



Policies & Procedures Manual

Rocky Mountain Dachshund Rescue

Policies & Procedures version 01_03 October 7, 2022

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Note: Each area within the Rocky Mountain Dachshund Rescue, listed in the Table of Contents, develops their internal documentation and working specifications based on the Policies & Procedures listed in this document.

Administration

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Mission: Rocky Mountain Dachshund Rescue helps dachshunds receive the care required to find a loving forever home.

Board of Directors:

President: Suzanne Nikolaisen

Treasurer: Ashley Carlin

Secretary: Anne Balboa

1. The RMDR Board of Directors will manage, direct and make decisions in the best interest of the Rescue
2. The Board will consist of at least 3 members, (President, Secretary, and Treasurer) Other such officers may be elected as required.
3. Board terms are for 2 years
4. No two members of the same household will serve on the Board
5. Amendments to the RMDR By-Laws or Policies and Procedures may happen from time to time. Amendments require the consent of a majority of Board Members
6. The RMDR Board will meet at least quarterly. Meeting minutes will be published by the RMDR Secretary and will be made available to the membership. Board meetings can occur more frequently as determined by the Board.
7. Board Meetings: If a board member is unable to attend a scheduled board meeting 48-hr notice is required to reschedule. In the case of an emergency arising at the last minute, please let the board know ASAP so the meeting can be rescheduled. Meeting minutes and approvals should be reviewed and signed within 3 days of missed meeting.
8. Board meetings may be held virtually or in person as determined by the Board.
9. Expenses over \$500 must be approved by at least 2 Board members.
10. Each Board Member should annually determine and name a potential successor, experienced in the role to be filled.
11. The Board will approve and vet all Coordinators - Foster, Intake, Adoption, and Volunteer

Committees Roles & Responsibilities

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1. **Foster – Recruitment.** Responsible for soliciting, vetting, and approving RMDR fosters. Will ensure that all fostering candidates have filled out an application and Hold Harmless Agreement and keep those documents on file. Will work with the Foster Coordinator to add approved fosters to the Foster database.

2. **Foster – Coordinator.** Responsible for tracking all dogs being fostered including status updates on dogs (e.g. awaiting vet work, ready to be adopted, etc). Also responsible for checking in with fosters (and potentially coordinating a new foster home) when a dog has been with a foster for over 3 months. Responsible for maintaining current foster medical records
3. **Intake Coordinator.** Responsible for approving dogs to enter the RMDR foster system. Will ascertain and document as much of the dog’s history (e.g. owners, behavior, age, etc) and medical
4. **Adoption – Coordinator.** Responsible for soliciting and tracking RMDR adopters. Will ensure that all adoption candidates have filled out an application and keep those applications on file. Will submit adoption candidates to people fostering dogs and help with evaluations, if needed
5. **Volunteer Coordinator.** Review, vet, and respond to volunteer applications. Assign to committee.
6. **Fundraising.** Responsible for planning Fundraising events and communicating those with the RMDR community and Social Media coordinator and turning in donations page to finance
7. **Transportation Lead.** Responsible for finding volunteers and determining the trip logistics for any RMDR intake or foster that needs to be transported over a long distance. Must sign Hold Harmless Agreement and communicate with Coordinator
8. **Technology - Support and Communications.** Responsible for applying for technology grants, Slack, web hosting, Techsoup.org Administrator, Google for nonprofits, technology coordination for and tech support for RMDR.
9. **Technology - Website.** Responsible for website: forms, backups, analytics, maintenance and updates, including SEO and soliciting pictures and content from RMDR membership.
10. **Technology – Social Media.** Responsible for RMDR postings on major social media platforms. Will coordinate with members to solicit content.
11. **Marketing Lead.** - Create marketing materials and brochures. Working with the Technology team to keep consistent branding and logo.
12. **Community Outreach.** Serves as the liaison with area pet shelters, other dog rescue organizations, veterinarians, and corporate sponsors. Responsible for promoting RMDR’s mission with those constituencies and determining ways to work productively together.

Events

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1. All RMDR events must be pre-approved by the RMDR board/administration.
2. Event request must be in writing and include the following:
 - a. Event date, time, name, and location
 - b. All event related costs that will require RMDR financial support

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- c. The purpose of the event (i.e. donations, fosters, etc)
 - d. The team, shifts, and dogs who will be working the event
3. It is strongly encouraged that Event requests are made as early as possible to allow time for the Technology Team to post and Marketing Lead to prepare marketing materials.
4. All volunteers working with the Events team should submit the Hold Harmless form before handling any dogs or working at an event.
5. It is strongly encouraged to have at least 2 people working at the same time during any event so that one can manage the dogs while the other talks to event attendees.
6. It is strongly encouraged that shifts for volunteers and dogs do not exceed 3 hours.

Finance

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1. All funds management is the responsibility of the Treasurer. The Treasurer can designate other individuals who may be asked to assume subordinate activity
2. The Treasurer is responsible for categorizing donations, paying RMDR bills, and the Treasurer will manage the processing and filing of necessary tax returns
3. Finance will handle receipts for donations and thank you cards to donors.
4. No compensation will be paid to RMDR Board members or volunteers.
5. Financial statements will be posted quarterly after Board approval. Statements can be provided on a more frequent basis if requested.
6. Expenses should be pre-approved or estimates submitted prior to reimbursement. Receipts are required for all reimbursement. Ideally, all expenses are paid to vendors directly through an RMDR credit card or check
7. Any purchase over \$500 is required to be approved by 2 members of the Board.
8. Donations will be used for necessary dog care and administrative supplies. Acknowledgments are sent annually in January and throughout the year as appropriate. When accepting a donation over \$100, the RMDR member must record the following information:
 - a. Name
 - b. Address
 - c. Amount
9. RMDR does not have insurance so obtaining and retaining all Hold Harmless agreements is critically important
10. Designated Adoption Coordinators or volunteers may collect cash for adoptions, donations or fundraising activities. Cash transactions should have 2 signers when possible.
11. Financial and business information including but not limited to passwords and access ability are maintained by each Board member.

Fundraisers

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1. Fundraising is critically important to RMDR and involves soliciting donations or contributions from individuals, groups, events or activities, companies or corporations for RMDR. This will sometimes cross over into the Events category. Many of the policies for the Events section apply to Fundraisers
2. RMDR Fundraisers must be approved by the Board
3. The Fundraising lead must specify the date, location, and nature of the Fundraiser as well as any estimated costs
4. Ideally the Board will approve a fundraising and event schedule at the beginning of each quarter. Events can be submitted off schedule as needed.
5. It is recommended that QR Codes to Venmo and Paypal should be displayed and easily accessible
6. All fundraising events are evaluated post-event to determine profitability and success.
7. Acknowledgement and gratitude are expressed as soon as possible to those donating.

Marketing

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1. Brand guidelines are maintained by the Technology Team and should be followed for all marketing materials.
2. Marketing Lead should ensure all purchases do not exceed budget. Budget will be provided by the Treasurer.

Volunteers

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1. RMDR encourages volunteering in many areas including administration, event assistance, transportation, fundraising, etc
2. Volunteers may be recruited from but not limited to the internet, word of mouth or through adoption events and community events.
3. All volunteers must fill out an RMDR Volunteer Application
4. All volunteers that have contact with dogs must be at least 18 years old and have signed a Hold Harmless Agreement. If the volunteer is a minor, the legal guardian must sign the agreement
5. Ideally, all volunteers would have received some training from an experienced RMDR member
6. An experienced RMDR member will check the volunteer applicant's references prior to approval

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Fosters

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1. All potential fosters must be at least 21 years old
2. All potential foster must fill completely fill out a RMDR foster application and a RMDR·RMDR Hold Harmless Agreement.
3. Each potential foster must provide two confirmed personal references, one confirmed veterinary reference and be willing to have a home visit.
4. Approval for new volunteer foster families is led by the Foster Coordinator, who will review the Foster application and take any action needed to finalize the process, ex. home visit, family interview, confirm references, etc..
5. Training for new volunteer fosters is led by Foster Coordinator. New foster families will receive a “Welcome” packet. Each dog will receive an RMDR tag.
6. Duration of time each foster family is required to stay active involves the length of time needed for each specific dog that is being fostered. Fostering could range from weeks to months depending on each dogs’ unique situation. Failure to comply with foster responsibilities will result in immediate removal of the foster dog.
7. Reimbursement for any Foster family costs should be submitted to the Treasurer prior to expenses and will be reviewed and reimbursed after approval by the Treasurer.
8. Foster Family Responsibilities and Expectations include:
 - a. SIGNING THE OATH- As a volunteer foster member of Rocky Mountain Dachshund Rescue, I promise to provide a clean, safe, loving environment for every dog I/we care for.
 - b. Providing daily food, water, exercise/activity and medication(if applicable).
 - c. Standard of care including all dogs/cats in fosters care must be up to date with core vaccinations: Rabies and DAPP.
Observing dog(s) habits, such as behavior, appetite, sleeping, playing and social interaction. The foster coordinator will schedule 2 required follow up meetings within the first month of care and continue as necessary.
 - d. Ensuring the RMDR tag is accessible on foster dogs collar.
 - e. Ensuring the RMDR dog receives a health screening through a rescue affiliated Veterinary Clinic/Hospital/Specialty. Each foster family must arrange and transport the dog to all veterinary appointments. Volunteer support may be requested if necessary.
 - f. Understanding that ALL veterinary care must be preapproved by the Board Treasurer. Any advanced or emergency health care follows the same protocol.
 - g. Making sure all health assessments, diagnostic results, invoices or documentation should be communicated and uploaded to each unique RMDR dog Slack channel.
 - h. Creating a biography on foster dog(s) and take pictures for content on social media.

Fosters - temporary/dogsitting

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1. There are times when a foster home may become temporarily unavailable, including but not limited to travel, health, or a family emergency
2. It is in the best interest of the animal(s) in foster care, if the Foster notifies RMDR as soon as possible when substitution is needed. It is optimal that the animal(s) is minimally relocated and that a boarding situation is avoided. All fosters recognize the importance of making a permanent commitment to foster a pet until the 'forever' home is found.
3. The chosen replacement must meet the same prerequisites of any Foster volunteer. It is essential that RMDR be notified as well as The RMDR Foster Coordinator. If Boarding becomes the only alternative, the boarder/kennel needs to provide evidence of its state license and insurance.
4. It is expected that the foster will deliver and pick up the animal to/from the temporary babysitter, as well as provide all supplies, with written information for the temporary babysitter, which must include all medical records as well as pertinent RMDR contact information.
5. The temporary babysitter should observe the animal for any new untoward behavior throughout the normal care regimen. In the event of significant change or observation, information should be immediately communicated to the RMDR Foster Coordinator.
6. In the event that a temporary approved substitution [babysitter] cannot be found, RMDR will be contacted to coordinate placement into a boarding facility.
7. Extraordinary expenses must be approved by the RMDR Treasurer and Foster Coordinator and submitted with receipts.

Surrenders

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1. Surrenders include all animals that are identified and referred into custody of RMDR through owner surrender, rescue groups and network with shelters.
2. In order to be accepted, surrenders must meet the RMDR breed standard for a dachshund, as follows:
 - a. Standard (16-32 lbs), Tweenie (11-16 lbs), Miniature (under 11 lbs)
 - b. GENDER: M/F
 - c. COAT(S): Short, Long, Smooth and Wire
 - d. COLOR: All
 - e. BONDED PAIR: All
3. If the potential surrender is a dachshund mix, the Intake Coordinator should consult with at least one board member to approve the surrender/intake of the dog in question.

4. RMDR accepts dachshunds from Utah and neighboring states: Colorado, Arizona, Nevada, Idaho
5. The Intake Coordinator will attempt to determine medical and behavioral preexisting conditions. The following are some of the conditions that could result in a potential refusal:
 - a. **MEDICAL** - (not limited to) Potential refusal - Pre-existing conditions : IVDD, Cancer, Contagious Disease- Parvo, Distemper, Heartworm, etc..
 - b. **BEHAVIOR** - (not limited to) Potential refusal - History of: biting, fighting, aggression, rehabilitation scale
6. Approval for intake is also based on the availability of appropriate foster family.
7. Any stray or abandoned animal, under Utah state law, must be taken to the municipal shelter in coordinating jurisdiction.
8. Shelter(s) relinquishment/ownership must be transferred to RMDR according to county/state regulations.
9. The RMDR surrender form must be completed fully and accurately.
10. RMDR will make every effort to provide a complete health history for each current dog prior to intake.
11. Approval for intake will not exceed one week and is finalized by the surrender Intake Coordinator. If a dog is deemed medical or behavioral risk, the intake coordinator will review with the Treasurer or Board member prior to approving intake.
12. No fee is required to RMDR for surrender intake. Donations in the form of goods or monetary for specific dog(s) are acceptable.
13. RMDR will follow the following **Surrender Procedure for approved surrenders:**
 - Check the vaccination status of the dog
 - Check if the dog being surrendered has any illness the owner knows about
 - Check where the dog is from (complete dog history, see intake form)
 - Make transportation arrangements, These will be made by the surrender Intake Coordinator and Transportation Lead. Both parties must confirm transportation arrangements (day,time,location) before the plan is effective.
 - The previous owner should be encouraged to donate to the rescue
 - Each dog will be transported in a kennel or crate to ensure safety. If necessary, the transportation lead/support volunteer will incorporate a muzzle. Additional materials needed for pickup, blanket, bed, treats etc..will be implemented by the transportation coordinator or support volunteer or foster family.

Adoptions

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1. All potential adopters must be at least 21 years old.
2. Each potential adopter must fully complete an adoption application accurately. Every adopter, family member and pet must be listed.
3. The RMDR adoption application is reviewed by the adoption coordinator and supported by the dogs' foster family. Unique cases will be reviewed by the RMDR board.

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4. The RMDR adoption coordinator will communicate with personal and veterinary references during the “pre-adoption” application review process.
5. After review, a home visit is conducted for each and every potential adopter. Certain circumstances may require a virtual meeting and must be approved by the Adoption Coordinator.
6. Each potential adopter must provide proof of up to date vaccinations and spay/neuter for each residential pet.
 - a. Standard of care: all dogs/cats in adopters care must be up to date with core vaccinations: Rabies and DAPP.
 - b. Adopters promise to continue this standard of vaccination care throughout the dog's lifetime.
7. An adoption date and time is established by the RMDR Foster family and communicated to the RMDR adoption coordinator.
8. Adoption coordinator updates the microchip ID with new adoptive family information.
9. All personal and veterinarian references must be confirmed and reviewed by the adoption coordinator and supported by the foster family.
10. Payment, adoption contract, and transfer of dog should happen on the same day.
11. RMDR has the following adoption fee structure:
 - a. Puppies - 7 y/o = \$400
 - b. 7y/o+ - 12 y/o = \$250
 - c. 12 y/o+ = \$150
 - d. Bonded pairs (puppies - 7 y/o) = \$600
 - e. Bonded pairs (7 y/o+) = \$400
 - f. Board approved Special Needs \$100

Medical Vetting

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1. Basic health screening is provided by an approved RMDR veterinarian, which may or may not include additional veterinary care based upon the condition of the animal when taken into custody by RMDR, or if seen by the Veterinarian before release at the shelter.
2. It is the objective of veterinary care to maximize the health and longevity of each animal. Animals are assessed for general condition: the up-to-date and timely presence of vaccinations, and spay and neutering, as well as parasite-free. RMDR follows basic veterinary practices/thresholds (i.e. vaccinations, spay and neutering).
3. In situations when health history is not available, every effort is made to bring the animal current. The following procedures are covered by RMDR, if needed, for all surrendered dogs:
 - a. Anal Glands
 - b. Spay/Neuter
 - c. Check teeth
 - d. Heartworm test/shot
 - e. All required vaccines including Bordetella and Rabies

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- f. Check for microchip (if none, get one)
 - g. Skin conditions
 - h. Nail trim
 - i. Deworm
 - j. Clean Ears
 - k. Parvo check
 - l. Bloodwork/Senior Bloodwork
 - i. Diabetes check
 - ii. Thyroid check
 - m. Parasite: hookworms, whipworms, roundworms, tapeworms (based on history, where the dog is coming from and vet recommendations)
4. The following procedures are covered require pre approval by the Board prior to be authorized:
 - a. Pregnancy (ultra sound check)
 - b. Dental
 - c. All Surgeries including cyst removal, etc.
 - d. Dermatologist
 - e. Any procedure requiring a Veterinary Specialists
 - f. X-rays or MRIs
 5. In the event of a medical emergency, every effort should be made to contact the Foster Coordinator or a member of the Board
 6. All veterinary documentation should be provided to the Foster Coordinator or their designation as soon as possible. It is strongly preferred to have digital records.
 7. The results of all medical care rendered, emergent or non-emergent, as well as current health assessment must be communicated to The Board or Foster Coordinator or their designate, as well as potential adopters.

Euthanasia

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1. This policy describes the procedure with which a consideration of euthanasia is discussed, if an animal seriously injured, critically ill or displaying profoundly anti-social or reactive behavior.
2. In the case of critically injured or ill animals, or those demonstrating profound observable anti-social behaviors, every effort is made to rehabilitate the animal. A multidisciplinary team consisting of RMDR Board and the preferred veterinarian (or designate) will discuss a plan for rehabilitation.
3. All alternatives are sought for rehabilitation. Select foster families are identified to assist with severely compromised animals.
4. Rehabilitation plan funding and/or fundraising, if required, will be determined by The Board.

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5. If a rehabilitation plan is deemed to be impossible or not feasible, a decision regarding the animal's outcome will be made by a majority of Board members.