinators or leads for intake, adoption, foster care, medical coordination, events, fundraising, marketing, social media, technology, transportation, volunteer coordination, regional operations, and other operational areas approved by the Board or Executive Director.

Leadership Team members are expected to:

17. Follow the Bylaws, this manual, and Board-approved policies.
18. Communicate regularly with the Executive Director or designated Board contact.
19. Maintain appropriate records for their role.
20. Protect confidential information.
21. Escalate unusual, high-risk, expensive, or sensitive matters.
22. Treat volunteers, fosters, adopters, donors, other rescue partners, et al respectfully.
23. Act in the best interests of RMDR and the dogs in its care.

Advisors

The Board may appoint advisors to provide expertise in veterinary medicine, medical care, nonprofit governance, finance, science, fundraising, legal matters, or other areas useful to RMDR. Advisors may include a Veterinary Advisor, Medical Advisor, Science Advisor, Ex-Officio Advisor, or other advisory roles approved by the Board.

Advisors are non-voting unless separately elected as Directors. Advisors serve at the pleasure of the Board and may be appointed, reappointed, or removed by the Board at any time.

An Ex-Officio Advisor is an appointed non-voting advisor who provides historical knowledge, continuity, or governance advice, such as a past President or former officer. The title does not create voting authority unless the person is separately elected as a Director.

4. Records, Confidentiality, and Reporting

RMDR records may include Board minutes, written consents, financial records, tax filings, donor records, volunteer records, foster applications, adoption applications, surrender records, medical records, contracts, invoices, receipts, animal records, and operational communications.

Records shall be retained, stored, protected, and disposed of according to RMDR's document retention and destruction policy, including corporate, financial, tax, adoption, foster, donor, volunteer, medical, and other records. The Board or its designee maintains the retention schedule. Records shall not be destroyed or altered when litigation, investigation, audit, government inquiry, or a relevant Board review is pending or reasonably anticipated.

Confidential information, including adopter information, foster information, donor information, veterinary records, internal personnel or volunteer matters, passwords, account access, and sensitive animal care information, shall be used only for authorized RMDR purposes and shall not be disclosed except as approved by policy, required by law, or necessary for rescue operations.

Access to financial accounts, passwords, payment platforms, donor data, business records, volunteer data, adoption records, and animal records shall be limited to persons authorized by the Board, Treasurer, Executive Director, or Board-approved policy, as applicable to the type of record or account. Access should be updated promptly when roles change.

5. Code of Conduct

RMDR shall maintain a Code of Conduct applicable to Directors, advisors, coordinators, fosters, volunteers, and other persons acting on behalf of RMDR. The Code of Conduct may address respectful communication, harassment, bullying, discrimination, animal handling, confidentiality, conflicts of interest, use of RMDR systems, public communications, reporting of concerns, and disciplinary action.

Conflict of Interest and Dual Affiliations

Directors, advisors, committee members, volunteers, and persons with delegated authority shall disclose actual or possible conflicts of interest before RMDR acts on the matter. Interested persons shall recuse themselves from Board discussion and voting when required by the Bylaws or Board policy, and the minutes shall document disclosures, recusals, determinations, alternatives considered, and votes as appropriate. Service with another animal rescue, shelter, or animal welfare organization shall be disclosed to the Board and shall not be used to disclose RMDR confidential, donor, financial, strategic, animal care, adoption, foster, volunteer, or internal information.

6. Adoptions and Pre-Approved Adoption Applications

Adoption Review

There is generally a two-week hold for incoming dogs so RMDR has time to get the dog to the vet, assess health and behavior, and identify needs before adoption.

All potential adopters must be at least 23 years old unless the Board or Adoption Coordinator approves an exception.

Each potential adopter must fully and accurately complete an adoption application. Every adopter, family member, and pet in the home must be listed.

The adoption application is first reviewed by the Adoption Coordinator or designated Adoption Team member, who identifies any initial red flags or disqualifying concerns.

Personal and veterinary references are checked by Adoption Team members assigned to this step. The reference process generally includes:

24. At least one of two personal references must respond to RMDR's questions. References cannot be family members.
25. One veterinary reference. If the veterinarian requires the applicant's consent before discussing veterinary records or history, the applicant must provide that authorization to allow the veterinarian to speak with RMDR.
26. Follow-up requests if references cannot be reached.

Every potential adopter is required to:

27. Provide proof of up-to-date vaccinations for dogs and cats residing in the home.
28. Provide information on spay or neuter status for each dog in the home.
29. Maintain a standard of care for dogs and cats in the adopter's care, including core vaccinations such as Rabies and DAPP.
30. Follow the promises and guidelines in the adoption application and adoption contract.

Foster to Adopt see Foster Family Responsibilities and Expectations section.

Approval and Meet-and-Greet

Application approval triggers the next steps:

31. The application, reference notes, home check materials, and processing notes may be shared with the dog's foster and appropriate Adoption Team members.
32. If the foster is comfortable with the adopter under consideration, the foster may arrange a meet-and-greet.
33. Meet-and-greets are recommended in a neutral location.
34. Cat introductions or special circumstances may require separate arrangements.
35. RMDR does not do sleepover visits with foster dogs.

There may be more than one applicant for a dog. The Adoption Coordinator may determine when to close the period for accepting applications based on the needs of the dog, the available applicants, and feedback from the foster.

The foster's input is important in determining the best match for the foster dog. Final placement should be coordinated with the Adoption Coordinator and consistent with RMDR policy.

Adoption Finalization

Adoption date and time are established by the foster and the fully vetted and approved adopter, with the Adoption Coordinator and Foster Coordinator included as appropriate.

Gotcha Day steps include:

36. Confirm Hold Harmless form has been filled out.
37. Receive adoption contract.
38. Receive adoption fee.
39. Transfer the dog to the adopting family.
40. Adoption Coordinator provides medical records and chip information to the adopting family via email.
41. Ask the adopter to update the microchip registration with the adoptive family's information. RMDR will update where we can.
42. Provide Adoption Certificate to the adopting family and share in the adopted dog's channel.

Adoption Fee Structure

The current adoption fee structure is:

- 43. Puppies through 1 year: \$850.
- 44. Young dog, 2 through 7 years: \$500.
- 45. Adult dog, 8 through 11 years: \$300.
- 46. Senior dog, 12 years and older: \$250.
- 47. Bonded pairs, puppies through 7 years: \$650.
- 48. Bonded pairs, 8 years and older: \$450.
- 49. Board-approved special needs adoption: \$150.

Special needs generally means the dog has considerable medical, behavioral, or other issues. The Board or designated adoption authority may approve exceptions based on the best interests of the dog and RMDR.

Puppy Spay and Neuter Guidelines

RMDR may cover up to \$250 toward spay or neuter for an adopted puppy when approved by RMDR policy.

RMDR does not require an unnecessary rush to spay or neuter puppies and, in states where permitted by law, may allow the procedure to be delayed until the puppy is approximately 9 months of age, but generally no later than 1 year of age, unless otherwise recommended by the dog's veterinarian. In these cases, the adopter must sign a spay/neuter agreement and remain in contact with RMDR until the procedure has been completed.

Colorado Adoptions: In accordance with Colorado PACFA regulations, dogs adopted into Colorado must be spayed or neutered before adoption unless a licensed veterinarian provides written documentation that the procedure is medically contraindicated. In such cases, RMDR will follow all applicable Colorado requirements regarding the medical exemption.

Unique Cases

Unique adoption cases and unusual circumstances should be reviewed by the Adoption Coordinator, Executive Director, Board, or other designated authority as appropriate.

Pre-Approved Adoption Applicants

RMDR allows potential adopters to become pre-approved. The process generally includes:

50. The applicant completes an adoption application as if adopting a specific dog. The applicant may leave the specific dog field blank or write "pre-approval."
51. The Adoption Coordinator processes the application.
52. The Adoption Coordinator contacts the applicant to discuss what they are looking for in a dog.
53. Reference information is forwarded to the Adoption Team volunteer assigned to reference checks.
54. The Adoption Coordinator requests home videos or photos to ensure the home environment is safe.
55. The Adoption Coordinator discusses the completed application with the Adoption Team
56. Pre-approved Adoption Applications expire one year after the submission date.
57. If approved, the applicant is placed on a pre-approved list accessible to the Adoption Team.
58. As RMDR receives new intakes, the Adoption Coordinator checks the list for potential matches.
59. If there is a possible match, the applicant is contacted to determine interest.
60. If the applicant is interested and approved to proceed, the foster is contacted to coordinate a meet-and-greet.
61. If there are no pre-approved applicants for the new dog, the dog may be posted for the general public.

All placements should go through the Adoption Coordinator or other designated adoption authority.

7. Committees, Operational Roles, and Responsibilities

Operational roles may be adjusted by the Board or Executive Director as RMDR grows. Current role holders should be listed in the separate leadership roster.

Colorado Coordinator

Responsible for recruiting, screening, and approving Colorado foster homes in accordance with RMDR policies and applicable Colorado law. Ensures foster applicants complete all required applications, agreements, and documentation, including the Hold Harmless Agreement. Coordinates with the Foster Coordinators to add approved foster homes to RMDR's foster database and recordkeeping system.

The Colorado Coordinator is responsible for ensuring RMDR's Colorado foster program remains in compliance with the Colorado Pet Animal Care and Facilities Act (PACFA), including required home inspections, annual inspections, recordkeeping, foster agreements, and any other applicable regulatory requirements necessary to maintain RMDR's PACFA license.

Foster Recruitment

Responsible for soliciting, vetting, and approving RMDR fosters under RMDR policy. Ensures fostering candidates complete an application and Hold Harmless Agreement. Works with the Foster Coordinators to add approved fosters to the foster database or recordkeeping system.

Foster Coordinator(s)

Responsible for tracking dogs being fostered, including status updates such as awaiting vet work, ready for adoption, or other placement status. Checks in with fosters, coordinates new foster homes when needed, helps maintain foster dog medical records, and supports foster families.

Intake Coordinator

Responsible for reviewing and coordinating dogs entering the RMDR foster system. Gather and document the dog's history, ownership information, behavior, age, review breed standards or mix assessment, medical history, and other intake information. Escalates unusual, high-risk, expensive, or sensitive intake cases as needed to the Executive Director, Foster Coordinator and/or Board of Directors.

Foster Mentors i.e. Leadership Buddies

All new dogs brought in will have a Leadership Buddy assigned. Responsibilities include helping fosters find a vet to use, ensure they are using the Core Vet To Do list and that they have a copy of the Foster Manual. Check in with foster parents, and help them make progress with their foster dog towards being ready to adopt. May involve coordinating with the Treasurer on new vet offices and getting them set up with a rescue discount. Ensure the foster has the supplies they need for the dog. Make fostering a little easier by having someone they can reach out to if they feel stuck. Be available for an emergency call to assist foster on steps to take care of the dog and get them into the ER for care.

Adoption Coordinator

Responsible for soliciting and tracking RMDR adopters. Ensures adoption candidates complete an application. Maintains adoption applications and related records. Submits appropriate adoption candidates to fosters and assists with evaluations when needed.

Volunteer Coordinator

Reviews, vets, and responds to volunteer applications. Assigns volunteers to appropriate teams or coordinators. Helps ensure volunteers receive training, understand expectations, and complete required forms. Works with the Executive Director to replace open positions in a timely manner.

Fundraising Coordinator

Responsible for planning and coordinating fundraising activities, identifying and pursuing grant opportunities, preparing or coordinating grant applications, coordinating with the social media and marketing teams, and ensuring donation information is provided to the Finance team for accurate recordkeeping. Works with Events Coordinator and Marketing for support. Handles donation receipts and donor acknowledgments.

Events Coordinator

Responsible for setting the schedule for RMDR events sharing update quarterly with the Marketing team and the Events volunteers. Schedule needed volunteers ahead of time 1-2 weeks in advance to allow for 3 hour shifts. Rotate responsibility of who brings table/tent/booth supplies. Invite the rescue to stop by especially fosters who have dogs currently if they are okay around groups of people.

Transportation Coordinator

Responsible for coordinating transportation for RMDR intake dogs, foster dogs, and adopted dogs requiring long-distance transport. Confirms that Intake has considered nearby rescue options where appropriate. Ensures transportation volunteers sign the Hold Harmless Agreement and communicate with the Transportation Coordinator.

Technology Support and Communications

Responsible for technology grants, Slack, web hosting, TechSoup, Google for Nonprofits, technology coordination, and technology support for RMDR.

Website

Responsible for website forms, backups, analytics reporting and tracking, copywriting, click-thru, design, maintenance, updates, SEO, and soliciting pictures and content from the RMDR community. Apply for continued Xmission grant December/January.

Social Media

Responsible for RMDR postings on major social media platforms and coordination with team members to solicit content. Analytics/reporting when possible. Message public online. Respond to comments.

Marketing Coordinator

Responsible for creating marketing materials, brochures, and brand-consistent communications, graphic design projects. Works with the Technology Team to maintain consistent branding and message including using the set RMDR brand color, font face(s) and logo use; while remaining aligned with the RMDR mission.

Community Outreach

Serves as liaison with shelters, rescue organizations, veterinarians, corporate sponsors, and community partners. Promotes RMDR's mission and identifies productive ways to work with partners.

Grant Writing

Review Grant research and locate new grant opportunities to apply for. Apply for grants. Create a calendar for when the applications are due. Communicate with the Executive Director about any qualifications the rescue must meet to apply, or once a grant is received.

Communications Specialist or Coordinator

Reviews incoming voicemail messages from RMDR's phone number and messages from the website contact form. Determines the nature of each contact and directs the message to the appropriate RMDR volunteer or team member for response. Texting before calling is recommended when appropriate so contacts know the response is from RMDR.

8. Euthanasia and No-Kill Commitment

This policy describes the procedure for considering euthanasia when an animal is seriously injured, critically ill, or displaying profoundly anti-social, unsafe, or reactive behavior.

RMDR is committed to making every reasonable effort to rehabilitate, treat, foster, hospice, or otherwise support dogs in its care when doing so is humane, feasible, and consistent with RMDR's mission and resources.

In the case of critically injured or ill animals, or those demonstrating profound observable anti-social or dangerous behaviors, a multidisciplinary team may discuss a plan for rehabilitation. The team may include Board members, the Executive Director, Foster Coordinator, Medical Advisor, Veterinary Advisor, treating veterinarian, and other relevant persons which may include the Dog's Foster and Foster Coordinator or Foster Buddy mentor.

Alternatives should be sought for rehabilitation when humane and feasible. Select foster families may be identified to assist with severely compromised animals. Rehabilitation, training, medical funding, or fundraising needs shall be evaluated under RMDR's medical, finance, and spending authorization procedures. Hospice may be available. The Foster Coordinator, Medical Advisor, Executive Director, Board, or other designated authority may help determine an appropriate forever foster or hospice plan.

Special needs dogs with ongoing medical expenses, who have been adopted, may be reviewed by the board of directors for assistance.

If a rehabilitation, hospice, or treatment plan is deemed impossible, not feasible, unsafe, or not humane, a decision regarding the animal's outcome shall be made by the Board or by the veterinarian/authority designated by Board policy.

9. Events

RMDR events must be approved by the Executive Director or designated Events Coordinator within authority delegated by the Board.

Event requests should be in writing and include:

- 62. Event date, time, name, location, POC and URL.
- 63. Event purpose, such as donations, foster recruitment, adoption outreach, education, or community engagement.
- 64. Event-related costs requiring RMDR financial support.
- 65. RMDR team support from Marketing and Social Media should be requested 3 months prior when possible or ASAP.
- 66. Team members, volunteers, shifts, and dogs attending the event.
- 67. Any insurance, venue, safety, transportation, or animal welfare concerns.

Event-related expenses must comply with RMDR's spending authorization policy.

Event requests should be made as early as possible to allow time for website, social media, technology, and marketing support.

All volunteers working with the Events Team are required to submit a Hold Harmless form before handling dogs or working at an event. It is strongly encouraged to have at least two people working at the same time during any event so that one can manage dogs while the other speaks with attendees and to allow for breaks.

It is strongly encouraged that shifts for volunteers and dogs do not exceed three hours unless the event coordinator determines a longer shift is appropriate and safe. The Event Coordinator is responsible for the Event Volunteer Schedule and sharing that with the volunteers attending the event.

10. Finance

Financial Oversight

The Board oversees the financial affairs of RMDR. The Treasurer is responsible for financial records, bank accounts, payments, receipts, financial reporting, tax filings, restricted or earmarked donations, and regular financial reports to the Board.

The Treasurer may designate other individuals to assist with finance-related activity, subject to Board policy, internal controls, and access limitations approved by the Board.

Finance responsibilities include:

- 68. Categorizing donations.
- 69. Paying approved RMDR bills.
- 70. Processing and filing required tax returns.
- 71. Posting financial reports in Slack
- 72. Maintaining financial records.
- 73. Reconciling receipts, invoices, donations, reimbursements, and payment platforms.
- 74. Providing current bank balance/transparency when asked.

Budget

The Board shall review and approve an annual budget for each fiscal year. The budget may be amended by Board approval as needed. The Treasurer, Executive Director, and any other persons designated by the Board may assist in preparing the proposed budget.

RMDR Executive Director, Intake, and Foster Coordinators should consider available foster capacity, medical expenses, fundraising, savings and reserves, and approximately anticipated cost per dog when planning intake and budget needs.

Spending Authorization

Unless the Board adopts a stricter policy or approves a different amount in an annual budget, expenditures shall be authorized as follows:

- 75. Expenditures under \$500 may be approved by the Executive Director or Treasurer.
- 76. Expenditures of \$500 through \$3,000 require approval by the Executive Director or Treasurer other than the person requesting or receiving payment.
- 77. Expenditures over \$3,000 require approval by the Executive Director, and two Board members.
- 78. Basic wellness veterinary care for foster dogs, as described in the Core Vet To Do list, does not require Board approval when handled within approved spending authority. Estimates for extensive testing, surgery, physical therapy, specialty care, or other non-routine care must be escalated to the Foster Coordinator and Executive Director and handled under the spending authorization policy.

Emergency spending for urgent animal care, medical treatment, transport, boarding, or other time-sensitive rescue needs may be handled under emergency procedures approved by the Board. Emergency expenditures shall be reported to the Executive Director, Treasurer and Board as soon as reasonably practical.

Reimbursements and Receipts

Expenses should be pre-approved whenever practical. Receipts are required for reimbursement. Invoices, receipts, and supporting documentation should be uploaded to the appropriate finance recordkeeping channel or system so the Treasurer or finance designee can reconcile expenses. Volunteers should DM the Treasurer in Slack when they submit their reimbursement form.

Ideally, expenses should be paid directly to vendors through an RMDR debit card, check from the Treasurer, or approved payment platform.

Fosters and volunteers who pay approved expenses on behalf of RMDR should submit receipts promptly. RMDR may deny reimbursement for expenses that were not authorized, do not further RMDR's mission, lack documentation, or violate Board policy.

Images of invoices, receipts, and supporting documentation should be uploaded to the appropriate finance channel or system to help keep RMDR's books balanced. All veterinary invoices should be emailed to: vet@rmdr.org.

Donations and Restricted Funds

Donations shall be used for dog care, rescue operations, administrative needs, and other purposes consistent with RMDR's charitable mission, and as earmarked on the donation.

Restricted or earmarked donations shall be tracked and used consistent with donor restrictions, applicable law, and Board policy.

Policy language should not earmark funds for a single state unless the donor has imposed a valid restriction or the Board has adopted a specific restricted-fund policy. RMDR may raise and use funds across its service areas for the benefit of dogs accepted into the rescue.

When accepting a donation over \$100, the RMDR representative should record if possible:

- 79. Donor name, business name, and contact person's name.
- 80. Donor address, e-mail, phone number, and URL, if applicable.
- 81. Donation amount.
- 82. Donation date.
- 83. Any donor-stated restriction, attached paperwork, or check stubs.
- 84. Handwritten thank-you notes for donations over \$100.
- 85. Tax receipts for all donations.

Donation acknowledgments should be sent as required by law and Board policy, including annual acknowledgments in January and throughout the year as appropriate.

Adoption Fees, Donation, and Fundraising Payments

Donations and fundraiser payments may be made using cash, check, credit card (via Zeffy), money order, PayPal, Square, Venmo, Zeffy, or any other payment method approved by the Board of Directors.

Dog adoption fees may be paid using cash, credit card (via Zeffy), money order, PayPal, Venmo, or any other payment method approved by the Board of Directors.

Designated Adoption Coordinators or volunteers may collect cash for adoptions, donations, or fundraising activities.

Financial Reporting and Tax Filings

The Treasurer shall provide financial reports to the Board at regular meetings and an annual financial report after the close of each fiscal year.

Financial reports should include income, expenses (how much spent per dog when possible), account balances, restricted funds, major liabilities, and other information reasonably needed for Board oversight.

Monthly financial statements will be shared with the RMDR community. Annual financial reports and budget will be shared with the community after Board approval.

The Board shall review RMDR's annual Form 990, Form 990-EZ, Form 990-N, or other required tax filing before submission when practical. If prior review is impractical, the Treasurer shall provide the filing to the Board as soon as reasonably practical after submission.

If annual gross receipts exceed \$250,000, or if required by law, grant condition, lender, insurer, or Board policy, the Board shall consider whether to obtain an independent financial review, compilation, or audit by a qualified outside professional.

Compensation

Directors shall not receive compensation for service as Directors. Volunteers are not paid for volunteer service.

RMDR may reimburse reasonable approved expenses and may pay reasonable compensation for services rendered if approved in accordance with the Bylaws, conflict of interest policy, and applicable law.

Insurance, Hold Harmless, and Risk Management

RMDR should maintain appropriate insurance if available and approved by the Board. Hold Harmless agreements remain important risk-management documents and should be collected and retained for volunteers, fosters, transportation volunteers, pilot volunteers, adopting families, and others as required by RMDR policy.

Access to financial accounts, passwords, payment platforms, donor data, and business records shall be limited to persons authorized by the Board, Treasurer, or Board-approved policy. RMDR's financial balance is available upon request.

RMDR should maintain secure access controls and update access promptly when roles change.

11. Fosters

All potential fosters must be at least 23 years old unless an exception is approved by RMDR.

All potential fosters must complete an RMDR foster application and RMDR Hold Harmless Agreement.

Each potential foster must provide two confirmed personal references, one confirmed veterinary reference, and be willing to complete a home visit. Colorado PACFA law requires an in person home visit.

Approval for new volunteer foster families is led by the Foster Coordinator, who reviews the foster application and takes any action needed to finalize the process, such as home visit, family interview, and reference checks. In-home visits are preferred but not always possible due to location. In this case photos/video will be used. Colorado always requires an in-home visit. No exceptions.

Home Visit

A home visit is required for all foster applicants. Home visits may include a review of the home and, if applicable, the yard to ensure the environment is safe, appropriate, and free of significant hazards or excessive clutter.

For foster homes located in Utah, Arizona, Nevada, New Mexico, Idaho, Montana, and Wyoming, RMDR may conduct the home visit virtually using video conferencing or other technology. Virtual home visits may also require the applicant to provide photographs or video of the home and yard.

For foster homes located in Colorado, Rocky Mountain Dachshund Rescue follows all applicable Colorado PACFA regulations. An in-person home inspection is required before an animal may be placed in a foster home, and foster homes must be re-inspected as required by PACFA. Virtual home visits may be used as part of the screening process but do not replace the required in-person inspection.

The review may include:

- 86. Main areas of the house where the dog will have access.
- 87. Stairs, baby gates, ramps, and other access points.
- 88. Fence safety for a dachshund, including digging risks or gaps.
- 89. Yard and home hazards.
- 90. Any concerns such as hoarding, unsafe storage, or other risks to the dog.

Fosters not in Colorado do not require a home visit, but RMDR does require shared photos or video of the home the dachshund will be living in and the green space where they go outside to go potty and play, including fence.

Training for new volunteer fosters is led by the Foster Coordinator or designee. New foster

families receive the Foster Manual, foster training and are invited to Slack. Each foster dog receives an RMDR tag.

Each foster dog should have its microchip number and microchip company posted to the dog's recordkeeping channel or system. Use the keyword "microchip" when posting so the information can be searched and found.

The length of a foster placement depends on the specific dog. Fostering may range from weeks to months depending on the dog's situation.

Failure to comply with foster responsibilities may result in removal of the foster dog from the foster home.

Reimbursement for foster family costs should be submitted according to RMDR's spending authorization and reimbursement procedures.

Foster Family Responsibilities and Expectations

As a volunteer foster member of RMDR, each foster promises to provide a clean, safe, loving environment for every dog in their care.

Foster responsibilities include:

91. Providing daily food, water, activity, exercise, and medication when applicable.
92. Maintaining a standard of care for animals in the foster's home, including core vaccinations such as Rabies and DAPP. See Vet Core To Do List.
93. Observing the foster dog's behavior, appetite, sleeping, playing, and social interaction.
94. Participating in follow-up meetings or check-ins requested by the Foster Coordinator or mentor.
95. Ensuring the RMDR tag is accessible on the foster dog's collar and that it is on the dog.
96. Arranging and transporting the dog to approved veterinary appointments when able.
97. Requesting volunteer support for transportation when necessary.
98. Ensuring health assessments, diagnostic results, invoices, and documentation are communicated and uploaded to the dog's recordkeeping channel or system. Vet's offices can email them to vet@rmdr.org
99. Creating a biography and taking photos for social media or adoption promotion.
100. Uploading photos and biographical information to the dog's recordkeeping channel or system.

All veterinary care should be pre-approved according to RMDR's medical approval process, spending authorization policy, and any emergency medical procedures approved by the Board.

Routine care may be coordinated by the Foster Coordinator, Medical Advisor, Executive Director, Treasurer, or other designated person within authority delegated by the Board.

Advanced, specialty, unusually expensive, or non-routine procedures and care should be escalated for approval under the spending authorization policy. Forever fosters may be arranged for foster dogs needing hospice care. A dog may be considered for adoption by the forever foster after six months or another period approved by RMDR.

Foster families are welcome to adopt a dog in their care with approval from RMDR (Foster-to-Adopt). To ensure a fair and transparent adoption process, foster families must declare their intent to adopt before the dog is posted as available for adoption and before meet-and-greets with prospective adopters are scheduled or conducted. Once the dog has been made available for adoption or meet-and-greets have begun, the foster family will not be given priority to adopt except in rare circumstances approved by RMDR Board. This policy helps ensure fairness to applicants, prevents prospective adopters from becoming emotionally invested in a dog that may no longer be available, and allows RMDR to manage the adoption process consistently.

RMDR requests that foster families who adopt their foster dog continue volunteering or fostering additional dogs whenever feasible.

Fosters should reduce the possibility of injury to foster dogs and protect their backs and spines. Fosters should keep dogs healthy and fit, avoid stairs when appropriate, use baby gates or ramps when helpful, prevent jumping on or off furniture, and lift dachshunds with proper support for their backs.

Each dog's complete medical records, including invoices, should be uploaded to the dog's recordkeeping channel or system. These records are provided to the adopting family and retained for RMDR records.

12. Temporary Fosters and Dogsitting

There are times when a foster home may become temporarily unavailable, including travel, health issues, family emergencies, or other circumstances.

All fosters recognize the importance of making a commitment to foster a dog until the forever home is found, while also communicating promptly when temporary support is needed.

It is in the best interest of the animal in foster care for the foster to notify RMDR as soon as possible when temporary substitution is needed. It is optimal for the animal to be minimally relocated and for boarding to be avoided when possible.

The chosen replacement must meet the same prerequisites as any foster volunteer unless an emergency exception is approved. RMDR and the Foster Coordinator must be notified. A Hold Harmless form must be signed.

If boarding becomes the only practical alternative, the boarding facility should provide evidence of applicable license and insurance when available. The foster is generally expected to deliver and pick up the animal to and from the temporary dogsitter, and to provide supplies and written instructions. The instructions should include medical records, medication instructions, feeding instructions, behavior concerns, emergency contacts, and pertinent RMDR contact information.

The temporary dogsitter should observe the animal for any significant change in behavior, health, appetite, or normal routine and immediately communicate concerns to the Foster Coordinator.

If a temporary approved substitute cannot be found, RMDR should be contacted to coordinate placement into a boarding facility.

13. Fundraising & Events

Fundraising is critically important to RMDR and may involve soliciting donations or contributions from individuals, groups, events, activities, companies, or corporations.

Fundraising may overlap with Events, and many Events policies apply to Fundraisers.

RMDR fundraising activities must be approved by the Executive Director or designated Fundraising or Events coordinator within authority delegated by the Board.

The Fundraising/Event Coordinator should specify:

101. Date.
102. Location.
103. Nature of the fundraiser.
104. Estimated costs.
105. Expected volunteers.
106. Donation platforms or payment methods.
107. Any restricted donation issues.

The Board, Executive Director, or appropriate team coordinator will approve a fundraising and event schedule at the beginning of each quarter. Events and fundraisers may be submitted off schedule as needed. Fundraising activities must comply with spending authorization and restricted donation requirements.

QR codes to approved donation platforms may be displayed and should be easily accessible by attendees.

All fundraising expenses must comply with the spending authorization policy.

All fundraising events should be evaluated post-event to determine profitability, success, lessons learned, and follow-up needs. A short summary of findings should be recorded in the event's channel and pinned for future reference.

Restricted donations must be recorded and handled under the Finance section and Board policy.

14. Marketing

Brand guidelines are maintained by the Marketing Coordinator and should be followed for all marketing materials, handouts, etc. across the rescue.

Marketing materials signage, booth, print, web, social media, et al should be consistent with RMDR's mission, current branding, font faces, colors (hex, rgb, cmyk, pms), voice, tone, logo use, values, and public communications standards.

The Marketing Coordinator should ensure purchases do not exceed approved budget or spending authority. Budget guidance may be provided by the Treasurer, Executive Director, Board, or approved annual budget.

Marketing content involving sensitive stories related to dogs, adopters, fosters, volunteers, medical situations, donor information, internal matters, or conflicts should be reviewed by the appropriate coordinator, Executive Director, or Board contact before publication.

15. Medical Vetting

Basic health screening is provided by an approved RMDR veterinarian, which may or may not include additional veterinary care based on the condition of the animal when taken into custody by RMDR or if seen by a veterinarian before release at a shelter.

The objective of veterinary care is to maximize the health, comfort, adoptability, and longevity of each animal in a humane and responsible manner.

Animals are assessed for general condition, vaccinations, spay or neuter status, parasites, dental condition, skin condition, and other needs. RMDR follows basic veterinary practices and veterinary recommendations as reflected in the Core Vet To Do list and reviewed by our advising veterinarian to the board.

In situations where health history is not available, every effort is made to bring the animal current.

The following procedures are covered by RMDR:

- 108. Microchip scan and microchip placement if needed.
- 109. Anal gland care.
- 110. Spay or neuter.
- 111. Dental assessment.
- 112. Fecal test.
- 113. Heartworm test, treatment and protective chews/shot.
- 114. Required vaccines, including Bordetella and Rabies when appropriate.
- 115. Skin conditions.
- 116. Nail trim, glands, ear cleaning/care.
- 117. Deworming.
- 118. Ear cleaning or ear treatment.
- 119. Parvo check when appropriate.
- 120. Junior or senior blood panel.
- 121. Parasite treatment, including hookworms, whipworms, roundworms, or tapeworms based on history, origin, and veterinary recommendation.

The following common procedures require pre-approval under RMDR's medical approval and spending authorization process:

- 122. Foxtail removal.
- 123. Diabetes check.
- 124. Thyroid check.
- 125. Pregnancy and ultrasound checks.
- 126. Dental procedures.
- 127. Surgeries, including cyst removal.
- 128. Dermatology care.
- 129. Prescription Food.
- 130. Veterinary specialist procedures.
- 131. X-rays, MRIs, or other advanced diagnostics.
- 132. IVDD diagnosis, treatment, surgery, ACL surgery, physical therapy, bladder stones, ultrasound, scope.
- 133. Other advanced, specialty, unusually expensive, or non-routine care.

In a medical emergency, every reasonable effort should be made to contact the Foster Coordinator, Medical Advisor, Executive Director, Treasurer, or a Board member.

In case of emergency, take the dog to the emergency vet. The emergency vet should provide an estimate for the emergency care necessary to protect the life and immediate welfare of the dog. Emergency care shall follow Board-approved emergency spending procedures and must be reported to the Treasurer and Board as soon as reasonably practical.

All veterinary documentation should be provided to the Foster Coordinator or designee as soon as possible. Digital records are strongly preferred.

The results of all medical care rendered, emergent or non-emergent, as well as current health assessments, should be communicated to the appropriate RMDR team members and potential adopters when appropriate.

16. Surrenders and Intake

Intake Approval

RMDR primarily serves dachshunds and dachshund mixes in the Rocky Mountain region and other service areas approved by the Board within Utah, Colorado, Idaho, Nevada, New Mexico, Montana, Wyoming; the Southwestern United States.

Intake decisions are based on mission fit, breed or mix assessment, foster availability, medical and behavioral considerations, financial capacity, transport feasibility, and the best interests of the dog and RMDR.

The Intake Coordinator may review and coordinate surrender or shelter intake requests within authority delegated by the Board or Executive Director.

Intake decisions involving significant medical risk, behavioral risk, unusually high expense, lack of foster availability, or other unusual circumstances should be escalated to the Executive Director, Treasurer, Foster Coordinator, Medical Advisor, Behavioral Advisor or Board as appropriate.

RMDR should consider the financial capacity for each dog accepted. Historical guidance has been approximately \$1,100 or more in available resources per dog, but the Board, Executive Director, Treasurer, or Intake Coordinator may consider individual circumstances.

Covered Animals

Surrenders include animals identified and referred into custody of RMDR through owner surrender, rescue groups, shelters, or rescue networks.

In order to be accepted, surrenders should meet the RMDR breed standard for a dachshund or dachshund mix, using the separate RMDR Breed Standard guide.

General dachshund size categories include:

- 134. Standard: 16-32 pounds.
- 135. Tweenie: 11-16 pounds.
- 136. Miniature: under 11 pounds.
- 137. Rabbit/Kaninchen: 5-8 pounds.

RMDR will consider all ages, genders, coat types, colors, bonded pairs and health status. The Intake Coordinator is authorized to assess the incoming dog and approve intake within authority delegated by the Board or Executive Director.

If there are pre-existing conditions, significant medical risk, behavioral risk, unusually high expense, lack of foster availability, or other unusual circumstances, the matter should be escalated to the Executive Director, Treasurer, Foster Coordinator, Medical Advisor, Behavioral Advisor, or Board as appropriate before intake is approved.

If the potential surrender is a dachshund mix, the Intake Coordinator should review photos and available information. If the dog does not reasonably look like a dachshund or dachshund mix, as per the RMDR Breed Standards, the owner or shelter may be referred to a local rescue.

For uncertain dachshund mixes, the Intake Coordinator may consult with the Executive Director and one Board member, before approval.

Geographic and Local Rescue Considerations

RMDR primarily serves the Rocky Mountain region and other Board-approved service areas. RMDR may encourage a dog surrendered in a state to remain in that state if an appropriate local rescue can help and doing so is in the dog's best interests.

If fosters are available and willing in the dog's area, RMDR may be able to assist. If fosters are not available, the Foster Coordinator, Intake Coordinator, Executive Director, Board, or other designated authority may discuss options and local dachshund rescues in the area.

RMDR is willing to work with other rescues and shelters under the scope of our mission.

Intake Assessment

The Intake Coordinator will attempt to determine medical and behavioral preexisting conditions.

Conditions that could result in escalation to the Executive Director and/or Board, refusal of intake, or cause delay include:

- 138. Medical concerns such as IVDD, cancer, contagious disease, parvo, distemper, heartworm, or other significant conditions.
- 139. Behavioral concerns such as history of biting, fighting, aggression, reactivity, or high rehabilitation needs. A behavioral assessment may be required by the Intake Coordinator.
- 140. Lack of foster availability.
- 141. Lack of funds, available fosters or medical capacity to treat.
- 142. Transportation availability.
- 143. Legal or ownership concerns.
- 144. CVI for dogs entering Colorado.

All veterinary documentation should be provided to the Foster Coordinator or designee as soon as possible. Digital records are strongly preferred.

Any stray or abandoned animal must be handled according to applicable state and local law. If law requires transfer to a municipal shelter or other agency, RMDR will follow applicable legal requirements.

Shelter relinquishment or ownership transfer must be completed according to county, state, and shelter regulations.

RMDR will make every effort to obtain a complete health history for each current dog prior to intake.

The Intake Coordinator will post detailed notes to Slack at which time approval will promptly take place and be approved or denied by no less than 3 of the following designated approvers: Treasurer, Executive Director, Foster Coordinator Utah or Colorado, and Adoption Coordinator. If a dog is deemed a medical or behavioral risk, the Intake Coordinator will post detailed notes to Slack, to allow appropriate parties to make the best decision.

No fee is required to RMDR for surrender intake. Donations in the form of goods or money for specific dogs may be accepted and must be handled under RMDR's donation policies.

Dogs with no medical records should receive their rabies vaccination ASAP as this is required by law, and protects foster families. The remaining vaccinations should follow as their vet recommends, usually in the next two weeks.

Intake Hold can be placed by Board or Treasurer.

Shelter Dogs

If RMDR cannot foster a shelter dog but wants to help, RMDR may refer waiting adopters to the shelter or post information directing interested people to the shelter, subject to RMDR communications policy and shelter rules.

RMDR should not make promises to shelters unless foster capacity and Intake approval have been confirmed.

Surrender Procedure

For approved surrenders, RMDR volunteer should:

145. Check the dog's vaccination status.
146. Check for known illnesses.
147. Determine where the dog is from and gather complete dog history.
148. Review the intake form.
149. Make transportation arrangements through the Intake Coordinator (owner POC), Foster Coordinator, and Transportation Coordinator or other designated person.
150. Confirm transportation arrangements before the plan is effective.
151. All dogs entering Colorado must have a CVI and rabies vaccination prior to entering the state.
152. Encourage the previous owner to donate to the rescue when appropriate.
153. Provide a muzzle, blanket, bed, toys/treats, water and other materials necessary for safe pickup.
154. Upload complete medical records to the dog's Slack recordkeeping channel or system.
155. Direct-to-Adopt, person-to-person private adoption, no fees are charged for this community service. When RMDR does not foster a dog but provides assistance finding a new home, any adoption fee or service fee must be approved by RMDR policy and handled through finance.

17. Transportation

Hold Harmless forms must be signed by driver-volunteers, pilot volunteers, adopting families, and all others assisting with transportation.

Both local and long-distance transportation should be done with two RMDR volunteers when practical.

Gas or mileage reimbursement may be provided to volunteers according to RMDR's reimbursement and spending authorization policy. IRS charitable gas reimbursement rate will be used as of 2026: \$0.14 per mile.

Surrender transportation should generally be requested after nearby rescue options have been considered where appropriate. This should be discussed with Intake.

Vet transportation may be requested when fosters are unable to transport foster dogs to and from vet appointments. Fosters need to ask for transportation help when it is needed through their Foster Buddy/mentor. The driver-volunteer should coordinate transportation directly with the foster and appropriate coordinator.

For adoptions involving out-of-state adopters, RMDR may request that the adopter pick up the dog. The foster or a volunteer may offer to meet the adopter at a halfway meeting point when appropriate and safe; examples: public park or gas station near Interstate.

All transportation must prioritize safety for dogs and volunteers. Dogs should be transported in a harness with seatbelt, kennel, crate, or other safe restraint. Follow the RMDR Transportation guidelines.

18. Volunteers

All volunteers must complete an RMDR Volunteer Application.

All volunteers who have contact with dogs must be at least 18 years old and must sign a Hold Harmless Agreement.

Volunteers receive training from an experienced RMDR volunteer or coordinator.

An experienced RMDR volunteer or coordinator will check volunteer applicant references (prior to approval).

Volunteers are expected to:

156. Follow RMDR policies and procedures.
157. Protect confidential information.
158. Communicate respectfully.
159. Act in the best interests of RMDR and the dogs in their care.
160. Treat volunteers, fosters, adopters, donors, shelters, veterinarians, and community partners with courtesy, kindness and respect.
161. Gossip, harassment, bullying, retaliation, and harmful conduct will not be tolerated.
162. Follow the RMDR Mission Statement
163. Use RMDR communication channels appropriately.
184. Escalate safety, animal welfare, financial, and policy concerns.

RMDR's community of fosters, adopters, volunteers, and supporters is close-knit. Volunteers should not speak about others in a harmful, misleading, or disrespectful way; this includes Slack or private channels, volunteers are representing RMDR and are expected to be kind to each other.

Information Technology or designated moderators may remove or archive threads or content that violate RMDR policy, harm confidentiality, or undermine respectful communications.

The Executive Director, designated coordinator, or Board may limit, suspend, or end a volunteer's role for violation of RMDR policies, unsafe conduct, misuse of funds or information, mistreatment of animals, harassment, confidentiality violations, or conduct harmful to RMDR's mission or reputation.

19. Whistleblower and Good-Faith Reporting

RMDR prohibits retaliation against any person who makes a good-faith report of suspected misconduct, misuse of funds, violations of law, conflicts of interest, unsafe animal care, retaliation, or violation of RMDR policy.

Reports concerning suspected misconduct, misuse of funds, retaliation, conflicts of interest, animal welfare concerns, violations of law or policy may be made to any Board member, the Executive Director or a Coordinator.

If a report involves one of those persons, the report may be made to another Board member or Director.

The Board or its designee shall review reports in a manner appropriate to the circumstances, protect confidentiality to the extent practical, and take corrective action when warranted.

20. Appendix 1: Breed Standards

RMDR Guideline for Breed Standards

For the intake of dachshunds and dachshund mixes.

Breed Standards Revision Tracking: Version 1a, March 7, 2024.

This appendix is a guideline to help RMDR volunteers and intake reviewers identify dachshunds and dachshund mixes. It is not a guarantee of breed identity and may be supplemented by veterinary input, shelter information, owner history, photos, and RMDR intake judgment.

Physical Areas to Review: Dachshund

The dachshund breed was developed with a focus on dwarfism, or achondroplasia, to be a hunting companion. Dachshunds are part of the hound or scent hound group.

Common dachshund characteristics include:

- Disproportionately smaller body structure, with shorter limbs and normal or larger head.
- Long, narrow torso and elongated body.
- Short legs and stunted growth appearance.
- Long floppy ears falling straight to just below the jawline.
- Muzzle with a slight arch or classic "Roman" look.
- Deep chest and pronounced sternum.
- Front paws wider than back paws.
- Straight tail, not kinked or knotted.
- Long snout.
- Compact and muscular body.
- Back torso narrowing slightly toward the hip.
- "Queen Anne's Front" aka "easty westy" are lower legs that bow in and feet that turn out. Not a breed standard, but dachshunds may have this. The medical term is Carpal Valgus; lower legs bow outward and the elbows turn inward, this is known as an Angular Limb Deformity (ALD)
- Short front legs, facing forward
- Pes Varus Angular Limb Deformity affects a dachshunds back legs

Height and Weight

General categories:

- Standard - usually 16-32 lbs (Big dachshund)
- Tweenie - usually 11-16 lbs (Too big to be a mini, too small to be a standard)
- Miniature - usually under 11 lbs (Regular "small" dachshund)
- Teckel Kaninchen "Teckels" (German Translation, Teckel: Dachshund and Kaninchen: Rabbit) - usually under 8 lbs (Tiny Dachshund)

Dachshund Puppy

Common puppy characteristics may include:

- Straight tail.
- Short legs.
- Long floppy ears.
- Long torso.
- Rounded forehead.
- Muzzle length that may begin shorter and lengthen with growth.
- Smooth, wirehaired, or long-haired coat.

Physical Body Areas to Review: Dachshund Mixes

Veterinary assistance may be helpful in determining likely breed mix.

Traits that may suggest a dog is not a dachshund or is less dachshund-like include:

- Long legs.
- Shorter back.
- Overall small size without dachshund proportions.
- Ears that stand up.
- Incorrect head shape.
- Spitz or curly tail.
- Flat head or forehead.
- Kinked tail.
- Short snout.
- Straight legs.

Achondroplasia is a type of osteochondrodysplasia. Breed norms are not met because the bones do not grow to the expected size. A gene mutation involving fibroblast growth receptors causes dwarfism in dachshunds, including short legs. This trait was historically part of breeding dachshunds for hunting burrowing animals like badgers and rabbits, and to hunt larger animals such as boars, as part of a pack.

Spay or Neuter Timing

Waiting until 18-24 months of age to spay or neuter a dachshund may be recommended by some veterinarians to reduce IVDD risk. Waiting allows time for the dog's body to develop with reproductive hormones, which may be part of healthy development. RMDR will consider veterinary advice, adopter agreement requirements, and the best interests of the dog.

Barking

Barking has been bred into the dachshund breed as part of their role as a hunting dog. Dachshunds and scent hounds may bark more than other breeds. Barking can be part of the dog doing its job based on breed traits, or responding to excitement.

Growth

Most Dachshunds reach their full adult height and length between 10 and 12 months of age. They typically continue to fill out, gain muscle mass, and develop their characteristic deep chest until they are about 16 to 18 months old. While they may be physically mature by then, many Dachshunds continue to mature socially and emotionally until around 2 years of age.

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