



Nickel City Canine Rescue, Inc.

Policies & Procedures Manual
Updated April 29, 2020

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SECTION A- INTRODUCTION

1. WELCOME

We are excited to have you as part of our team! As part of the team, we hope you will discover a passion for saving animals and find joy in working to help achieve a common goal of reducing the pet population. Our rescue has many volunteer opportunities and we will be happy to train you in any aspect, just let a leadership member know. Volunteers must be 18 years of age and fosters must be 21 years old.

This member handbook contains an explanation on how our rescue works and the key policies, goals, benefits, and expectations of Nickel City Canine Rescue along with other information you will need as a member. You should use this handbook as a reference guide as you have questions along the way.

Nickel City Canine Rescue reserves the right to modify policies and procedures. While Nickel City Canine Rescue will make reasonable efforts to inform you when changes occur, you should recognize that new policies and procedures become effective when the Rescue implements them. If you have any questions regarding the material, do not hesitate to ask a member of the Core Leadership Team as mentioned below for clarification.

Welcome aboard! We look forward to working with you.

2. HOW OUR RESCUE WORKS

Our dogs come from multiple shelters in southern states as well as local owner surrenders and local shelters. We are always in contact with our rescue partners down south and local shelters. We try to set up transports every 2-4 weeks to bring up the dogs in need. Our partners send us photos and as much information as they have on dogs in need. Our team will then post these dogs on our member's page for fosters to select a dog that will be a

good fit for their home. As transport day nears, preparation begins for both the travel and organization of the dog's medical records. The dogs typically arrive in a van to our office location where volunteers will unload them and pass the dog and necessary supplies to the foster. Our rescue provides all the necessary supplies to our fosters while the dog is in their care. The dog will settle in and once the foster gets to know them, they will be posted on our Facebook and website for adoption.

3. MISSION & VISSION

At Nickel City Canine Rescue, the heart of our work is to rescue displaced and unwanted animals at risk of euthanasia. We commit to providing them with stable care, basic needs, and the kind of love that makes their tails wag again. Our mission is also to reduce the unwanted pet population by spaying and neutering every dog that comes through our rescue.

We rescue both healthy and medically needy dogs from puppies to seniors. Here at NCCR, we regularly open our homes to pregnant dogs in need of a safe space to deliver their puppies. We've also taken on medical cases from broken bones, amputation, eye surgeries, masses, skin conditions, and beyond.

Our dogs come from multiple shelters in southern states as well as local owner surrenders and local shelters. Our goal is to match dogs in need to loving, safe, forever homes.

4. RESCUE STAFF & CONTACT INFORMATION

The below members represent the core leadership team of Nickel City Canine Rescue (NCCR). They are your primary points of contact for questions concerning the rescue.

A Complete Listing of all members with their role and contact information can be found in the Petestablished Database where we house our member contact information.

BOARD OF DIRECTORS CONTACT INFORMATION

Name	Phone
Kelsey Snyder	716-474-4904
Katie Izzo	716-432-9332
Hannah Fraser	802-338-6121
Lacy Bray	716-771-8373

LEADERSHIP TEAM CONTACT INFORMATION

Name	Phone
Jennifer Kasprzak	716-998-5921

Beth Smith Reed	716-440-2945
Joshua Bray	716-997-1655
Brandon Wolf	716-525-3339
Kristen Roth	716-628-3432
Patty Gaczewski	716-656-9728
Theresa Busch Motz	716-799-9412
Taylor Combs	
Jenna Johnson	

SECTION B- GENERAL INFORMATION

1. Prohibited Harassment

Nickel City Canine Rescue prohibits harassment of one member by another member, supervisor or third party for any reason including, but not limited to: veteran status, race, creed, color, national origin, sexual orientation, sex, age, disability, genetic predisposition or carrier status, marital status, domestic violence victim status, familial status or any other status protected by law. Harassment of third parties by our members is also prohibited.

Harassment is defined as any hostile or abusive conduct that is unwelcome and related to a protected status as mentioned above, which is both subjectively offensive and objectively offensive and sufficiently severe and/or pervasive that it has the effect of changing the terms and conditions of employment.

Below are examples of harassment (this list is not all inclusive):

- Verbal harassment such as epithets (nicknames and slang terms), derogatory comments or slurs, threats, unwelcome jokes and teasing;
- Physical harassment, such as assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual;
- Visual forms of harassment, such as derogatory posters, cartoons or drawings;
- Any other conduct that may create an offensive work environment.

Reporting Harassment

Any member who feels that he/she is being harassed should immediately report the facts of the incident(s) and the name(s) of the persons involved to the Board of Directors. If the member does not feel comfortable reporting to this person, or they are a part of the alleged harassment or they have not gotten back to the member within five (5) days, the member should then report the incident to a Managing Partner.

Nickel City Canine Rescue will investigate all claims and take appropriate corrective action. Any member, supervisor or agent of Nickel City Canine Rescue who has been found to have harassed or sexually harassed another member or a third party may be subject to appropriate disciplinary action, up to and including immediate removal from the Rescue, and may be subject to personal legal and financial liability.

There will be no retaliation or adverse action taken against a member who, in good faith, reports violations of this policy or participates in the investigation of such violations.

Finally, a false accusation of harassment can, in and of itself, have a serious adverse effect on those who are wrongly accused. Therefore, all members are expected to act responsibly in helping Nickel City Canine Rescue maintain an environment that is free from harassment.

2. Social Media

Nickel City Canine Rescue (the Organization) is dedicated to enhancing its reputation and public profile through social media and by supporting a positive environment for community feedback and building a loyal donor base to increase revenue. While adhering to the Organization's policies, employees are encouraged to use their social networking platforms to support our activities.

The following definition will be used for social media and networking in the context of this section: mobile and web-based applications for user-generated content, communication and social interaction. This definition may include, but is not limited to the following social media platforms: blogs, online communities, discussion forums, review sites, Twitter, Facebook, Instagram, LinkedIn, Snapchat, TikTok, Youtube, Google+, and any other related or similar websites.

The Organization and its volunteers, including leadership members and the Board of Directors, will respect the perspectives and opinions of others and conduct themselves professionally in accordance with the best social networking methods at all times. Volunteers will listen and respond to community feedback courteously, committing themselves to being responsible citizens and upstanding members of the community. Damaging behavior and content considered harassing, dishonest or offensive will not be tolerated.

The Organization reserves the right to any "friends", "followers", or social media contacts that are gained through e-correspondence (email address, social networks, blogs, etc. as mentioned in earlier sections) developed on behalf of the Organization.

Volunteers will respect the confidentiality of the adopters, donors, other volunteers and the Organization as a whole by not disclosing private information on social networks. Prior express permission from the Board of Directors must be obtained before any third-party content is published. All organizational proprietary information and intellectual property will be respected and maintained with the utmost confidentiality.

Organization-related volunteer social networking activity can and will be monitored. Violation of policy guidelines is subject to prompt removal of the volunteer from the Organization.

3. Ethics

Members are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between their personal interests and those of the organization. Nickel City Canine Rescue needs to know that the activities and transactions members participate in are ethical and within the law, both in letter and in spirit.

There is no way to develop a comprehensive, detailed set of rules to cover every rescue situation. The tenets in this policy outline some basic guidelines for ethical behavior at Nickel City Canine Rescue. Whenever Members are in doubt, they should consult with a member of the leadership team.

The successful business operation and reputation of Nickel City Canine Rescue is built upon the principles of fair business practices and the ethical conduct of our members. Our reputation for integrity and excellence requires careful observance of the spirit and letter of applicable Federal and State laws while refraining from any illegal, dishonest, or unethical conduct. Any possible violations of this policy must be reported to the leadership team. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible removal from the Rescue.

4. Member Commitment

Nickel City Canine Rescue (NCCR) relies heavily on our members to carry out the day to day operations of the group. We do support our member's commitments to other organizations, provided that members do not breach confidentiality or share proprietary information with other groups.

That being said, NCCR believes that members in a leadership role should limit their participation in other animal rescue organizations in order to prevent breach of confidentiality or bias.

5. Company Owned Materials

Our rescue is funded 100% from donations and that income is used to purchase all necessary supplies to support the dogs in our care. Nickel City Canine Rescue is committed to supporting our members while they care for the dogs in our rescue. We will provide you any necessary supplies and equipment you need to care for your foster. You are expected to demonstrate proper care when using and maintaining NCCR's property and equipment. We do ask that if you haven't taken a foster in 60 days and don't intend to foster within the next 30 days that you notify a member of leadership and we will arrange to exchange the NCCR owned materials. Failure to notify us can be considered theft.

6. Confidentiality & Intellectual Property

Protecting Company information is the responsibility of every member and we all share a common interest in making sure it is not improperly or accidentally disclosed. All members of Nickel City Canine Rescue are required to sign a member agreement as a condition of participation.

Proprietary information includes all information obtained by our members during the course of their work. Members of Nickel City Canine Rescue will receive and have access to information that is confidential in nature to the organization, its members, adopters, and vendors. This information includes but is not limited to pricing, policies, personal information, etc.

Misuse or unauthorized disclosure of confidential information not otherwise available to persons or companies outside the rescue is cause for disciplinary action, including dismissal.

7. Dress Code

Nickel City Canine Rescue strives to maintain a professional image for our organization and our members. Even though the dress code is casual, it is important to project a professional image to our adopters, other organizations, and other members. All members are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense.

We have a wide range of rescue branded merchandise that is available for purchase through our website. These products have been selected to represent the rescue with a professional style. Members of the rescue will be provided a discount code that can be used to purchase their choice of merchandise at a discounted rate. The promo code is 15OFFNCCR.

We request that when attending rescue related events that you wear a top with rescue branding.

8. Safety

Protecting the safety of our members is the most important aspect of running our business. All members have the opportunity and responsibility to contribute to a safe environment by using common sense rules and safe practices and by notifying management when any health or safety issues are present. In the event of an emergency, notify the appropriate emergency personnel.

Zoonotic Disease

Zoonotic disease or zoonoses are terms used to describe an infection or disease that can be transmitted from an animal to a human being. All domestic animals, including dogs, can potentially spread diseases to people, but rarely does this actually occur.

The most common zoonotic disease in dogs that members should be aware of are; Ringworm, Salmonellosis, Leptospirosis, Lyme disease, Campylobacter infection, Giardia infection, Cryptosporidium infection, Roundworms, Hookworms, Scabies (Sarcoptic mange), Harvest mites, and Rabies.

If pet owners exercise basic hygiene principles, especially hand washing, most of these

potential diseases can be avoided.

Infectious Diseases

In addition to zoonotic disease, there is a risk of transmitting contagious diseases from a foster to a personal pet. This why we require up to date vaccinations and vetting on the foster's personal pets. Infectious diseases may include Ringworm, Giardia, Coccidia, Scabies (Sarcoptic mange), Parvovirus, Distemper, Roundworms, Hookworms, Kennel Cough, Mites, Rabies, and more. Proper vetting and hygiene is key. Foster acknowledges and agrees that fostering a dog on behalf of NCCR is solely at the foster's own risk.

Reporting Injury

Members of the rescue are required to report any injuries sustained while conducting rescue business, including, but not limited to, adoption events, fundraising events, transporting animals, home visits, and fostering animals. Injuries must be reported to a member of the Board of Directors as soon as possible, and within 24 hours of the incident.

As consistent with the membership agreement that members have signed, the rescue and its Board of Directors are not liable for any injuries sustained by its members at events or while handling/housing the animals in our care. Nickel City Canine Rescue makes every attempt to adequately assess the temperament of animals and to place them in foster homes that are conducive to their well-being.

It is of utmost importance that all incidents relating to animal bites, whether the animal has bitten a person or another animal, are reported immediately, so that the information is included in the animal's records for consideration when placing the animal with a suitable adopter.

9. Holidays

Nickel City Canine Rescue chooses to operate its business following the federal Holiday schedule. Members may choose to observe these days as "no rescue work" holidays, however those that want to continue operations on these observed holidays can do so at their own will.

The holidays observed are:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day

Section C – APPLICATION PROCESSING

NCCR has developed a comprehensive step by step guide which should be used when processing all adoption applications, please refer to the “Home Visit Process” reference. If situations come up which are not covered in this guide, please bring it to the attention of one of the leadership teams.

We ask our volunteers to only take applications if you have time to complete them within **1 week** from receiving the application. Currently, applicants receive an email stating it takes 3-5 business days to hear from a volunteer to complete the application.

1. Initial Screening

Each applicant will have a vet check (if owned a pet within 2 years), reference calls, and review of their lease agreement if a renter. Grounds for denial are outlined below for the initial screening, bullet 3. If the applicant rents, a copy of their lease or pet policy is required. Any restrictions on size, breed, animal quantity, etc. should be documented on their approval card and in Petstablished.

2. Home Visit Best Practices

Home visits can be done individually but conducting them in pairs, whether with another member or another adult, ensures maximum safety. At any point during the visit, if the member feels uncomfortable for ANY REASON, the member is to leave the premises immediately.

Upon arriving at the applicant’s home, the member should introduce themselves as a member of Nickel City Canine Rescue. The applicant should receive a tour of the home and yard. The tour of the home should include the main living areas (kitchen, living room, den, etc.). The home should be in good condition and appear safe for animals to reside in. The yard should be well maintained. If there is a fence, the member is required to assess the adequacy of the fence. This includes fence height and condition. Please ensure that there are no significant gaps between the fence and the ground, particularly around gated areas.

The member is required to meet any resident pets. Concerns would be aggressive dogs or dogs that do not appear to be properly cared for or in good physical health.

Members should spend several minutes explaining how our rescue works, NCCR’s adoption process, talking to the applicant about their desire to adopt a dog, discussing realistic expectations, and answering any questions. Any questions that cannot be answered should be noted and communicated to a member of the leadership team.

If there are no concerns identified during the home visit, the member should provide the applicant with a pre-approval card. Note any restrictions on the card (due to landlords, fence height, adopter’s health, etc.). Please thoroughly explain how to contact the rescue to be put on a dogs list and how our process works.

3. Grounds For Denial

The following situations are grounds for denial of applications:

- Applicants who are already at or over the legal limit for dogs in their town/city of residence prior to adoption
- Any applicant who owns a dog or cat that is not spayed or neutered without a valid medical reason as documented by their veterinarian (e.g. the dog was adopted as a senior and cannot undergo surgery)
 - If a past dog that is no longer in the home was not fixed, it is not an automatic denial. Have a discussion with the applicant on why the dog was not spayed or neutered and thoroughly explain our spay/neuter policy, that fixing the dog they adopt will be required per our contract and NYS Department of Agriculture. Discuss the scenario with a member of the leadership team. If the applicant seems hesitant or refuses to follow our spay/neuter policy, it may still be denied.
- Applicants who currently own or have formerly owned pets that were not properly or timely vetted. This includes dogs whose vaccines (rabies, distemper and parvo) lapsed for any significant period of time. This also includes dogs who were not seen for annual physicals on a routine basis.
 - Cats, dogs, and ferrets are pets that require rabies vaccinations.
- Any applicant whose home and/or yard are deemed to be unsafe by the member processing their application. Situations that would be deemed unsafe would be excessive messiness (hoarding), homes where doors and/or windows are not secure, or homes that are in extreme disrepair.
- Applicants whose personal references strongly indicate that they do not believe the applicant should be adopted a dog/approved for adopting a dog.

This list is not exhaustive and other concerning issues should be discussed with a member of the leadership team on a case-by-case basis and prior to pre-approval of the applicant.

What to do when denying an applicant:

If an application meets the criteria for denial while the reference checks are being performed, please notify a member of the Board of Directors who will correspond with the applicant via email and mark the applicant as denied in our records.

If it appears, for any reason that an applicant should be denied during a home visit, members SHOULD NOT issue the applicant a pre-approval card. If the member conducting the home visit is comfortable discussing the grounds for denial with the applicant at the home visit, they may do so. If for any reason the member is not comfortable discussing the grounds for denial, they should tell the applicant that a member of the rescue will be in touch to discuss their approval/denial within 48 hours of the home visit. Members should then notify a member of the Board of Directors of their concerns as soon as possible after the home visit.

If there is any confusion as to whether an applicant should be denied, or if there are

circumstances not specifically mentioned in this manual that arise, members should contact a member of the leadership team who will guide them through the process.

Section D – FOSTERING

1. Foster Commitment

While fostering an NCCR dog, NCCR does not allow guest dogs in a foster's home. This includes fostering dogs from more than one organization at a time, dog sitting for family/friends, or dog sitting and/or in house doggy daycare through a company such as Rover.

If a foster is not currently fostering for NCCR but intends to foster an animal from another organization, the foster is required to notify an NCCR board member to discuss the situation. Our chief concern is always the health and safety of the animals in our care, and fostering animals through multiple organizations may compromise this.

2. Decompression

When foster dogs are received from transport and taken to their foster homes, they should always be considered a flight risk. Please take your foster dog directly to your vehicle and take the dog directly into your home. Do not take the dog on a walk, to meet friends/family, or out in public (pet stores, dog parks, etc.) for the first few days. Be very careful taking a dog outside for the first time. They should be on a leash, even in a fenced yard initially. If your foster is attempting to back out of and slip their collar or panicking on a leash and you think your foster dog would benefit from a harness and/or martingale collar, please notify a member of the leadership team immediately so we can get one to you. All dogs should have a collar with an ID tag on at all times.

Many dogs will be overwhelmed upon arrival and may not be as friendly or outgoing as they typically are. All fosters should have a plan and space to allow for decompression. Slow introductions with other dogs in the home is very important. Scared dogs may need to be left in their crate or a separate room with minimal interactions with animals or humans in the home for a couple days to fully decompress. Let the dogs come to you and open up at their own pace and do not force affection.

3. Dog Handling

Dogs must be leashed at all times when not in a foster home or a securely fenced yard. Fosters that do not have fenced yards must either leash walk their foster dogs or attach them to a very secure lead line (attached to a metal pole, secure deck railing, etc.) Dogs are NEVER to be let out of the house unleashed or unsupervised for ANY reason.

Foster dogs should never be taken to a dog park. This is a huge liability issue. If they are brought to one, any injuries incurred will be at the foster's expense.

Puppies who have not received all 3 parvo/distemper vaccines should not go out in public; including parks, pet stores, and veterinary offices. If the puppy does have a vet visit, they should be carried and not allowed on the ground, both in and outside the office. This is to prevent the spread of disease while the puppies have not yet reached full immunity.

Puppies will be allowed at adoption events if they have 2 parvo/distemper vaccines but should be placed in a puppy pen on a tarp or held at adoption events to keep them healthy. The dog's adoption folder will have vaccine information to be reviewed.

Minors (under the age of 18) are not allowed to handle foster dogs at adoption events or outside their homes. This includes holding leashes at adoption events.

Any leashed animals must be in control of a rescue member at all times at events. Please do not hand the leash to any potential adopters or interested individuals outside of the rescue. The dog should never be unattended. The leash should only be transferred from member to member.

4. Adoption Processing

A. Foster Fail

When a foster wants to adopt their foster dog, we fondly consider this to be a "foster fail". NCCR does permit foster fails. Fosters who wish to adopt their foster dogs must communicate this to a member of the leadership team asap and **prior** to the dog being listed as adoptable on our website/Facebook. A foster has a maximum of 7 days to make a final decision before the dog will need to be posted. Once a foster dog has been posted to the public, a list of pre-approved adopters will be started and adoption will proceed as normal. Foster fails are subject to leadership approval. If we believe that a different home would be a better fit for your foster dog, we may decline your request to adopt your foster dog. Legal town limits and housing restrictions still apply for foster fails. The foster must still pay the full adoption fee in order to adopt their foster dog.

B. Adopting to Family/Friends

If a family member/friend is interested in adopting a foster's dog, the foster must notify the leadership team asap and **prior** to the dog being listed as adoptable on our website/Facebook. The friend/family must complete an application. The foster dog will not be listed as adoptable online while we allow time for the application to be processed. The foster is able to vouch for the home visit of a 1st degree relative (parents, siblings, grandparents), but vet reference calls must be done by another volunteer. Application distributors must be informed to distribute the application for the vet calls. Friends /Family do not get preference once a dog has been posted to the public. They will be added to the list in order.

C. Posting Dogs for Adoption

Once the foster dog has settled in, the foster will be required to submit a bio for the dog to be posted on the rescue's Facebook page and website. The bio should include the dog's name, age, weight, gender, breed, personality, and photographs. We acknowledge that some dogs have specific needs, but restrictions/requirements for an adopter's home should not be placed without reason. Many adopters work full time jobs, have homes without fenced yards, and may have children or other pets. If your foster has specific requirements, please discuss these with someone from leadership **prior** to submitting the bio with an explanation of the reasoning behind it. Additionally, if your foster dog is timid and scared and you believe it needs more time to

decompress than the traditional 5 or 10-day hold, please notify leadership and we will hold off posting the dog until it is ready. Some dogs may need an overnight stay at an adopter's house rather than a brief meet and greet. Overall, if the dog has certain behavioral quirks or needs to find it the best home, it is always better for the foster to bring it to the leadership team to discuss options as a group.

D. Dog Lists

Once a foster dog has been listed as adoptable, names of pre-approved adopters will be received through email/Facebook messenger. A leadership team member will contact a foster with the name and contact information of the approved adopter and their place on the foster dog's list. Fosters are to work through the list in the order in which the names are received. The list is a first-come, first-serve basis, not based on foster's preference. Once you receive the name of an approved adopter, a foster is expected to contact the 1st adopter on the list within 24-48 hours to schedule a meet and greet once the dogs hold time is up. Fosters are expected to give an approved adopter a chance. If there is a justifiable concern about an application, this should be discussed with leadership team and approved before moving on to the next name. We do not want adopters getting passed over for more desirable adopters based on review of applications. If there are restrictions for the foster dog (no cats, needs a fenced yard, older kids only, etc.), the restrictions should be included in the foster dog's bio. If the foster does not receive a response from the adopter after attempting at least 2 different forms of communication (call, text, and/or email) and it has surpassed 24 hours from the last attempt, the foster may contact a member of the leadership team and proceed to the next name on the dog's list.

E. Meet and Greets

Prior to a meet and greet, the foster should send a photo of the yellow ½ sheet titled "Important Vaccinations Needed" and the white "Vaccination Record" sheet to a member of the Board of Directors for approval.

A new foster's first meet and greet should be done with a member of the leadership team, contact a leadership member when it is time to schedule it. If a foster is not comfortable leaving their dog at an approved adopter's home, they are not required to allow the adoption to proceed. It is recommended the foster tell the approved adopter to take the night to think it over. After leaving the approved adopter's home, the foster should contact the leadership team to discuss the concerns with the home. If deemed a justifiable reason, the foster or a leadership team member will contact the adopter to discuss why they are not allowed to proceed with adoption. If the foster deems the home a good fit for the foster dog during the meet and greet, the foster is able to proceed with adoption. If the foster or pre-approved adopter would like time to think about it, the pre-approved adopter has 24 hours to make a decision.

Once the adoption is agreed upon by the foster and the adopter, the contract and adoption fee must be collected and rendered to NCCR within 1 week of finalizing the adoption. Failure to do so could result in removal from the group and filing a claim to

collect funds.

F. Travel

Approved adopters may be within a 1-hour radius of the Buffalo Niagara International Airport. Depending on the foster's location, an adopter could be over 1 hour from the foster home. A foster is expected to conduct meet and greets within the approved radius. If the foster is not able to regularly travel the distance to the NCCR office for supplies or to adopters' houses within the radius, then they may be asked to reconsider fostering. If the foster has travel restrictions, it is their responsibility to inform a member of the leadership team and find another volunteer, who has experience finalizing adoptions, to assist. If there is an approved adopter outside of the 1hr radius, it is up to the foster's discretion on if they would like to proceed with a meet and greet.

G. Inability to Foster

If you are having difficulty fostering a dog, remember that you committed to take them and are expected to see it through. Decompression and giving the dog time cannot be emphasized enough. If a foster is not able to continue fostering a dog in their care, it is their responsibility to inform the Board of Directors and then post the dog to the members page asking for a new foster. However, before finding a new foster, the current foster is expected to give adequate space and time for decompression, meaning a completely separate space by themselves, away from all humans and pets, and at least 48 hours.

5. Foster Dog Health

A. Health Concerns

If there is a health concern with a foster dog, the foster is required to notify a leadership team member immediately. This may require treatment at that time or we may recommend a period of observation. It is the responsibility of the foster to follow up on the health concern with the leadership team. If the health concern is not improving or is worsening, the foster should contact the leadership team with a follow up, especially prior to adoption. If a dog is not completely healthy before scheduling a meet and greet, the foster should ask leadership for advisement.

B. Vet Visits

A foster must call board members to get approval before bringing a foster dog to the vet. The foster is expected to attempt to contact **all** board members if they are unable to reach their first contact and give adequate time to respond. If a foster does not get approval for the vet visit, the foster will be expected to cover the cost of the visit. If it is a life or death issue, ex: getting hit by a car, it is ok to go to an emergency vet immediately; however, the foster should try contacting leadership ASAP.

C. Spay/Neuter

We do our best to facilitate a foster dog's spay/neuter while they are in our care before adoption. Prior to transport to Buffalo, fosters for dogs older that are eligible should schedule the spay/neuter at the foster's convenience while the dog is in their care. If a foster needs help transporting the dog to the appointment, the foster is encouraged to

post to the members page asking for help. The dog should always wear the cone and limit activity during the postoperative period.

If a foster dog gets adopted prior to their spay/neuter appointment, it is expected the foster communicate the scheduled date to the adopter. If there is a conflict with the adopter's schedule, the foster should assist in transportation as the date was chosen at their convenience. If the spay/neuter appointment is within 1 week of adoption, it likely cannot be rescheduled. If it is not possible for the adopter or foster to bring the dog to the scheduled spay/neuter appointment, the foster should post in the members page asking if any volunteer is able to assist in transporting the dog to the appointment. If all options for transport to the appointment have been exhausted and the dog is not able to make the appointment, the adopter must contact the spay/neuter team asap to reschedule.

Per the contract, if the dog is less than 5 months of age, the adopter agrees to have the dog spayed/neutered within 90 days or by 5 months of age, whichever comes first. If the dog is older than 5 months, the adopter agrees to have the dog spayed/neutered within 30 days from the date of adoption. Male dogs can be fixed as young as 10-12 weeks of age or once both testicles have descended and females can be fixed at age 14-16 weeks. All spay/neuter appointments will be done with NCCR vets (Transit Animal Hospital, Operation Pets, or RCAC).

D. Medications

It is expected that all fosters administer medications provided and on the correct dates on which the foster dog requires them. Necessary medications are provided in the folder with due dates listed on the yellow "Important Vaccinations Needed" sheet. Once administered, the foster should document the medication on the white sheet titled "Vaccination Record". If the dog is not adopted and due for preventative medications, such as monthly heartworm preventative or flea/tick treatment, the foster should contact a member of the leadership team.

6. Adoption Returns

NCCR strongly encourages adopters to seek training in the event of behavioral issues with their adopted dogs. We also encourage adopters to be patient with their dogs, as the adjustment period for new dogs can sometimes be longer than most people expect. Please direct any concerns adopters raise to a member of the leadership team. We will contact the adopter to discuss any issues they are having.

NCCR will accept returns of its foster dogs from adopters. If an adopter plans to surrender their adopted dog, it must be surrendered back to NCCR (NOT to a local shelter, other rescue, or sold/given away to a private party). This is explicitly stated in every adoption contract. Adoption fees are considered donations to the rescue and are not refundable after 24 hours from the time of adoption. An adopter interested in surrendering their dog can email the rescue or message the Facebook page. If it is within a few days from adoption, the previous foster will be asked to take the dog back into their care. If it has

been an extended period of time since adoption, the adopter may be asked to hold the dog until a foster is found. The previous foster will be asked if they are interested in taking the dog back. If they are unable to, the dog will be posted to the members page to find a foster.

7. Adoption Events

NCCR will hold adoption events on a monthly basis. We will increase the frequency of adoption events if we have many adoptable dogs in the rescue and provided there are volunteers to run the event. These events will be added to our calendar. We request that whenever possible, fosters bring their adoptable foster dogs to the adoption events. We understand that not every foster with an adoptable dog will be able to attend every adoption event. If you are unable to bring your foster dog, please make every effort to make your foster dog available on the date of an adoption event and post on the members page asking for assistance so that another volunteer may bring your foster dog. Adoption events allow for adopters to meet multiple dogs. If the adopter has no other pets at home, adoption can be finalized at an event if the foster is comfortable with it. If the adopter has other pets, a meet and greet at the adopter's home will need to be conducted.

Section E – FOSTER-TO-ADOPT

NCCR offers approved adopters and fosters a foster-to-adopt arrangement. They may select a dog which needs foster and foster the dog to ensure it is the right fit for their family. A decision to adopt or not is required with-in 7 days of dog coming into the home. If they choose to adopt, the signed adoption contract and adoption fee is required within 10 days of the dog coming into the home. If they choose not to adopt, the adopter will be asked to foster the dog until the dog is adopted or until a new foster can be found. A bio will be needed and the dog will be posted as "available" to other potential adopters.

NICKEL CITY CANINE RESCUE, INC.
MEMBER AGREEMENT

THIS MEMBER AGREEMENT ("Agreement") is made this ____ day of _____, 20____, by and between **Nickel City Canine Rescue, Inc.** ("NCCR"), and _____ (individually, "Foster" or "Volunteer" and collectively, "Member"), residing at _____. This Agreement is valid for any current or future animals ("Pet") in Member's care on behalf of NCCR.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties hereto mutually agree as follows:

1. FOSTER RESPONSIBILITIES

- a. Foster agrees to care and love ANY Pet in Foster's care on behalf of NCCR as if it were Foster's own, and will provide Pet with exercise, proper food, fresh water, and basic obedience training.
- b. Foster acknowledges that NCCR has made no guarantees, representations and/or promises as to Pet's health, disposition, temperament, and/or future personality. Foster understands that Pet may have significant medical needs and/or socialization problems and may not be housebroken.
- c. Foster acknowledges and agrees that fostering of Pet on behalf of NCCR is solely at Foster's own risk.
- d. Foster understands that Pet shall be allowed to sleep indoors and protected from the elements or adverse conditions. Pet shall not be housed or kept outside or in a yard, or chained at any time. Pet shall not be allowed to roam free or unsupervised outside. Pet shall wear the collar supplied by NCCR with NCCR id tag at all times.
- e. Foster shall immediately notify the appropriate NCCR representative in the event of a missing or injured Pet.
- f. Foster agrees to assist in getting a photo of each Pet that comes under Foster's care on to NCCR website and social media page, including taking a photo and writing a short description, and submitting to the appropriate NCCR representative for review, or asking for assistance in taking the photo and writing a short description.
- g. Foster acknowledges and understands that any potential adopter must be screened, interviewed and approved by an authorized NCCR representative. Foster understand that his/her input will be appreciated and a part of the process, and that the final decision to place or not to place any particular dog with any particular potential adopter will be made by an authorized NCCR representative.
- h. Foster agrees to travel to obtain foster supplies, bring Pet to veterinary visits, and conduct meet and greets for the PET with potential adopters within the approved adoption radius.
- i. Foster permits NCCR to visit at reasonable convenient times to check on the wellbeing of the Pet.
- j. If Foster can no longer care for Pet, Foster shall notify NCCR and understands that NCCR will do everything possible to place the Pet with another suitable foster or adoptive home within a reasonable timeframe.

2. RULES AND CONDUCT

- a. Member agrees to abide by the rules of NCCR as set forth in the NCCR Policies and Procedure Manual, as may be amended from time-to-time.
- b. As a member of NCCR, Member agrees to conduct himself/herself in a mature, professional and responsible manner at all times at any home visit, event, meet and greet or other function where Member is representing NCCR.

- c. Member agrees that documentation and discussions regarding NCCR are considered confidential and should not be discussed with individuals who are not members or representatives of NCCR. This Agreement should also be considered confidential.

3. INDEMNIFICATION AND RELEASE OF LIABILITY

- a. Member acknowledges and agrees that Member is solely responsible for any and all damages, losses, liabilities and injuries, of whatever kind, caused by Pet while Pet is in Member's care or while at any function or event. Member releases NCCR and any of its officers, agents, contractors, and assigns from any and all present claims resulting from ordinary negligence on the part of NCCR, and agrees not to sue NCCR for property damage, personal injury, and/or other loss that may result from the behavior or actions of Pet.
- b. Member agrees to indemnify, defend and hold harmless NCCR and its directors, officers, members, volunteers and representatives from and against all actions, claims, suits, losses, liabilities and damages, costs, expenses (collectively, "Claims"), including reasonable attorneys' fees, arising out of or relating to this Agreement, including, but not limited to, Claims from or caused by Pet while Pet is in Member's care, or while at any function or event, pursuant to this Agreement. The indemnity obligations contained herein shall include any Claims attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom, which are caused by Pet. The indemnity obligations contained herein shall also include any Claims sustained by any animal, including Member's own animals or children, which are caused by Pet.
- c. If NCCR is forced to undertake any action to enforce the provisions of this Agreement, including the indemnity provisions under this Section, Member shall indemnify NCCR for all court costs and reasonable attorneys' fees connected with such an action.
- d. The remedies contained herein are cumulative and in addition to any other remedies at law or in equity.

4. TERMINATION

- a. This Agreement may be terminated by either party at any time.
- b. In the event that Foster does not comply with the terms of this Agreement, at the reasonable discretion of NCCR, NCCR may recover the Pet.
- c. In the event of termination, Foster will keep the Pet safe and continue to house and care for the Pet as required by this Agreement until arrangements can be made for return of the animal to NCCR. Foster further agrees to cooperate in efforts including helping with necessary arrangements for the safe return of Pet to NCCR.

5. MISCELLANEOUS

- a. This Agreement is governed by and construed in accordance with the laws of the State of New York, without reference to its conflict of law principles. The parties agree to submit to the personal and exclusive jurisdiction of the courts located in Erie County, New York.
- b. This Agreement constitutes the entire agreement between the parties regarding the subject matter contained herein and supersedes any and all prior agreement or understanding. No amendment, modification or waiver of any provision of this Agreement will be valid unless in writing and signed by the parties.
- c. Member shall not delegate or assign any of its rights or obligations under this Agreement without NCCR's prior written consent. The terms and conditions of this Agreement shall be binding upon and shall inure to the benefit of the parties and their respective successors and assigns.
- d. The waiver by a party of a breach of any provision of this Agreement shall not operate as, nor be construed as, a waiver of any subsequent breach thereof.

- e. If any section or portion of this Agreement is held by a court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained herein shall not be in any way affected or impaired.

IN WITNESS WHEREOF, this **MEMBER AGREEMENT** has been duly executed by the parties as of the date and year first written above.

MEMBER:

Signature: _____

Print

Name: _____

NICKEL CITY CANINE RESCUE, INC.

Signature: _____

Print

Name: _____