



Policies & Procedures Manual

ROCKY MOUNTAIN DACHSHUND RESCUE

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ROCKY MOUNTAIN DACHSHUND RESCUE
POLICIES AND PROCEDURES MANUAL

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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.

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Administration

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

Board of Directors:

President: Suzanne Nikolaisen

Treasurer: Tricia Ware

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

Adoptions & Pre-Approved Adoption Applications

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1. There is a 2 week hold for incoming dogs, so there is time to get them to the vet and see what health issues need to be addressed before adoption
2. Adopters are asked to specify what dog(s) they are interested in

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3. All potential adopters must be at least 23 years old
4. We ask adopters to register/license their dog
5. We ask adopters to get in touch with the microchip tracking company associated with their dog's microchip to update the contact information to their name and number
6. Each potential adopter must fully complete an adoption application accurately. Every adopter, family member and pet must be listed
7. The RMDR adoption application is first reviewed by the adoption coordinator, who identifies any initial red flags that would disqualify the applicant
8. Personal and veterinary references are checked by Adoption Team members assigned to this step.
 - a. These volunteer(s) will communicate with them during the "pre-adoption", application review process.
 - i. Two personal references (not family members)
 - ii. One vet reference
 - b. If unable to reach references requests for new references will be made after 3 days
 - c. Potential adopter may need to authorize our call with their veterinarian
9. Every potential adopter is required to:
 - a. Provide proof of up-to-date vaccinations of dogs and cats residing at their home
 - b. Provide information on the spay/neuter status for each dog in their home
 - c. Standard of care: all dogs/cats in adopters care must be up to date with core vaccinations: Rabies and DAPP
 - d. Adopters promise to continue this standard of vaccination care throughout the dog's lifetime
 - e. Follow the promises and guidelines set forth in the adoption application and adoption contract.
10. Next a home visit is required (virtual is okay)
 - a. Virtual home visits require photo or video documentation of the adopters home and backyard area. Areas should be clean and clear of excessive clutter.
 - i. The main areas of the house should be included, where the dog will have access to free roam
 - ii. Access to stairs, baby gates, ramps, etc. helpful
 - iii. Show fence is secure for a dachshund (digging, or getting through open spaces), chicken wire is not secure for a dachshund.
 - iv. Piles of things inside or outside of the home (i.e. hoarding) are unsafe for our dogs as they could be crushed
11. Application approval triggers the next steps:
 - a. The adoption application, reference check notes, the home check videos and photos, and application processing notes will be shared in the dog's Slack channel with the dog's foster

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- b. If the foster is comfortable with the adopter in consideration they can arrange a time and place for a meet and greet:
 - i. Recommended: Meet in a neutral location like a park
 - ii. If they want to introduce a cat, an appointment can be made for the foster to drop by with the dog. The adoption will be finalized later.
 - iii. We do not do sleep over visits with our foster dogs
12. There may be more than one applicant for the dog, it is at the discretion of the adoption coordinator based on feedback from the foster as to when to close the period accepting applications, when a good fit has been found. More than one approved application may be reviewed by a foster until this process has been completed.
13. The foster chooses which adopter is the best match for their foster dog
14. Adoption date and time is established by the RMDR Foster and the fully-vetted and approved Adopter
 - a. The RMDR Adoption Coordinator, and Foster Coordinator should be included in this communication
15. Gotcha Day To Do's
 - a. Receive Adoption Fee
 - b. Receive Adoption Contract
 - c. Confirm we have their signed Hold Harmless form
 - d. Transfer of dog to forever family
 - e. Medical Records and chip information given to the adopting family at that time
16. Adoption Fee Structure:
 - a. Puppies thru 1 yr \$600.00
 - b. Young Dog 2 thru 7 yr \$500.00
 - c. Adult Dog 8 thru 11 yr \$300.00
 - d. Senior Dog 12+ yr \$250.00
 - e. Bonded pairs puppies thru 7 yr \$650.00
 - f. Bonded pairs 8+ yr \$400.00
 - g. Board approved Special Needs \$150.00 (Special Needs means considerable medical or other issues for the dog)
17. We ask the adopter to update the microchip ID with new adoptive family information
18. Puppy unspayed/unneutered guidelines
 - a. We will cover up to \$250 on neuter/spay
 - b. No rush to get neuter, we are okay with up to 9 months, but no longer than 1 year. Send agreement to the Adopter that they promise to get this surgery done
 - i. Unless requested by the dog's vet
 - ii. Stay in touch until the neuter/spay happens There is an agreement that is sent to the Adopter
19. Unique cases and circumstances will be reviewed by the RMDR board
20. Pre-Approved Adoption Applicant Guidelines - RMDR does allow for potential adopters to become pre-approved. This requires the following steps:

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1. The potential adopter will fill out an application just as they would if they were adopting a specific dog. They can either leave the field specifying a dog blank, or put in "pre-approval".
2. Once the application is received by the adoption coordinator, it is then processed. The adoption coordinator will contact the applicant asking what they are looking for in a specific dog, or if they don't have any preferences at all.
3. The reference information is forwarded to the adoption team volunteer to check the two personal and one vet references. That information is then communicated back to the adoption coordinator.
4. The adoption coordinator contacts the applicant to request home videos/pictures to ensure the home environment is safe.
5. The adoption coordinator will discuss the complete application with the adoption team. If all agree that the applicant has satisfied the requirements, they will be placed on a pre-approved list. This list is a spreadsheet which only the adoption team has access to.
6. As RMDR receives new intakes, the adoption coordinator checks the lists to see if the new intake might match any of the waiting applicants. If they do, the applicant is then contacted to see if they are interested. If the decision that they can adopt is yes, the foster is contacted to coordinate a meet and greet. If not, another applicant will be contacted. If there are no pre-approval applicants wanting the new dog, it is then placed on social media for the general public.
7. ALL placements shall first go through the adoption coordinator.

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

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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 Coordinator.** Confirm Intake Specialist has already ensured local rescue's have been contacted and/or provided with reasons they aren't using them. Responsible for finding volunteers and determining the trip coordination for RMDR intake or foster dogs being adopted that need to be transported over a long distance. Transportation volunteers are required to sign the Hold Harmless Agreement and communicate with the Transportation 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.
13. **Communications Specialist/Coordinator** - The communications specialist/coordinator reviews incoming calls that go straight to voicemail (from Google phone number), and messages received from the contact form on the website. Once the nature of the contact has been ascertained the message can be directed to volunteers within the organization to return their call. We recommend texting before calling to let people know you are with RMDR so they will pick up.

The general organization points of contact are listed below. If a question doesn't fit one of these categories please contact Eric or Suzanne.

Accountant: Shelly Dahl

Adoption Coordinator: Renee Burns

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Adoption Reference Checks: Matt & Sarah Bethune

Adoption Team: Eric Nikolaisen & Suzanne Nikolaisen

Behavioral/Training: Anne Balboa, Suzanne Nikolaisen

Board: Suzanne Nikolaisen, President

Board: Anne Balboa, Secretary

Board: Tricia Ware, Treasurer

Dog Transportation: Dog's foster and Suzanne (helps with coordination)

Communications Coordinator: NA

Events: Taylor Snow

Executive Director: Eric Nikolaisen

Foster Coordinator: Anne Balboa

Fundraising: Taylor Snow and Amber McIlravy

Help Desk: Eric Nikolaisen

Marketing: Molly Griffin, Emily Nikolaisen, Suzanne Nikolaisen

Newsletter: Emily Nikolaisen

Social Media: Facebook - Anne Balboa, Suzanne Nikolaisen, Eric Nikolaisen, Heather Dimond

Social Media: Instagram - Anne Balboa, Kori Arnone

Social Media: TikTok - Nyssa Sara Lee

Surrenders "Dog Intake": Heather Dimond

Thank You's: Kori Arnone

Transport: NA

Volunteer Coordinator: Taylor Snow

Website: Suzanne Nikolaisen, Eric Nikolaisen

14. Our structure is run as a "flat organization. "A flat organizational structure is a company with few or no hierarchical levels between employees, which means that all employees have essentially the same power and authority. The lack of hierarchy can be seen as a positive attribute because it allows for more communication and collaboration between employees" from study.com and bbc.co.uk "Less layers leads to better communication More autonomy and responsibility for employees. Employees may feel more motivated, therefore being more productive"

Euthanasia - No Kill

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1. This policy describes the procedure with which a consideration of euthanasia is discussed, if an animal is seriously injured, critically ill or displaying profoundly anti-social or reactive behavior.

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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 and/or training; plan funding and/or fundraising, if required, will be determined by The Board.
5. Hospice is available for rescue dogs. The Foster Coordinator will determine a forever foster for the dog, and vet care for quality of life
6. 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.

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
 - 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

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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. We need approximately \$1,000+ in the bank for every dog we accept
 - a. During an Intake Freeze, the board may review individual cases and approve helping the dog(s) if we are able to help them for less than 1K for each dog. Like if the dog is healthy. For example if they have recently had a dental, are spayed/neutered and up to date on their vaccinations
6. Financial statements will be posted quarterly after Board approval. Statements can be provided on a more frequent basis if requested
7. 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
8. Any purchase over \$500 is required to be approved by 2 members of the Board
9. RMDR will cover up to \$250 toward an adopted dog's neuter/spay
10. Finance will earmark extra donations made to Colorado to help dogs who are fostered there. We will continue to follow our Bylaws and Policies and Procedures and operate for the good of all dogs who come to the rescue, raising funds to pay for the vet bills of all of them no matter where they are fostered
11. 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
12. RMDR does not have insurance so obtaining and retaining all Hold Harmless agreements is critically important
13. Donations and fundraisers use cash and Square for transactions
14. Designated Adoption Coordinators or volunteers may collect cash for adoptions, donations or fundraising activities. Cash transactions should have 2 signers when possible.
15. Financial and business information including but not limited to passwords and access ability are maintained by each Board member
16. Fosters and rescue volunteers, helping to pay foster dog vet invoices on the fly (is appreciated) need to send photos of the invoices and receipts to the finance channel. So the Treasurer/finance officer (a volunteer position) can reconcile donations. (This will hopefully reduce tracking down missing information)

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17. Upload images of all invoices to the finance channel to assist in keeping our books balanced.

Fosters

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1. All potential fosters must be at least 21 years old
2. We do have a foster-to-adopt program
3. Post the dog's microchip number and company that tracks the chip to the dog's channel. Use keyword: microchip in the post so we can search and find it
4. All potential foster must fill completely fill out a RMDR foster application and a RMDR·RMDR Hold Harmless Agreement
5. Each potential foster must provide two confirmed personal references, one confirmed veterinary reference and be willing to have a home visit
6. 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.
7. Training for new volunteer fosters is led by Foster Coordinator. New foster families will receive the Foster Manual and training. Each dog will receive an RMDR tag
8. 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
9. 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
10. 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

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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's Slack channel
 - h. Creating a biography on foster dog(s) and take pictures for content on social media. Upload these to the dog(s) Slack channel
11. Forever fosters will be arranged for foster dogs needing hospice care. The dog will be considered for adoption by their forever foster after six months
 12. Foster to Adopt is allowed. We request that our fosters who foster fail (win), continue on with us as a volunteer and or foster when feasible
 13. We encourage reducing the possibility of injury to your foster dog(s) and preventing injury to their backs/spine. Keep your foster dog healthy and fit. Keep them from going up and down the stairs, like with baby gates, and from jumping on our off of furniture by providing a ramp for them. Please also lift your dachshund with proper care supporting their back
 14. Fosters and rescue volunteers, helping to pay foster dog vet invoices on the fly (is appreciated) need to send photos of the invoices and receipts to the finance channel. So the Treasurer/finance officer (a volunteer position) can reconcile donations. (This will hopefully reduce tracking down missing information)
 15. Upload images of all invoices to the finance channel to assist in keeping our books balanced.
 16. Upload each dog's complete medical records (often the invoice) to their channel. This is given to the adopting family and kept for our records.

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

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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

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. Donations and fundraisers use cash and Square for transactions
7. All fundraising events are evaluated post-event to determine profitability and success
8. Acknowledgement and gratitude are expressed as soon as possible to those donating

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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

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. Microchip (Ask the vet to scan for a microchip. If the dog doesn't have one, they need to be given one. IE if they are sedated for a dental procedure)
 - b. Anal Glands
 - c. Spay/Neuter
 - d. Check teeth
 - e. Heartworm test/shot
 - f. All required vaccines including Bordetella and Rabies
 - g. Check for microchip (if none, get one)
 - h. Skin conditions
 - i. Nail trim
 - j. Deworm
 - k. Clean Ears
 - l. Parvo check
 - m. Bloodwork/Senior Bloodwork
 - i. Diabetes check
 - ii. Thyroid check

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- n. 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

Surrenders

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1. Approval
 - a. Each case needs to be reviewed by the board for approval (Nov. 2023)
 - b. Approximately \$1,000 per dog
2. Surrenders include all animals that are identified and referred into custody of RMDR through owner surrender, rescue groups and network with shelters
3. In order to be accepted, surrenders must meet the RMDR breed standard for a dachshund, as follows and per our separate Breed Standard document:
 - 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
 - f. Dachshund mix - review photos of the doxie-mix online, if ascertained they aren't not a dachshund mix, refer to local rescues
4. 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. The RMDR breed standard should be reviewed.

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5. RMDR accepts dachshunds from Utah and neighboring states: Arizona, Colorado, Idaho Montana, Nevada, New Mexico, Utah, Wyoming (Rocky Mountain region)
6. RMDR prefers that dogs surrendered in a state, stay in that state. If the person surrendering the dog can surrender the dog to a rescue in their state, that is recommended. If fosters are available and willing to take the dog in that state we can help. If fosters aren't available the Foster Coordinator, Board and Intake Coordinator will discuss options and local dachshund rescues in the area.
7. 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
8. 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
9. Approval for intake is also based on the availability of appropriate foster family
10. Any stray or abandoned animal, under Utah state law, must be taken to the municipal shelter in coordinating jurisdiction
11. Shelter(s) relinquishment/ownership must be transferred to RMDR according to county/state regulations
12. The RMDR surrender form must be completed fully and accurately
13. RMDR will make every effort to provide a complete health history for each current dog prior to intake
14. 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
15. No fee is required to RMDR for surrender intake. Donations in the form of goods or monetary for specific dog(s) are acceptable
16. Doxies at the shelter — refer our waiting adopters to the shelter. (Saves time for the two week hold at the shelter and then the steps of going through RMDR)
17. Shelter Outreach: Needs to be balanced with if we have fosters to support this
18. 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

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- Shelter Dogs - If we don't have fosters, but there are dogs looking for a home, after a month the Foster Coordinator will check with fosters again, don't make any promises to the shelter. Weekly, check if the dogs are still available. If they are still at the shelter we can put something about the dog on social media to direct interested people to the shelter, if we can't help foster
- Each dog will be transported
 - In a harness with a seatbelt
 - In a kennel or crate to ensure safety.
 - If necessary, the transportation lead/support volunteer will provide a muzzle, with additional materials needed for pickup, blanket, bed, treats etc. will be implemented by the transportation coordinator or support volunteer or foster family.
- When we don't foster the dog, but provide a service, in helping find a new home; (where the dog doesn't need medical or behavioral) the new owner is going to pay an adoption fee.
- Upload each dog's complete medical records (often the invoice) to their channel. This is given to the adopting family and kept for our records.

Transportation

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1. Hold Harmless must be signed by driver-volunteers, and pilot volunteers, and adopting families
2. All transportation (trips, long distance) should be done with two RMDR volunteers.
3. Gas will be reimbursed to volunteers for the transportation
4. Surrenders: transportation should only be requested after nearby rescue's have been ruled out as an option. This will be discussed with Intake.
5. Vet Transportation: volunteers may be asked to help fosters transport their foster dogs to and from vet appointments if they are unable to do it themselves. The driver-volunteer should coordinate transportation directly with the foster
6. Adoptions: If someone is adopting from out of state, request that they come pick the dog up. The foster or a volunteer may offer to meet the adopter at a half-way meeting point

Volunteers

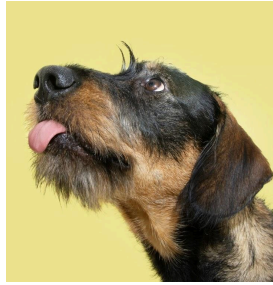
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1. RMDR encourages volunteering in many areas including administration, event assistance, transportation, fundraising, etc
2. Volunteers may be recruited from but not limited to the internet, word of mouth or through adoption events and community events
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
7. Gossip: Our community of fosters and adopters is a small close knit group. In the vein of ethical reciprocity we do not want to talk about someone behind their back. Even in Slack we all are representing Rocky Mountain Dachshund Rescue. IT has the right to prune threads that don't follow this RMDR policy

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RMDR Guideline for Breed Standards For the Intake of Dachshunds & Dachshund Mixes

Breed Standards Revision Tracking: version 1a, March 7, 2024

Key Physical Areas to Review: Dachshund

Dachshund breed was developed with a focus on dwarfism (achondroplasia*) to be a better hunting companion. They are part of the Hound | Scenthound Group. See attached standards.

- Overall, they are disproportionately smaller, with shorter limbs and normal or larger head
- Long narrow torso, elongated body
- Short legs, stunted growth (see height)
- Long floppy ears falling straight to just below jawline
- Muzzle a little arched (classic Roman look)
- Deep chest, pronounced sternum
- Front paws wider than back paws
- Straight tail (not kinked or with knots)
- Long snout
- Compact and muscular



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- Back torso to hip narrows slightly
- Queen Anne's Legs': not AKC standard, are when lower legs bow in and their feet turn out.
- Height & Weight:
 - Standard height 8-9 inches, 16-32 lbs.
 - Tweenie height 6 inches, 11-16 lbs.
 - Miniatures height 5-6 inches < 11 lbs.

Dachshund Puppy

- Straight tail
- Short legs, stunted growth
- Long floppy ears
- Long torso
- Rounded forehead
- Muzzle length may begin a little shorter
- Fur: smooth, wirehaired, long haired



Key Physical Body Areas to Review: Dachshund Mixes

Vet assistance in determining breed mixed with

ROCKY MOUNTAIN DACHSHUND RESCUE POLICIES AND PROCEDURES MANUAL

- Long legs
- Shorter back
- Small size (overall small size)
- Ears that stand up
- Incorrect head
- Spitz (curly) tail
- Flat head/forehead (dachshunds have a rounded forehead)
- Kinked tail
- Short snout

***Achondroplasia:** (a type of osteochondro-dysplasia) Breed norms are not met because the bones don't grow to the expected size. There is a gene mutation: fibroblast growth receptor that causes dwarfism in dachshunds; short legs, which has been part of breeding them as hunting dogs for burrowing animals, and for hunting in packs for boars.



Spay or Neuter Time Table: Waiting until 18-24 months of age to spay or neuter a dachshund may be recommended by vets to reduce IVDD risk. Waiting allows the time for a dachshund's body to develop—with their reproductive hormones, which are a necessary part of their healthy development.



Bark: Barking has been bred as part of a dachshund's role as a hunting dog, to “give voice” when they get excited. Scent Hounds bark more than other breeds. They're doing their job.

Growth: dachshunds typically are full grown between approximately 10-24 months; reaching social/emotional maturity around 2 years old. Nose may lengthen by 6 months (not reliable src)

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