**Administrative Section**

**Policy for Name Purpose, Bylaws and Articles of Incorporation**

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| **Original Draft/rewrite/approval/revision** |
| **Original Draft** | **2016** |
| **Rewritten** |  |
| **Approval** |  |
| **Revision** |  |

**Abbreviations:**

**OLAR= One Love Animal Rescue, Inc.**

**Definitions:**

**Policy# 1**

1. This policy discusses OLAR’s Bylaws and its Incorporation under the Laws of the state of Georgia.
2. The Articles of Incorporation [of the Bylaws] of OLAR include Name, Office and Purpose, Membership, Board of Directors, Officers, Books and Accounts, Conflict of Interest, Indemnification, Miscellaneous Provisions and Amendments and Interpretations.
3. The Bylaws are reviewed annually and updated as necessary.

**References:**

**OLAR’s Bylaws and Articles of Incorporation**

**Cross references:**

**Policy for Licensure and Regulation**

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| **Original Draft/rewrite/approval/revision** |
| **Original Draft** | **2016** |
| **Rewritten** |  |
| **Approval** |  |
| **Revision** |  |

**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

GDOA= Georgia Department of Agriculture

**Definitions:**

**Policy# 2**

1. This policy discusses the licensure and regulatory guidelines which OLAR must maintain to operate in Savannah, Chatham County, the state of Georgia and the United States.
2. In addition, OLAR is subject to all the demands of the state of Georgia Department of Agriculture with respect to the admission, management, transfer and ultimate resolution of all animals under its care. OLAR maintains a license for 80+ animals. The license is renewed on an annual basis.
3. Documents related to GDOA are maintained in hard copy and electronic format at the address in which OLAR holds its license.
4. The Georgia Department of Agriculture (GDOA)makes these demands upon OLAR:
* Foster Agreement
* GDOA Foster Agreement (OLAR maintains a system for capturing this information acceptable to GDOA upon inspection)
* GDOA Home Inspection
* GDOA Inventory for dogs (OLAR maintain electronic records- *approved by GDOA*- for cat inventory due to rapid traffic in and out of the Rescue)
1. All documents and examples may be found in the Appendix.
2. OLAR maintains a non-profit tax status within Chatham County.
3. OLAR maintains a non-profit tax status in Georgia.
4. Within the United States, OLAR maintains a Federal Tax ID.
5. It is in the best interest of OLAR to operate in ’good standing’ while maintaining all necessary licensure and regulatory guidelines of the above organizations.
6. OLAR reports all discrepancies/notable findings immediately to the above organizations per the stipulations of each license.
7. OLAR desires to be a role model and true to its mission in keeping animal management as its upmost activity.

**References:**

Above-referenced GDOA-Required Documents

**Cross references:**

**Policy for the Leadership, Board of Directors and Board Complement**

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| **Original Draft/rewrite/approval/revision** |
| **Original Draft** | **2016** |
| **Rewritten** |  |
| **Approval** |  |
| **Revision** |  |

**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

**Definitions:**

**Policy# 3**

1. OLAR maintains a Board of Directors to manage, direct and decision-make in the best interest of the Rescue, related to manners of business and the Rescue’s affairs. .
2. The Board must maintain a president, vice president, secretary, and treasurer. Other such officers may be elected as required. Each officer further delegates the needed responsibilities related to the Rescue.
3. Board positions and Board compliment are evaluated annually with positions added as needed. Additions to the Board reflect skill sets which can enhance the functioning of OLAR. Additions may include but are not limited to legal, finance and veterinary.
4. Directors are elected/and or appointed by the Board by resolution duly adopted by the Board’s majority vote, or at the Annual Meeting of the Board. This meeting is held at a time and date determined by the Board.
5. Board vacancies are filled per the Bylaws.
6. A quorum of the Board determines Board and Organizational direction.
7. Specific duties and responsibilities, as well as expectations are further enumerated in the Bylaws (see Addendum).
8. The Curriculum Vitae of each Board member will be maintained and updated in the Policies and Procedures manual as a separate chapter.

**References:**

OLAR Bylaws and Articles of Incorporation

**Cross references:**

**Policy for Organizational Chart**

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| **Original Draft/rewrite/approval/revision** |
| **Original Draft** | **2016** |
| **Rewritten** |  |
| **Approval** |  |
| **Revision** |  |

**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

**Definitions:**

**Policy# 4**

1. This policy demonstrates the fact that an organizational chart is maintained and updated annually or as needed per the Bylaws of the organization.
2. The Bylaws of OLAR dictate the positions of responsibility needed to operate and the ways in which Board compliment may evolve.
3. The current organizational structure of OLAR’ Board include:

President

Karrie Bulski

Presi

Compliance

Gayle McGowean

Secretary

Pam Bebon

Treasurer

Vanessa Lewallen

Vice President

**References:**

OLAR Bylaws and Articles of Incorporation

**Cross references:**

**Policy for Maintaining Curriculum Vitae (C.V.) or Resumes of Board Members,**

**Employees or Contractors**

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| **Original Draft/rewrite/approval/revision** |
| **Original Draft** | **2016** |
| **Rewritten** |  |
| **Approval** |  |
| **Revision** |  |

**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

**Definitions:**

**Policy# 5**

1. This policy describes the fact that all Board Members, Employees or Contractors

OLAR will maintain a current C.V. or resume on file.

1. A C.V. or resume will be used for, but not limited to Foundation or grant-related efforts, as well as general Board business.
2. A C.V. or resume will only be released for official business use as directed by the Board.
3. C.V. or resume will be updated annually or as needed.
4. All C.V. or resume documents are confidential and utilized with the permission of the Board solely for Board-related efforts.

**References:**

**OLAR Bylaws and Articles of Incorporation**

**Cross references:**

**Policy for Insurance and Indemnity**

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| **Original Draft/rewrite/approval/revision** |
| **Original Draft** | **2016** |
| **Rewritten** |  |
| **Approval** |  |
| **Revision** |  |

**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

**Definitions:**

**Policy# 6**

1. This policy describes the need for adequate insurance coverage for OLAR.
2. OLAR will maintain in good standing, adequate insurance as an umbrella policy, to cover its Board, volunteers and operations.
3. The Certificate of Insurance will be maintained within the policy manual and as an electronic file. It is available for inspection, as well as an attachment for purposes related to the Rescue, such as but not limited to events, grant responses and other business purposes. Insurance certificates of organizations which interface with OLAR will email their documents to OLAR to be maintained both in hardcopy and electronic file.
4. The Certificate of Insurance is renewed annually in September.
5. At that time, the policy is reviewed as to the adequacy of the Rescue’s need.
6. The Board, including but not limited to the President, Treasurer and Compliance officer, will be part of this review.
7. Incidences in which needs for insurance may be sought, will receive the highest priority by the Board with appropriate intervention and retention of persons specialized and credentialed in professional fields as necessary.
8. The Certificate of Insurance may be found in the addendum.

**References:**

**Cross references:**

**Policy for Management of Funds**

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| **Original Draft/rewrite/approval/revision** |
| **Original Draft** | **11/2015** |
| **Rewritten** | **1/2016** |
| **Approval** |  |
| **Revision** |  |

**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

**Definitions:**

**Policy# 7**

1. This policy describes the process by which funds are collected, disbursed, verified and reported. It also describes the individuals involved in fund management, with access to bank accounts. It addresses oversight, accounting and taxation practices.
2. Books and accounts must be maintained per the Bylaws.
3. The Bank currently being utilized by OLAR is South State Bank.
4. Funds or revenue arrive from a variety of sources which include, but are not limited to:
* Adoptions
* Donations
* Fundraisers
* Investments
1. Revenue is primarily handled by the Treasurer, who utilizes a Remittance Sheet (see addendum) and categorizes the entry.
2. Responsibility for all funds management is the responsibility of the Treasurer. It is the treasurer who designates other individuals who may be asked to assume subordinate activity.
3. Information from the Remittance sheet includes the person collecting the funds and amount of the deposit and category.
4. The deposit or debit is made to/from the bank. The amount is captured and new balance created.
5. Debit cards are a method of paying invoices, bills, etc.
6. Debits are categorized as to their kind and recorded into Quick Books.
7. Board members or their designate use bank cards for purposes directly related to the business.
8. Any debited charge must be accompanied by a receipt and/or an individual invoice and sent to the Treasurer, who in turn creates paper copies.
9. Designated Adoption Coordinators or volunteers may collect cash for adoptions, donations or fundraising activities.
10. Cash collections are verified as appropriate, with 2 persons, whenever possible.
11. Funds are handled by the Treasurer and, the Treasurer is assisted in some tasks by the bookkeeper.
12. A statement of monthly and annual financial activity, including investment activity, is reviewed by the entire Board at regular Board meetings.
13. Taxes are filed annually utilizing IRS Form 990. Contractors receive IRS Form 1099.
14. Donations are acknowledged for amounts greater than $250. Acknowledgments are sent annually in January and throughout the year as appropriate.
15. Substantial expenditures are the discussed by the Board.
16. An annual general accounting of the previous year occurs in the 1st quarter of each year.

**References:**

**Cross references:**

**Policy for Adoption Fee Establishment**

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| **Original Draft/rewrite/approval/revision** |
| **Original Draft** | **2016** |
| **Rewritten** |  |
| **Approval** |  |
| **Revision** |  |

**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

**Definitions:**

**Policy# 8**

1. This policy establishes the method, in which, adoption fees are established for kittens, cats, puppies and dogs.
2. An adoption fee is established to defray costs of animal care while in OLAR’s custody.
3. Costs including, but not limited to the ‘regular’ veterinary care, food and general supplies are taken into consideration when fees are established. Additionally, ‘market’ conditions are factored in. Attention is paid to other Rescue groups and what is being charged.
4. Any part of the adoption fee may be designated ‘donation’ if the Board decides.
5. Any or all of the adoption fee may be waived if determined by the Board or it’s designate.
6. Adoption fees are reviewed quarterly or as needed.
7. Adoption fees are measured against established financial metrics.
8. Adoption fee change must be approved by The Board.

**References:**

**Cross references:**

**Policy for Document Maintenance with the Georgia Department of Agriculture,**

**Rescue Inspection and Mandatory Reporting**

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| **Original Draft/rewrite/approval/revision** |
| **Original Draft** | **2016** |
| **Rewritten** |  |
| **Approval** |  |
| **Revision** |  |

**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

GDOA= Georgia Department of Agriculture

**Definitions:**

**Policy# 9**

1. This policy describes the documentation/records held in accordance with the demands of GDOA.
2. Documentation/records is maintained at the address in which the OLAR license is held.
3. Documentation/records are maintained both in hardcopy and electronic (the GDOA remains manual at this time) formats.
4. Documentation/records include:
* Foster Agreement
* GDOA Foster Agreement
* GDOA Home Inspection
* GDOA Inventory for dogs (OLAR maintain electronic records- *approved by GDOA*- for cat inventory due to rapid traffic in and out of the Rescue)
1. Inspection occurs at the discretion of GDOA. Due to our virtual foster business model, as well as Board members outside employment, it is generally pre-scheduled.
2. The inspection generally includes but is not limited to the inventory of foster homes matched to incoming and outgoing animal traffic, review of random animal files and questions regarding illnesses, review of OLAR’s general files and a general inspection of the license-holder’s home (which is also a foster home).
3. The Inspector completes The Inspection Report and leaves a copy for OLAR.
4. All transferable diseases and other untoward conditions must be reported to GDOA immediately.
5. The most recent Inspection can be found in the Appendix.

**References:**

**Cross references:**

**Policy for Board Meetings and Communication**

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| **Original Draft/rewrite/approval/revision** |
| **Original Draft** | **11/2015** |
| **Rewritten** | **1/2016** |
| **Approval** |  |
| **Revision** |  |

**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

**Definitions:**

**Policy# 10**

1. This policy discusses the meeting calendar of the Board, as well as communication amongst the Board.
2. Meetings of the Board occur per the Bylaws, with special meetings added throughout the year whenever organizational business must be transacted.
3. Communication methods involve telephone calls, emails, text messages and Skype, if necessary.
4. Each Board meeting has an agenda and minutes are recorded by the Board Secretary.
5. Board minutes are kept and filed and held by the Secretary. They may also be placed on Google Drive.
6. OLAR maintains a calendar of events, as well.

**References:**

**Cross references:**

**Policy for Unspecified Business Relationships, Alliances, Promotions and Offerings**

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| **Original Draft/rewrite/approval/revision** |
| **Original Draft** | **2016** |
| **Rewritten** |  |
| **Approval** |  |
| **Revision** |  |

**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

**Definitions:**

**Policy# 11**

1. This policy discusses the way in which conflicts of interest are avoided when OLAR is approached to promote or provide offerings to new animal owners.
2. Promotions and offerings are often part of the adoption kit.
3. Promotions and offerings are subject to Board approval.
4. OLAR does not review or endorse any entity or receive remuneration from the entity providing the promotion or offering.
5. Some promotions or offerings are provided to the new animal owner at a discounted rate. OLAR does not participate in any establishment of other organizations’ fees for promotions or offerings.
6. It is ultimately the choice of the animal owner which promotions or services are utilized.
7. Conflicts of Interest are addressed within The Bylaws.

**References:**

**Cross references:**

**Policy for Fundraising**

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| **Original Draft/rewrite/approval/revision** |
| **Original Draft** | **2016** |
| **Rewritten** |  |
| **Approval** |  |
| **Revision** |  |

**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

**Definitions:**

**Policy# 12**

1. This policy describes the process by which OLAR practices fundraising.
2. Fundraising is defined as the act of soliciting donations or contributions from individuals, groups, events or activities, companies or corporations for OLAR.
3. Fundraising is maximized and directed *primarily* to the care of animals.
4. All fundraising events are evaluated post-event to determine an appropriate margin of profitability. Profitability margin is determined annually by the Board and is subject to market conditions.
5. Events are established in December preceding the fiscal year. In January, the Board adopts and publishes its annual calendar. Events may be added to the calendar, as necessary.
6. Matching funds may be sought. Matching funds competition may be established by the Board.
7. Donations may be restricted or non-restricted.
8. Fundraising may be direct or through Paypal or other online vehicles.
9. Fundraising is managed in a database-like tool.
10. OLAR may employ a fee-for-service or contract individual for the purpose of fundraising.
11. The Contracted Fundraising Individual reports directly to the Board. The Board determines the hourly compensation, the hours worked and the primary objectives for the fundraising activity.
12. The process is pre-agreed as to function, accountability and results.
13. OLAR desires to maintain an extremely high rate of return on donations flowing through directly to the care and support of animals.
14. Acknowledgement and gratitude are expressed as soon as possible to those donating.
15. It is anticipated that all contributors or donators be acknowledged in the Annual Report or via electronic link.
16. Donations may be acknowledged in an online link or in print, such as an annual report.

**References:**

**Cross references:**

**Policy for Investments**

|  |
| --- |
| **Original Draft/rewrite/approval/revision** |
| **Original Draft** | **2016** |
| **Rewritten** |  |
| **Approval** |  |
| **Revision** |  |

**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

**Definitions:**

**Policy# 13**

1. This policy describes the process by which OLAR invests/secures its assets.
2. Generally, the investment is established on an annual basis.
3. Three (3) or more organizations are initially solicited for investment vehicles.
4. Investments must show adequate return and liquidity.
5. Ultimately, The Board will determine which of the 3 entities will be chosen or not chosen, with additional research done.
6. The Board also determines the amount of investment.
7. The results of investments are reported monthly and annually.
8. The Board may vote to suspend investments for any reason or change the amount of investment or liquidate the investment.

**References:**

**Cross references:**

**Policy for Marketing Materials**

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| **Original Draft/rewrite/approval/revision** |
| **Original Draft** | **2016** |
| **Rewritten** |  |
| **Approval** |  |
| **Revision** |  |

**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

**Definitions:**

**Policy# 14**

1. Marketing materials are developed annually or on an as-needed basis determined by the Board.
2. The purpose of any marketing literature is to promote the mission and publicize the work of OLAR’s mission.
3. Marketing materials include, but are not limited to the Annual Report, OLAR Leave- behind flyer and a general information sheet used in multi-purpose activities (Board recruitment, fundraising, etc.).
4. Materials may be designed specifically for events or other occasions, as needed, and approved by the Board.
5. All materials are in PDF format to minimize printing costs.
6. Materials are reviewed annually in December preceding the fiscal year. In January, the Board adopts its Marketing Plan for the fiscal year.

**References:**

**Cross references:**

**Policy for Succession Planning**

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| **Original Draft/rewrite/approval/revision** |
| **Original Draft** | **2016** |
| **Rewritten** |  |
| **Approval** |  |
| **Revision** |  |

**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

**Definitions:**

Succession planning is defined as the process for identifying and developing internal people with the potential to fill key business leadership positions in the organization

**Policy# 15**

1. Succession planning is defined as the process for identifying and developing internal people with the potential to fill key business leadership positions in the organization. This includes the ability of each member of the Board to continue business uninterrupted.
2. Each Board Member should annually determine and name a potential successor, experienced in the role to be filled.
3. With regard to financial stability, documents related to the business and financial functioning of OLAR must be maintained in multiple safe places, as well as electronically.
4. Financial information including but not limited to passwords and access ability are maintained by each Board member in a sealed envelope.

**References:**

**Cross references:**

**Policy for Code of Conduct**

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| **Original Draft/rewrite/approval/revision** |
| **Original Draft** | **2016** |
| **Rewritten** |  |
| **Approval** |  |
| **Revision** |  |

**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

**Definitions:**

Conflict of interest arises when a person participates in a decision about a matter (including any contract or arrangement of employment, leasing, sale or provision of goods and services) which may benefit or *be seen to* benefit that person because of his/her direct or indirect monetary or financial interests affected by or involved in that matter.

**Policy# 16**

1. This policy describes the basic principles regarding OLAR employee and volunteer code of conduct. It is as follows:
* Always act with fairness, honesty, integrity and openness; respect the opinions of others and treat all with equality and dignity without regard to gender, race, color, creed, and ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.
* Promote the mission and objectives of OLAR in all dealings with the public on behalf of the OLAR.
* Provide a positive and valued experience for those receiving service within and outside the OLAR
* Act with honesty and integrity and in accordance with any professional standards and / or governing laws and legislation that have application to the responsibilities you perform for or on behalf of the OLAR. OLAR is a Georgia-based non-profit organization located in Savannah, Georgia. OLAR’s Human Resource policies apply to all volunteers and employees. Policies are reviewed every year or sooner if an issue arises with its interpretation and use.
* Comply with both the letter and the spirit of any training or orientation provided to you by the OLAR in connection with those responsibilities.
* Adhere to the policies and procedures of the OLAR and support the decisions and directions of the Board and its delegated authority.
* Take responsibility for your actions and decisions. Follow reporting lines to facilitate the effective resolution of problems. Ensure that you do not exceed the authority of your position.

**References:**

**Cross references:**

**Policy for Social Media**

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| --- |
| **Original Draft/rewrite/approval/revision** |
| **Original Draft** | **2016** |
| **Rewritten** |  |
| **Approval** |  |
| **Revision** |  |

**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

**Definitions:**

Social Media is defined **as** including blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

**Policy# 17**

1. This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.
2. The following principles apply to professional use of social media on behalf of OLAR as well as personal use of social media when referencing OLAR.
* Employees need to know and adhere to the [OLAR’s Code of Conduct, Employee

Handbook, and other company policies] when using social media in reference to OLAR.

* Employees should be aware of the effect their actions may have on their images, as well as OLAR image. The information that employees post or publish may be public information for a long time.
* Employees should be aware that OLAR may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to OLAR, its employees, or customers.
* Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
* Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Board or designate.
* Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized OLAR spokespersons.
* If employees find or encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
* Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
* Social media use shouldn't interfere with employee’s responsibilities at OLAR. OLAR’s computer systems are to be used for business purposes only. When using OLAR computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, OLAR blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
* Subject to applicable law, afterhours online activity that violates OLAR’s Code of Conduct or any other company policy may subject an employee to disciplinary action or termination.
* If employees publish content afterhours that involves work or subjects associated with OLAR, a disclaimer should be used, such as this: “The postings on this site are my own and may not represent [Company’s] positions, strategies or opinions.”
* It is highly recommended that employees keep OLAR related social media accounts separate from personal accounts, if practical.

**References:**

**Cross references:**

**Animal Management Section**

**Process for Identification/Surrender of Animals for Rescue**

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| **Original Draft/rewrite/approval/revision** |
| **Original Draft** | **2016** |
| **Rewritten** |  |
| **Approval** |  |
| **Revision** |  |

**Abbreviations:**

**Definitions:**

**Policy# 18**

1. This policy describes the procedure through which animals are identified and referred to the custody of One Love Animal Rescue, Inc. (OLAR).
2. Animals are identified to OLAR via several routes, which include but are not limited to the following:
* Owner surrender
* Rescue groups
* Networking with shelters.
1. Abandoned or stray animals, under Georgia law, are presumed ‘owned’ and must be referred to Animal Control.
2. Appropriate paperwork is completed and the animal is accepted by OLAR. Owners who relinquish pets are asked to complete the ‘Pet Surrender Form’ and pay a modest fee for surrender should health information on the animals be unavailable.
3. The decision to accept an animal into OLAR is subject to the approval of OLAR’s Board or it’s designate. The Board would sign the Pet Surrender Form (see Appendix).
4. In the situation of litter mates, decision is based on acuity and age, if they will remain in a single foster home.
5. Periodically, OLAR is approached for temporary care [fostering] for situations including but not limited to illness or moving, etc. Although, OLAR does not provide a haven for temporary care, every effort will be made to assist the owner in this time of crisis. OLAR will provide a list of resources to the owner. Each situation is given consideration, which is based upon the best interest of the animal. Should complete surrender be the best option, OLAR will gladly receive the animal, based upon acceptable pre-screening of the animal.
6. The animal is referred for veterinary care and assessment, if necessary. Any medical updates which may be needed are completed. These include but are not limited to the following:
* Spay or neutering
* Vaccinations
* Treatment for parasites
* Heartworm testing if over 6-months of age
1. The animal is placed in temporary foster care or may become a direct placement adoption.
2. When animals are newborn, certain thresholds are be reached before adoption related to health, age and weight.
3. All animals receive a microchip placement.

**References:**

* **OLAR Pet Surrender Form**

**Cross- reference(s):**

**Policy for Veterinary Care**

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| **Original Draft/rewrite/approval/revision** |
| **Original Draft** | **2016** |
| **Rewritten** |  |
| **Approval** |  |
| **Revision** |  |

**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

**Definitions:**

**Policy# 19**

1. This policy describes the procedure through which veterinary care is provided.
2. The OLAR preferred veterinarians include:
	1. Faulkville Animal Hospital
	2. Savannah Veterinary Medical Clinic
	3. Webb Animal Clinic
	4. Hardeeville Veterinary Clinic
	5. Savannah Animal Care.
3. Basic health screening is provided by OLAR, which may or may not include additional veterinary care based upon the condition of the animal when taken into custody by OLAR, or if seen by the Veterinarian before release at the shelter (as well as networking group practices).
4. 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. OLAR follows basic veterinary practices/thresholds (i.e. vaccinations, spay and neutering).
5. In situations when health history is not available, every effort is made to bring the animal current.
6. All animals’ health assessments are communicated to The Board or I’ts designate if and when animals are taken for health screenings by the foster. Fosters are responsible for and expected to observe animal habits, including but not limited to: behavior, appetite, play, sleep, interactions. This observation becomes key should the animal begin to exhibit untoward responses or behaviors.
7. Animals in foster settings remain under the supervision of The Board regarding advanced health care.
8. All veterinary care must be preapproved by the Board or it’s designate.
9. Only preapproved veterinary care is reimbursable unless an extraordinary situation occurs. Every effort must be made to contact the Board or the Foster Care Manager or their designate.
10. Medical care for those animals in foster settings follows the protocol set forth in OLAR Foster Manual (see Appendix).
11. Emergency Medical Care follows the same protocol and is administered by the preferred list (above).
12. 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 Program Manager or their designate, as well as potential adopters.
13. All documentation is to be provided to The Board, the Foster Program Manager or their designate as soon as possible.
14. When acute situations dictate unexpected inordinate costs for care, fundraising may be sought by the Board for the care of the animal.

**Cross- reference(s):**

**References:**

* OLAR Foster Manual

**Policy for Adoption, Meet and Greets, Home Visits and Adoption Fees**

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| **Original Draft/rewrite/approval/revision** |
| **Original Draft** | **11/2015** |
| **Rewritten** | **1/2016** |
| **Approval** |  |
| **Revision** |  |

**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

GDOA= Georgia Department of Agriculture

**Definitions:**

**Policy# 20**

1. This policy describes the procedure with which an adoption becomes a consideration for OLAR’s animals. The policy discusses pet ‘Meet and Greet’ sessions for potential adopters *(family and resident animals)* to be introduced to the animal and home visits, as well as associated adoption fees. It includes the process applicants can anticipate.
2. One Love Animal Rescue, Inc. (OLAR) promotes animals awaiting adoption via their website (animal gallery), oneloveanimalrescue.com, social media and community adoptive events.
3. The intent of ‘Meet and Greet’ and home visit sessions are to optimize the long term success in matching the pet with an adoptive family/ forever family. At this time, cat home visits are not required (2015) unless there are extenuating circumstances.
4. As OLAR does not have a facility, but rather works through a foster network across the community, ‘Meet and Greet’ sessions are set up to introduce the animal to the potential adopter(s).
5. Each potential adopter completes a Pre-adoption application online, which reserves their ‘place in line’ (*first come basis on showing interest in the animal*), and schedules a ‘Meet and Greet’ with the pet at the convenience of all involved. The adoption coordinator plans the time and location. All members of the adoptive family, as well as resident pets, must meet the pet. Representatives from OLAR are present and manage the introduction.
6. Each potential adopter is required to complete the ‘Pre- Adoption Application’ online (see Appendix).
7. Paper applications may be used at adoption events or when online technology is not available or not appropriate for the adopter (disability).
8. The Online Pre-Adoption Application is completed prior to the ‘Meet and Greet’ and Home Visit.

The ‘Pre- Adoption Application’ is then reviewed and if approved, a ‘Meet and Greet’ and Home Visit are scheduled at the convenience of the potential adopter.

1. The home visit requires the completion of the ‘Home Visit Form’ (see Appendix) by a home visit coordinator. At the time of the home visit, the potential adopter presents HOA evidence that pet size and breed restrictions are appropriate. If renting, a lease needs to be presented and reviewed for the above. The adopter must present spay and vaccination records of all residential pets, unless otherwise approved (see Residential Pets and Breeder stipulations). Adopters must be 21 years of age. Those under 21 years of age, will be given individual consideration by the Board. As with all adopters, proof must be given practically, and financially, to provide and support the overall care of the animal for the duration of its life.
2. The Home Visit also assesses for potential safety hazards, provides education and builds a relationship with the adoptive family. Suggestions for mediation of hazards are offered and documented.
3. If the home visit criteria are met, mediated or approved, The ‘Adoption Agreement’ must be completed. It is then reviewed by the Board.
4. A date and time is established with the adopting family to pick up the animal, be further advised of safety hazards and receive additional education. The Adoption Agreement is executed and fees are exchanged.
5. There are limited situations in which exceptions are made and paperwork is completed prior to the animal adoption.
6. A donation to OLAR is made equivalent to the adoption fee. Generally, the fee associated with cat/feline adoptions is $85 for kittens and $55 for cats over the age of 8 months, and includes vaccinations, a microchip, an FIV/Felv tested and altered cat or kitten. Also included are: deworming, flea and heartworm preventatives. The fee associated with dog/canine adoptions is $175. The dog /canine fee includes vaccinations, spay or neutering and a microchip for implantation. Puppies come with a voucher for the above.
7. In addition, the following documents and promotions IBNLT are provided:
	* Suzanne Stover Training for New Adopters and Claudia Kalinsky- Black discount for training adopted dogs.
	* PetSmart Adoption kit
	* Microchip Registry Information
	* Free Veterinarian Health Check
	* New Pet Ownership Health Check
	* Savannah Groom Room
	* One Love Adoption Voucher\*
	* Puppy Vaccination Schedule\*
	* One Love Tails Spin Form
	* Rabies Tag Information
8. Internally, the OLAR GDOA Transfer (Rescue Group Department of Agriculture) Document is finalized (see Appendix).
9. Subsequently, OLAR is available for consultation on adjustment opportunities and follow-up.
10. Animal follow-up is initiated. See Animal Adoption Maintenance, Follow-up and Documentation Policies.

\*only for puppies or animals not altered

**References:**

* Pre-adoption Application
* Home Visit Form
* Adoption Application
* OLAR Adoption Voucher
* Puppy Vaccination Schedule
* Rabies Tag Information
* OLAR DOA Transfer Form
* All promotional offers (current 2016)

**Cross- reference(s):**

**Policy for Placement of an Adopted Animal in a Home with**

**Unaltered Residential Animals**

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| **Original Draft** | **2016** |
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| **Revision** |  |

**Abbreviations:**

**Definitions:**

**Policy# 21**

1. This policy describes the procedure through which animals are placed into adoptive homes, specifically related to the spaying and neutering of current residential animals.
2. One Love Animal Rescue, Inc. (OLAR) supports and dedicates itself to the purpose of placing abandoned, neglected and otherwise unwanted pets into permanent loving homes, to promote responsible pet ownership through educating the public about the importance of spaying and neutering pets which reduces over population. As a rescue we are committed to this mission.
3. All resident animals in the home where the potential adoptive animal will be placed must be spayed or neutered, unless there is a documented reason the residential animal cannot undergo surgery, or if an extenuating circumstance exists. An extenuating circumstance would be reviewed by the Board.
4. In the case of a breeder desiring to adopt, the breeder must be possess a license in Georgia through the Department of Agriculture and be in good standing. Additionally, written veterinary references must be available as to the character and practices of the breeder. The references must satisfy the Board.
5. The potential home or breeder is subject to all the prerequisites of any other adoption including but not limited to: applications, home visits and fees.

**Cross- reference(s):**

**References:**

**Policy for the Temporary Replacement of a Foster (Babysitting)**

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| **Original Draft/rewrite/approval/revision** |
| **Original Draft** | **2016** |
| **Rewritten** |  |
| **Approval** |  |
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**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

**Definitions:**

**Policy# 22**

1. This policy describes the process and expectations when a Foster becomes unavailable for a short period of time necessitating the ‘babysitting’ of the OLAR animal (s).
2. There are times when a foster home may become temporarily unavailable, including but not limited to:
	* + travel
		+ health
		+ family emergency
3. It is in the best interest of the animal(s) in foster care, if the Foster Home notifies OLAR 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.
4. The chosen replacement must meet the same prerequisites of any Foster volunteer. The prerequisites include but are not limited to applications, home visit and Department of Agriculture. Foster candidates are trained, screened and subject to the approval of the OLAR Foster Coordinator after all prerequisites are satisfied. The replacement home must meet all Georgia Department of Agriculture guidelines as to use and approval. In the event, the foster finds its own substitute (babysitter), a waiver must be signed. All prerequisites to Foster must be met (see above). It is essential that OLAR be notified as well as The OLAR Foster Coordinator. If Boarding becomes the only alternative, the boarder/kennel needs to provide evidence of its state license and insurance. The compensation for this service is $10/day/animal (2016).The compensation is reviewed annually, and as needed, by the OLAR BOD.
5. It is expected that the foster delivers and picks 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 OLAR contact information. Additionally, all paperwork including The Foster Pet Instruction Sheet, but not limited to medical records must be scanned, and emailed to OLAR, with a hardcopy mailed to OLAR. It is essential that the foster communicate all information regarding the animal to the temporary babysitter, included but not limited to: schedule, training, routine, feeding and toileting.
6. 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 OLAR Foster Program Manager or designate for resolution.
7. In the event that a temporary approved substitution [babysitter] cannot be found, OLAR will be contacted to coordinate placement into a boarding facility.
8. Extraordinary expenses must be approved by the OLAR Foster Program Manager or designate and submitted with receipts per the policies of the Foster Care Manual.

**Reference(s):**

* Georgia Department of Agriculture Foster Home/Animal Shelter inspection Report
* Waiver
* Foster Care Manual
* Foster Instruction Sheet
* Babysitting Templates and Instruction Sheets

**Cross References:**

**Policy for Animal Rehoming**

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| --- |
| **Original Draft/rewrite/approval/revision** |
| **Original Draft** | **2016** |
| **Rewritten** |  |
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**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

**Definitions:**

Rehoming is defined as any situation in which a previously adopted animal can no longer be kept in its original home.

**Policy# 23**

1. This policy addresses situations in which previously adopted animals are returned to the Rescue [OLAR].
2. It is the policy of OLAR to follow-up on each placed animal to insure that issues are addressed promptly with solutions offered to reduce the occurrence of rehoming (see the Policy for Adoption Follow-up).
3. When an animal is surrendered back to OLAR, the surrendering owner is asked to pay a surrender fee.
4. For dogs, the fee is $175 and for cats, the fee is $55 for adult cats and $85 for kittens. Exceptions to this policy may be made by the Board.
5. The fees are established to cover necessary veterinary costs to bring the animal current on all needed medical care, including but not limited to:
* Immunizations
* De-worming
* Spay and neutering
1. Home visits and Meet and Greets were created to decrease rehoming incidences. Such events provide the adopters a ‘cooling off’ period to consider the responsibility of owning an animal. Additionally, OLAR’s policy to meet all members of a household, including resident animals, increase the success rate for permanent placement.
2. Medical findings which require immediate attention are subject to the decisions of the Board.
3. Rehoming is reviewed at each monthly Board meeting.

**Cross- reference(s):**

**References:**

**Policy for Transport**

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| **Original Draft/rewrite/approval/revision** |
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| **Revision** |  |

**Abbreviations:**

OLAR= One Love Animal Rescue, Inc

**Definitions:**

**Policy# 24**

1. This policy discusses the practice of transporting animals between Rescue Groups.
2. OLAR partners with other no-kill shelters.
3. “Transports” refers to animals moved by OLAR from the Savannah area to another location for purposes of adoption.
4. Animals for transport may originate within the OLAR foster network or may be pulled from Animal Control or shelters or other Rescue Groups.
5. Many times Rescues do not have enough animals to place for adoption. In that case, OLAR will transport animals to them. Additionally, OLAR networks with breed rescues (i.e. Labrador retriever, etc.), as well.
6. All transporters must have their vehicle inspected. Their proof of inspection must be signed and on file for the GDOA.
7. Vaccinations are required and tracking is done via Georgia DOA regulations, which requires necessary documents be completed per DOA regulations.
8. The documents include:
	* Medical records
	* Agency Transfer
	* Health certificate, where applicable
9. It is agreed that The Rescue which receives the animals, will reimburse OLAR for supplies.
10. It is agreed that Rescues can refuse an animal, they feel does not meet its criteria. In that case, OLAR welcomes the animal back to OLAR.
11. All animals are secured within crates with bottoms. Crates must be secured within the vehicle. Vehicles are stocked with emergency water, food and extra leashes. Cleaning supplies and materials are also available.
12. Animals are toileted, walked, fed and watered as necessary.
13. Statistics are maintained with regard to transports.

**References:**

**Cross- reference(s):**

**Policy for Decisions Regarding Euthanasia**

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**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

**Definitions:**

Euthanasia- the act or practice of killing or permitting the death of hopelessly sick or injured animals in a relatively painless way for reasons of mercy.

**Policy# 25**

1. This policy describes the procedure with which a consideration of euthanasia is discussed, in an animal seriously injured, critically ill or displaying profoundly anti-social or reactive behavior.
2. One Love Animal Rescue, Inc. (OLAR) supports and dedicates itself to the purpose of placing abandoned, neglected and otherwise unwanted pets into permanent loving homes, to promote responsible pet ownership through educating the public about the importance of spaying and neutering pets and proper socialization, to organize transport of adoptable animals from kill shelters to no kill shelters and to raise funds and public support under Section 501 (c) (3) of the Internal Revenue Code to fund said programs.
3. OLAR works on a daily basis toward making Savannah a no-kill community.
4. 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.
5. A multidisciplinary team consisting of OLAR, the preferred veterinarian (or designate) and The Board of Directors (The Board), or it’s designates, will discuss a plan for rehabilitation.
6. All alternatives are sought for rehabilitation. Select foster families are identified to assist with severely compromised animals.
7. Rehabilitation plan funding and/or fundraising, if required, will be determined by The Board.
8. If a rehabilitation plan is deemed to be impossible or not feasible, a decision regarding the animal’s outcome will be made by The Board.

**References:**

**Cross- reference(s):**

**Policy for Animal Follow-up Post Adoption**

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**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

**Definitions:**

**Policy# 26**

1. This policy describes the process by which all animals are followed by OLAR after their adoption.
2. The OLAR believes that the Meet and Greet, Home Visit and Follow-up directly impacts the degree of success in each adoption.
3. Follow-up of each animal occurs at 1 week, 1 month, 6 months and 1 year.
4. Follow-up can occur via email or telephone.
5. If follow-up raises concerns or if the adopter is struggling, interventions are offered.
6. Follow-up can occur at any interval based upon need.
7. The Follow-up Policy is reviewed as needed.

**References:**

**Cross- reference(s):**

**Policy for Emergency Evacuation**

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**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

**Definitions:**

**Policy# 27**

1. This policy describes actions to be taken when an emergency evacuation is imminent.
2. All Fosters are contacted to determine their ability see if they have a plan and if they are able to take the foster animal(s) with them, if so:
* Medical records: Each foster will need to maintain and to be provided with access to electronic medical records on each pet as well as a paper copy. This is to be carried with the animal.
* Supplies: Each foster will attain the supplies listed in the Emergency Supplies and Traveling Kits.
* Location: The planned destination (address) for the foster and animal must be communicated to OLAR, as well as any changes or interruptions to the plan. We need to have an address of where they will be housed.
* Communication: Each foster will need to maintain two sources of communication with them (phone and email).
* An Emergency Facebook Page for veterinary care for emergency evacuations.
1. For those fosters who are unable to take the foster animal with them:
* Medical Records: All medical records must be printed and/or provided in a drop box that is accessible to all.
* Crates: Plastic crates must be available for all animals traveling.
* Emergency equipment and supplies: Emergency Supplies and Travel kit for each pet must be available.
* Transport: Situations may require vehicle rental. A list of volunteer transporters will be identified.
1. A list of recommend shelters or boarding facilities outside the danger zone should be identified and maintained. It is recommended by Red Rover that the location of such shelters be at least 4 hours away from proposed landfall, and perhaps 8 hours or more depending on the category.
2. Depending on the acuity of the event, a longer term plan will be implemented which may include networking in destination locations to place animals. Emergency Supplies and Traveling Kits.
3. An Evac Pack and supplies must be kept ready for all fostered animals. All members of the household must know the location of the kit. This kit should be clearly labeled and easy to carry. Items to consider keeping in or near your pack include:
* Pet first aid kit and guide book available from your veterinarian or visit the ASPCA Store; may be purchased online.
* 3­7 days' worth of canned (pop-top) or dry food- with dates and clearly labeled (must be rotated every two months)
* Disposable litter trays (aluminum roasting pans are perfect)
* Litter or paper toweling
* Liquid dish soap and disinfectant
* Disposable garbage bags for clean­up
* Pet feeding dishes
* Extra collar or harness as well as an extra leash
* Photocopies of medical records and a waterproof container.
* A two-week supply of any medicine the animal requires (Remember, food and medications need to be rotated out of your emergency kit—otherwise they may spoil or become ineffective or cause untoward or deleterious results
* Bottled water, at least 7 days' worth for each person and animal (store in a cool, dry place and replace every two months)
* A traveling bag, crate or sturdy carrier, ideally one for each animal
* Flashlight
* Blanket (for scooping up a fearful animal)
* Recent photos of the animals (in case you are separated and need to make "Lost" posters)
* Especially for cats: Pillowcase or EvackSack, toys, scoop-able litter
* Especially for dogs: Extra leash, toys and chew toys, a week's worth of cage liner.

**References:**

**Cross- reference(s):**

Foster Home Management

Section

**Policy for Fostering of Animals in Private Residences**

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**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

FHCP= Foster Home Care Program

**Definitions:**

**Policy# 28**

1. This policy describes the procedure and expectations of OLAR’s Foster Care Program.
2. The OLAR Foster Home Care Program (FHCP) is a central and critical piece to saving the lives of pets. OLAR is dependent on its strong network of FHCP. OLAR is an animal rescue organization without a shelter. The FHCP of OLAR are a virtual shelter.
3. The FHCP provides care when an animal is awaiting adoption, sick or injured, when an animal requires basic manners and training, as well as bridging the gap between the shelter and the adoptive home.
4. Fosters can choose between kittens, puppies, adult cats or dogs and pregnant animals who should not give birth in an animal facility.
5. Potential fosters must complete/ undergo: OLAR Foster Agreement, a Home Visit (see Appendix), as well as the Georgia Department of Agriculture Foster Home/Animal Shelter Inspection and Agent Agreement (see Appendix).
6. Potential fosters must be 21 years of age. Exceptions can be made to this policy subject to the approval of The Board.
7. Potential fosters are also subject to their living arrangements (see Agreement): Lease, roommates, approved pet policies and related paid deposit evidence.
8. Potential fosters complete the Foster Home Agreement online (see Appendix). This includes a Liability Waiver (see Appendix).
9. Potential fosters are then contacted and interviewed by the Lead Foster Coordinator or designate and are contacted when approved.
10. Fosters are expected to communicate effectively with the Foster Coordinator and Event Coordinators, provide additional photographs of the animal as well as biographical and behavioral information, be consistent with veterinary care and directions, attend/participate in 2 adoption events/month, as well as designated training sessions and other tasks as assigned.
11. Fosters are requested to maintain the temporary given name.
12. Fosters also are expected to maintain complete documentation for each animal in its foster care (see Appendix).
13. Fosters receive 100% support for needed basic essentials, for their foster animals as long as funds are available (see policy for standard supplies).
14. Fosters can receive respite care in the event of their temporary absence or inability to foster. They are encouraged to contact the Foster Coordinator as soon as possible (See Babysitting Policy).
15. The Foster may be expected to attend a scheduled orientation and training session(s), as appropriate. Following/ shadowing of an employee or another volunteer may be assigned.
16. Each foster is provided with an electronic copy of the comprehensive OLAR Foster Manual (see Appendix). The OLAR Foster Manual is located on the OLAR website.
17. Fosters are provided feedback as necessary.
18. The OLAR Team Protocol establishes chain of command (see Appendix).

**References:**

Home Visit Form

Georgia Department of Agriculture Foster Home (2)/Animal Shelter Agent Agreement

Foster Agreement

Foster Manual

Babysitting Policy

**Cross- reference(s):**

**Process for the Temporary Replacement of a Foster (Babysitting)**

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**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

**Definitions:**

**Policy# 29**

1. This policy describes the process and expectations when a Foster becomes unavailable for a short period of time necessitating the ‘babysitting’ of the OLAR animal (s).
2. There are times when a foster home may become temporarily unavailable, including but not limited to:
	* + travel
		+ health
		+ family emergency
3. It is in the best interest of the animal(s) in foster care, if the Foster Home notifies OLAR 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.
4. The chosen replacement must meet the same prerequisites of any Foster volunteer. The prerequisites include but are not limited to applications, home visit and Department of Agriculture. Foster candidates are trained, screened and subject to the approval of the OLAR Foster Coordinator after all prerequisites are satisfied. The replacement home must meet all Georgia Department of Agriculture guidelines as to use and approval. In the event, the foster finds its own substitute (babysitter), a waiver must be signed. All prerequisites to Foster must be met (see above). It is essential that OLAR be notified as well as The OLAR Foster Coordinator. If Boarding becomes the only alternative, the boarder/kennel needs to provide evidence of its state license and insurance. The compensation for this service is $10/day/animal.
5. It is expected that the foster 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 OLAR contact information. Additionally, all paperwork including The Foster Pet Instruction Sheet, but not limited to medical records must be scanned, and emailed to OLAR, with a hardcopy mailed to OLAR. It is essential that the foster communicate all information regarding the animal to the temporary babysitter, included but not limited to: schedule, training, routine, feeding and toileting.
6. 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 OLAR Foster Program Manager or designate for resolution.
7. In the event that a temporary approved substitution [babysitter] cannot be found, OLAR will be contacted to coordinate placement into a boarding facility.
8. Extraordinary expenses must be approved by the OLAR Foster Program Manager or designate and submitted with receipts per the policies of the Foster Care Manual.

**Reference(s):**

* Georgia Department of Agriculture Foster Home/Animal Shelter inspection Report
* Waiver
* Foster Care Manual
* Foster Instruction Sheet

**Cross References:**

**Policy for Standard Supplies in Foster Homes**

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**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

**Definitions:**

**Policy# 30**

1. Provided that funds are available, it is the policy of OLAR to fully support the Foster Homes in which OLAR’s animals temporarily reside.
2. Supplies include but are not limited to:
* Food
* Medicines
* Crates
* Blankets and towels
* Toys
* Treats
* Leashes, harnesses, collars
1. It is expected that the Foster Home will be reimbursed for necessary replenishments approved by the Foster Coordinator.
2. Refer to the Foster Manual for additional information.

**References:**

**Cross- reference(s):**

**Volunteer Utilization**

**Section**

**Policy for the Identification and Utilization of Volunteers**

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**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

**Definitions:**

**Policy# 31**

1. This policy describes the procedure under which OLAR utilizes volunteers to support its efforts.
2. Volunteers are essential and critical to the mission of OLAR. Volunteers serve in many capacities IBNLT: day to day tasks of providing care to animals, adoptions and follow-up, paperwork, assistance with special events and fundraising.
3. Volunteers must be 18 years of age. Exceptions are made to this policy subject to the approval of The Board.
4. The direct impact of volunteering IBNLT: fostering of animals, providing care (bathing, cleaning crates, walking, playing) and affection to animals, transportation of animals to veterinary appointments and to other shelters, participating in special events through adoption and the provision of information at community events, as well as administrative tasks.
5. Potential volunteers complete The OLAR Volunteer Application (see Appendix). This includes a Liability Waiver (see Appendix)
6. Volunteers may be recruited from but not limited to the internet, word of mouth or through adoption events and community events.
7. The application is reviewed by the Board.
8. If approved, the volunteer will be contacted by the Volunteer Coordinator or designate.
9. The volunteer is expected to attend a scheduled orientation, training session(s) and meetings as appropriate. Following/ shadowing of an employee or another volunteer may be assigned.
10. Volunteers will be provided feedback as necessary.

**References:**

**Cross- reference(s):**

**Policy for Volunteer Meetings and Communication**

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| **Original Draft** | **2016** |
| **Rewritten** |  |
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| **Revision** |  |

**Abbreviations:**

OLAR= One Love Animal Rescue, Inc.

**Definitions:**

**Policy# 32**

1. This policy describes the way in which OLAR interfaces with its volunteers.
2. Besides communication on an as needed basis, OLAR holds quarterly meetings at a desirable, designated location.
3. An agenda is proposed and posted on Facebook’s Private page or sent via email.
4. This will include quarterly or annual updates, accomplishments (animals saved), financial standing, updates and policies are discussed.
5. Animals of interest or concern, are discussed.
6. Time is made for volunteers to ask questions or raise new business.
7. Please refer to the Utilization of Volunteers Policy.

**References:**

**Cross references:**