



## SCHIPPERKERESCUE.NET, Inc. Rescue Policy & Procedure

**Resolved:** SchipperkeRescue.Net, Inc., hereinafter referred to as “SRN,” is a not-for-profit corporation dedicated to supporting efforts to rescue, rehabilitate, and rehome unwanted Schipperke dogs. To that end the Board of Directors shall appoint individuals as needed to coordinate various aspects of the rescue efforts. These Coordinators may be members of a national or regional Schipperke club, which itself is involved in rescue efforts, or independent Rescuers specializing in the rescue and rehoming of Schipperke dogs.

1. Any participant in Schipperke rescue efforts may raise money to support SRN. All activities must be legal in all aspects and conducted in a manner so as not to interfere with the operations of SRN or the maintenance of its informational website.
  - a. Individual donations shall be provided with documentation of the donation for tax purposes.
  - b. Donations resulting from private auctions of donated items, bake sales or other, similar activities will be acknowledged on the “With Gratitude” page of the SRN website.
2. All income generated by SRN will accrue to the SRN Rescue Fund and should not be used for any purpose other than those specified in this Standing rule unless approved by the board.
3. Board members, Coordinators, and participants in SRN activities will serve in a voluntary manner receiving no Personal compensation from the fund except for expenses as follows:
  - a. First class postage
  - b. Printing (correspondence and forms)
  - c. Extraordinary telephone expenses
4. All other reasonable expenses concerned with Rescue must be documented in order for the individual to be reimbursed. Documentation must be submitted to the SRN Treasurer within sixty (60) days of the date of expense to be valid and considered for payment.

Prior arrangements can be made with SRN to charge approved veterinary expenses to an organization credit card.

5. SRN shall be able to expend funds to cover the following situations and circumstances similar to those listed below:
  - a. Aid and assist in the care and placement of Schipperkes relinquished to SRN
  - b. Assist in the placement of Schipperkes found in shelters, such as those of local Governments and/or Humane Societies, and contact local members and clubs in that area to assist with the rescue effort.
  - c. Provide grants and assistance, where appropriate, for the care and maintenance of special needs rescued Schipperkes including but not limited to extraordinary surgery,



life-sustaining medications, or other treatments to help maintain health and quality of life.

6. The Relinquishment of a Schipperke by a Private Owner:
  - a. A Schipperke relinquished to SRN by a private owner will be asked for the following:
    - i. A completed and signed Bailment Agreement (available on the SRN website);
    - ii. Two copies of the signed but not-yet dated Owner Transfer Agreement (OTA) (available on the SRN website);
    - iii. To provide documentation that the dog(s) is/are up to date on their
      1. Up to date on their Rabies;
      2. heartworm negative and on heartworm medication;
      3. been spayed or neutered. or
    - iv. To have the dog(s) in question brought up to date medically by doing the following:
      1. Rabies vaccine (5-way vaccine or vaccine regimen that is required by law in the state where the dog resides in rescue)
      2. heartworm test;
      3. fecal test;
      4. spay/neuter
    - v. Should the own be unwilling or unable to provide the required information, SRN will ask for a minimum monetary donation of one hundred dollars (\$100.00) towards the care of the Schipperke while it is in rescue. Any donation will be noted on the Bailment Agreement. However, no Schipperke will be turned away from rescue if the person surrendering the dog is unable to donate to SRN rescue.
  - b. The person who is receiving the surrendered Schipperke will retain the Bailment Agreement and both copies of the Ownership Transfer Agreement. Should the former owner desire it, they may provide a copy of each document to be acknowledged by the rescuer and retain for their records.
  - c. The Rescuer then makes two copies of the Bailment Agreement, sending one copy to SRN and retaining the original and one copy.
  - d. When the Schipperke is adopted, the rescue person assisting in the adoption
    - i. provides to the adoptive home an evaluation form which includes all observations, comments and the current schedule of the dog,
    - ii. completes both copies of the Ownership Transfer Agreement and
    - iii. provides one of the originals to the adoptive home along with the copy of the Bailment Agreement.
    - iv. retains the original Bailment Agreement and one of the original Ownership Transfer Agreements.
    - v. then makes photocopies of both the Ownership Transfer Agreement and the check; and
    - vi. sends the check, a copy of the Adoption Agreement, and the photocopy of the OTA to SchipperkeRescue.Net, Inc. at 2360 Dairy Road, Lancaster, PA 17601 unless provided with account information whereby Rescuer may deposit the



check directly to the SRN account. If cash is exchanged, we ask that a money order be sent in lieu of the cash.

7. If a rescued Schipperke is under seven (7) years of age, the following procedures will be followed prior to adoption.
  - a. Veterinary bills are not to exceed three hundred fifty dollars (\$350.00) unless prior approval is given:
    - i. Current 3-year rabies vaccination;
    - ii. Heartworm test – if negative started on heartworm medication immediately - if the dog tests positive for heartworm, the SRN representative will then consult with the Veterinarians and the board if necessary to discuss the course of treatment, if any;
    - iii. 5-way vaccination or vaccine regimen that is required by law in the state where the dog resides in rescue;
    - iv. Negative fecal result;
    - v. Spay/neuter the rescue Schipperke if necessary
  - b. The Schipperke coming into rescue will be assessed for temperament and any extenuating health issue. If there is a question about the temperament or health of the dog, an SRN Coordinator will evaluate the dog before they are considered for spay/neuter.
8. If a rescued Schipperke is over seven (7) years of age, or appears to be over this age,
  - a. the following medical procedures may also be performed:
    - i. CBC
    - ii. Chemistry Profile
    - iii. Urinalysis
  - b. If this dog has abnormal test results in any of the tests listed above or the treating veterinarian suspects the possibility of Kidney or Liver disease, the use of rescue funds for further treatment will require a vote of the board and their consulting veterinarians.
9. Micro-chipping of every dog will be done for the purpose of tracking each dog entering rescue. SRN will be made aware of all dogs entering rescue. Coordinators will update SRN monthly on all SRN dogs they are monitoring.
10. The tracking form will be used in conjunction with the microchip number assigned to the Schipperke. The tracking form will allow for bi-weekly assessment of the dog in the foster home: rescuer's initial assessment and 14-day and 30-day assessments. At the end of four weeks the final assessment should reflect that this dog is ready for placement. Any dog not ready for placement at the end of four weeks will be evaluated via telephone conference with an SRN Coordinator and a member of the SRN board. This conference will evaluate why this dog is not ready for placement, whether more time is needed, or if the matter should be taken to the board. If there is a temperament issue or extenuating health issues, then it will be addressed by the board in conjunction with the Coordinator and the Rescuer involved.



11. A Schipperke entering the rescue program will be identified by the following method: year-month number-state-sex-a number-dog's call name.  
For example: 2006-09-PA-M-01-Skippy
12. Policy for Schipperkes that are deemed unable to be placed:
  - a. The foster home has the first option to adopt this dog for the cost of veterinary expenses or adoption fee that is set by SRN. Payment may be waived, mitigated, or spread out at the discretion of the board at the recommendation of the Coordinator.
  - b. SRN will seek to develop "special needs" homes which can and are willing to deal with whatever issues make the dog unadoptable in the mainstream.
  - c. In the event the issue is one of medications or other health issues, SRN may work with the Rescuer to develop special fund-raising efforts to support the maintenance of the special-needs dog.
  - d. If the board deems that the dog in question is unable to be placed due to health or temperament issues and all other options have been explored, then euthanasia will be considered.
13. SRN or any of its Coordinators or representatives are not to engage in any assistance to wholesale puppy breeders, pet shops, or any other commercial business in any way related to dog activities.
14. SRN will not reimburse any funds expended in a manner Contrary to that specified in this Standing Rule. The SchipperkeRescue.Net, Inc. Officers and Board of Directors may take legal action to remove itself from any such activities specified in number 13, or any illegal activities of a Coordinator or representative.
15. All forms used for adoption, transportation, fostering, and surrender will be approved by the Board.
16. Schipperkes available for adoption will be placed for an adoption fee of at least fifty dollars (\$50.00) above SRN's actual out-of-pocket costs. However, under no circumstances shall a dog deemed adoptable be placed for less than one hundred dollars (\$100.00). SRN may ask a higher fee for puppies and a lower fee for older dogs, but this must be approved by SRN.
17. Any SRN Coordinator may authorize treatment up to \$350.00. The SRN Board of Directors will control the authorization of treatment that will cost SRN over \$350.00 per dog. All bills will be submitted directly to the Treasurer. All bill submitted to the Treasurer must be properly documented and itemized to be considered for payment. The Treasurer has the right to question any bills submitted for payment. A copy of all bills, adoption form, check or money order, and any other documentation should be sent to SRN upon adoption of the dog. All checks and money orders will be made payable to SchipperkeRescue.Net, Inc. All adoption money will be submitted directly to the Treasurer with proper documentation (note



dog's ID # in memo area of check) so the Treasurer can match the bill to the adoption of the dog. Treasurer will receive all money designated for SchipperkeRescue.Net, Inc.

18. Clubs or individuals doing rescue work in their own name and not in the name of SchipperkeRescue.Net, Inc., who do not use SRN's 501(c)3 designation, and/or who do not draw money from the Fund are not required to be accountable to SRN. These individuals and or clubs will not use the name of SchipperkeRescue.Net, Inc. nor will they imply that they represent SchipperkeRescue.Net in any way. However, all rescuers, whether independent or clubs may utilize the SRN website to enable surrender and adoptive clients to find them, to provide information to their clients and potential clients, to list available Schipperkes in their custody or clients looking for Schips, and to refer clients to for news, information or to post lost or found dogs and other activities available on the site.