



Dear Potential Rescue Volunteer:

Thank you for your interest in Italian Greyhound Rescue. We appreciate your willingness to volunteer your energy and hard work for a very worthy cause.

Enclosed please find a copy of the IGRF Volunteer Application and IGRF Program Policies. Please read the enclosed documents thoroughly. These materials set forth the IGRF "mission statement" and establish guidelines by which rescue should be undertaken. Complete and sign the Volunteer Application, indicating which areas of rescue you would be most willing to assist with, and return the application to your Area Coordinator.

Thank you for showing an interest in an activity as important as Italian Greyhound Rescue. If you have any questions or need further information, please don't hesitate to contact the Area Coordinator for your state.



IGRF VOLUNTEER APPLICATION

APPLICANT INFORMATION

Name:

Address:

City:

State:

ZIP:

Primary Phone:

Email:

INTERESTS

I am interested in serving in the following roles:

- Short-term fostering
 Long-term fostering
 Special needs fostering

- Hospice fostering
 Preadoption screening
 Fundraising

- Administrative
 Transportation
 Rescue Representative*
(requires previous experience)

PET STATUS

Number of Italian Greyhounds in your daily care:

Are all spayed/neutered? If not, please explain:

What types and how many other animals are in your daily care?

How long have you had Italian Greyhounds?

Do you show in conformation or engage in any formal dog activity (lure coursing, pet therapy, agility, etc.)?

Have you bred or are you interested in breeding IGs or any animal in the future? Please explain:

Average number of litters per year:

HOME INFORMATION (REQUIRED IF PLANNING TO FOSTER)

Single-family dwelling

Condominium

Apartment

Own

Rent

Landlord's name and number:

Type and height of fence:

EXPERIENCE

Are you a member of any dog club, training group, or humane/rescue organization? Please give details:

REFERENCES

Current Vet

Phone

Rescue Vet

Phone

Rescue Referral

Phone

Non-family Referral

Phone

OTHER INFORMATION



IGRF VOLUNTEER APPLICATION

I give permission for IGRF to check my references

I have read the Rescue Policy Guidelines

List any questions or concerns you have with the Policy Guidelines:

Please briefly describe why you would like to volunteer with IGRF:

SIGNATURES

I agree to abide by the Rules, Regulations, Policies and Procedures set forth by the Italian Greyhound Rescue Foundation. I hereby agree that any money (adoption or general donations) that I collect or receive for IGRF will be turned over to the Italian Greyhound Rescue Foundation, Inc. Treasurer. I understand that while I may be entrusted with the care of IGRF foster dogs, they remain the sole property of IGRF and may be removed from my care at any time, for any reason. Additionally, I hereby certify that I am at least 18 years of age.

Signature of applicant:

Date:

IGRF Policy Guidelines

Effective 3/24/2020

Intake

Representatives will require a signed release form from the legal owner of the dog (or holder of the power of attorney) before accepting any dog into IGRF. If the dog is being transferred from another Rescue group or animal shelter, a shelter-to-shelter release is acceptable in lieu of the IGRF release form. Where possible, try to obtain past veterinary records or permission to contact the owner's vet for medical history, as this helps establish legitimacy of ownership.

Only purebred Italian Greyhounds are eligible to be accepted into IGRF, except in the case where mixed puppies are born to a surrendered pregnant female or nursing female in foster care.

Reps accepting stray or abandoned dogs into our foster program must know and abide by the relevant state and local laws. In most states, this means dogs are to be held at Animal Control anywhere from three days to three weeks before they can be released without fear of the original owner reclaiming the dog. In some states (specifically Texas), there is no time limit on when a stray dog may be reclaimed by his original owner as long as the owner can provide proof of ownership.

There is no uniform policy we can enact as state laws differ too widely. Please periodically reexamine local laws and work with local Animal Control to make sure you understand the implications of taking in a stray or abandoned animal. IGRF will be forced to return dogs that are accepted into our program when there is no practical legal defense, and that can be a heartbreaking scenario.

Also, please request proof of ownership from owners surrendering their pets, as this too could embroil us in legal disputes if we receive dogs from anyone other than the actual legal owner. This may take the form of vet records with the owner's name, AKC or other pet registry registration papers, microchip registration, release forms from other humane organizations, etc. Be especially careful when allegations of domestic abuse are involved. There may be additional legal protections for animals in those situations, but there may also be more inherent danger if an abuser chooses to target our volunteers.

There can be a vast chasm between what is morally right and what is legally right, and we must abide by the legal even when it doesn't correspond well with the moral. This is for the safety of our volunteers and the long-term viability of our entire program.

IGRF does not directly accept dogs from puppy mills, auctions or breeding situations that are still actively breeding. If a mill or a breeder is closing down and all dogs retained by them are spayed or neutered, we may be able to take in their excess. It would be financially ruinous to accept "culls" or unsellable dogs from breeders who continue to breed more dogs than they can take care of and/or place.

If a rep determines a dog was bred by a responsible breeder, every attempt will be made to contact the breeder to be given the opportunity to recover their dog. Any registration forms received at time of surrender for a dog accepted into Rescue will be marked "VOID – RESCUE" but they can be retained for use in health research that benefits from knowing a pedigree. Volunteers are not to disclose identifying details of a

surrendering owner to the general public or to future adopters of the dog without the consent of the surrendering owner. Assurance of confidentiality is a key factor surrendering owners consider when opting to contact Rescue and it must be maintained.

Reps should attempt to accept surrender requests and make fostering arrangements for dogs in their area, and work with nearby reps if space is not available. Reps from out of the area should work through the local reps instead of directly with the owner. If space is unavailable or transport is impractical, it is better to decline the surrender than to overload a foster home with too many dogs.

As soon as practical, reps will tag the foster dog with a Canine Recovery tag and request a number from IGRescueID@comcast.net with the subject line: Request for Rescue ID#. Provide name, sex, color, age, state, foster home, Canine Recovery number, and immediate needs in the body of the email.

Reps may contact owners who have posted dogs on such places as Facebook or Craigslist, but they should be aware that such advertisements can be a front for a backyard breeder or someone hoping to make a dog sale by playing on sympathy.

Reps should not return a surrendered dog to its previous owner without consulting with the Area Coordinator. While "surrender remorse" is rare, it does happen, and often the underlying problems that initiated the surrender have not been resolved. This can be an extremely difficult and emotionally charged situation, and reps must look for guidance from the Area Coordinator to determine if it is the rare case that is warranted.

Reps will follow the IGRF brucellosis policy. Brucellosis is an incurable sexually-transmitted disease typically found in dogs from large breeding operations, but it can be present elsewhere. It is a zoonotic disease, meaning it is transmissible to humans. Any volunteer who feels a brucellosis test is warranted is encouraged to have the dog tested, with the costs of the test(s) and boarding to be reimbursed by Rescue. Please alert your Area Coordinator beforehand and keep the dog away from other fosters and your own dogs, then have your vet perform an initial in-clinic brucellosis test. Suspected infected dogs should be brought in a crate directly to the vet for testing, and good personal hygiene should be observed after every time the dog is handled. Crates should be disinfected with a bleach solution after use. There is a high incidence of false positives with the in-house test, so any positive result should be verified by a second laboratory test while the dog is quarantined at the vet. All dogs testing positive by two tests will be euthanized as matter of public health.

Foster Care

Foster homes will be screened and approved using the same application process for potential adopters, including reference checks, veterinary checks, and personal home visit.

All dogs will be caught up-to-date on rabies vaccines in accordance with local registrations (one-year or three-year, three-year recommended). They will also be caught up-to-date on distemper, parvovirus and hepatitis

vaccines. Dogs in limited, affected areas may be given leptospirosis vaccines upon recommendation by a veterinarian. The Area Coordinator will determine if leptospirosis vaccines are reimbursable for your area.

Dogs will be heartworm-tested and put on a preventative schedule appropriate for their area.

All dogs will be spayed or neutered prior to adoption. On very rare occasions, a dog may be placed in a carefully chosen home if it is medically inadvisable for the dog to be altered, or if a puppy younger than four months of age is placed before it is old enough for surgery.

Foster homes will work with their rep in cases where the home plans an out-of-state move or extended travel away from their original state. The rep may opt to move the dog to a different home, or work with the rep in the new area to transfer authority. Under no circumstances should a foster home take their dog with them without receiving permission from the overseeing rep.

Representatives may authorize veterinary expenses up to \$350 for ordinary minor treatments, vaccines, dentals, heartworm testing, intestinal parasites, spay/neuter, etc. Expenses over \$350 must be pre-authorized by the Area Coordinator. Expenses over \$750 must be approved by the Rescue Committee. If the situation is an emergency, the rep should get the dog to the vet as soon as possible and contact the Area Coordinator as soon as practical. Please let the veterinary care provider that you are only authorized to spend up to \$1000 on emergency care without authorization from the Area Coordinator and Rescue Committee. The goal of this limit is not to discourage seeking life-saving care when it is needed, but to avoid spending money in an adrenaline-charged situation that may not significantly improve the dog's chances of having a high-quality outcome.

Reps are strongly encouraged to ask for and seek out discounts for veterinary services where ever it is reasonable. We will be happy to provide you with a copy of the IRS Letter of Determination of Non-Profit Status to back up your request. Even a 10% discount can save Rescue thousands of dollars a year in expenses.

Requests for expense reimbursement should be made to the Area Coordinator or their designated contact. All reimbursement requests must include copies of the bills. Line items that are not reimbursed include:

1. Pre-op Bloodwork for a healthy, non-senior pet (unless pre-approved)
2. Kennel Cough Vaccine (Bordatella) - unless the dog is infected and coughing
3. Nail Trims
4. Cosmetic Procedures with No Medical Purpose (i.e., removing of dew claws)
5. Boarding - Overnight is OK for medical procedures, but anything extra needs board approval.
6. Eye Exams/Cataract Repair (unless pre-approved)
7. Lyme Vaccine (unless pre-approved)
8. Leptospirosis Vaccine (unless in Indiana or Ohio)
9. Heartworm Preventative more expensive than Heartgard and multi-dose packs for single dogs
10. Teeth Sealant/Flouride Treatment
11. Baths/grooming/routine ear cleaning
12. Vitamins/supplements not prescribed as treatment for an existing serious condition

13. Dog food, including prescription dog food.
14. More than one Elizabethan collar (or similar collar for incision protection) per foster home
15. Flea preventative for dogs without an active infestation. Area Coordinator approval required if infested after intake.
16. Dental x-rays must be approved by your A/C. They are NOT considered to be a routine part of a dental. If your vet insists they are necessary for every dog, please try to find a different vet.
17. Rescue Committee pre-approval is now required for dentals on dogs under the age of two. You MAY go forward with extraction of retained baby teeth or dental cleaning for young dogs if they will be undergoing another routine procedure such as spay/neuter and will already be anesthetized.

All requests for reimbursement must show the IGRF ID number for the treated dog.

Timely reimbursements are vital to the success of our organization. Reps must advise their billing coordinator in advance if they intend to submit invoices that are over 30 days after the date of service.

Providers who submit late invoices two times, without advance notice, must subsequently become direct-bill only providers.

If there's a legitimate reason to hold a bill (working out a discount, getting all related charges for a sick dog together, personal issues in a rep's life) then reps should contact their Area Coordinator or Billing Coordinator and explain the situation -- this will give the Treasurer notice to be prepared and avoid a cash flow issue. If there is a recurring problem with a particular vet, then the billing coordinators can step in and make sure it gets sorted out properly.

Foster homes will follow the same guidelines for housing and care as those required by the IGRF Adoption Agreement.

All volunteers, but especially reps and foster homes, will abide by the IGRF Social Media policy:

- Discussion of veterinary care, placement, expenses, and the status of foster dogs in the IGRF program is considered confidential, and as it can be easily misinterpreted by those who rush to judgment without knowing all the circumstances, should only be discussed in private settings using the utmost caution.
- Please do not discuss such matters in public venues, especially via social media. Public venues include, but are not limited to: Twitter, Facebook, online forums, Tumbler, listservs, blogs, IG playdates and meetups, Google+, Path, and any other real or online location that is open to the public. Seemingly innocent statements can lead to very real threats and harassment, both physical and legal.
- If you find yourself in the middle of a controversy, please carefully document the situation and immediately contact your Area Coordinator. Do not continue to engage in the dispute until you have received advice from IGRF, even if you only mean to disprove false accusations or defend your reputation or the reputation of others. Even fighting a patently ridiculous lawsuit can cost Rescue thousands of dollars that could be better spent on caring for the foster dogs, and your personal safety is nothing to compromise, either.

- Failing to abide by this policy is grounds for severing your relationship with IGRF. We do not want to lose volunteers for expressing their opinions, but the safety of all the volunteers, the well-being of the dogs, and the long-term viability of the organization must be protected at all times.

Foster homes should always remember that the dog is entrusted to the authority of IGRF, and the organization will have the final word in treatment and care of the animal. Rescue will at all times place high importance on the opinions and experience of the foster home, but ultimately we must consider the long-term welfare of the dog and the organization. Dogs should not be euthanized by the foster home without prior approval of the Area Coordinator, except in very rare cases where the dog is injured with no real hope of recovery and pain cannot be mitigated.

Adoptions

All adopters will complete a current adoption application. An IGRF volunteer will check personal and veterinary references before approval. A home visit will be completed prior to approval. The home visit ideally will be conducted by a rep or experienced volunteer, but can be completed by another volunteer if they familiarize themselves with the care requirements listed in the IGRF adoption agreement.

In situations where a local volunteer is not available to complete a pre-adoption home visit, a virtual home visit is permitted via Facetime, Skype, or any other technology that will allow visual inspection of the environment.

This is not the preferred option and should only be used when a personal visit is extremely impractical. Applicants who live in rental properties or condominiums will be checked to ensure they will be in compliance with the property's pet restrictions before an adoption is approved.

It is of the utmost importance to make potential adopters aware of any problems or issues the dog may have, especially if they are related to the dog's health or behavior. It does make a dog more difficult to place, but in extreme cases, nondisclosure of an issue could leave IGRF open to legal problems. More commonly, it leads to the dog being returned to foster care. When an adopter is excited about adopting, it can be hard to make them hear the negative points of the dog, but the rep should fully disclose as much as possible.

Blanket adoption denials (denied for all IGRF dogs, not a specific dog or a personal reason) should be posted to the IGRF Yahoo Group list, with the name, city, state and brief reason for denial. Denied adopters often seek out other reps, and this allows us to share information that may not be disclosed on an application.

If an adopter is rejected because of a personal condition of the rep (i.e. some reps will not adopt to homes with younger children, and that is fine), the adopter may be considered as a home by another rep. Only violations of IGRF adoption requirements will eliminate potential adopters completely.

Adoptions may be done out of your geographic area if there is no rep covering that area, if you work through the local rep to place your foster dog, or if the adopter was denied for a personal condition of the local rep that you do not require. Please be considerate and respectful of the local rep's authority. If the dog needs to return to Rescue and it is out of your area, it should be a priority to move the dog back to you if at all feasible.

Any waiver or reduction in the adoption donation must be approved by your Area Coordinator.

IGRF does not permit “trial adoptions” or “foster to adopt.” Although adoptions do sometimes fail despite our best efforts, it is stressful to the dog to bounce from home to home, and all adoptions should be considered final.

Foster homes wanting to adopt their foster dogs will be evaluated as any other adopter except that they will be given priority if the dog is a good fit for them and has not yet been offered to another applicant. There is no time limit on expressing a wish to adopt, but of course, the longer the dog is available to the public the more likely it will be offered to another home.

We trust foster homes to be fair and reasonable about vet expenses for foster dogs they wish to adopt, and to understand they may be turned down for a particular dog that the rep feels is not well-suited for their family in the long term. Foster homes will be subject to the same adoption donation amounts and requirements as any other potential adopter.

Adoption Agreements, Financial Agreements, Canine Recovery forms and donations should be sent to the Area Coordinator in an expeditious manner. The rep should keep a copy for their records and also provide a copy to the adopter. Copies of all veterinary records including rabies tags and certificates should be given to the adopter at the time of adoption.

Organizational Housekeeping

Reps and selected others will be given access to the IGRF email list. This is currently our main method of communicating to the group at large so reps are encouraged to read messages as they are sent.

Reps will receive direction from their Area Coordinator. If there is a disagreement that cannot be resolved with the Area Coordinator, reps may contact the Rescue Committee (committee@igrescue.info) for help in resolution. Area Coordinators and/or the Rescue Committee may ask the IGRF Board for direction and assistance in serious cases.

Volunteers are encouraged to be creative in both soliciting help and fundraising for IGRF. At this time, we are unable to provide certificates of insurance for events. If the event requires a financial outlay of IGRF funds, it must be authorized by the Area Coordinator well in advance.

Reps may choose to become inactive if their schedule and other obligations prevent them from currently performing volunteer duties. Inactive reps will be notified and dropped from the Reps email list if they have not had any activity in two years, and will be considered resigned.

Area Coordinators may dismiss reps and volunteers who have violated IGRF policies or caused serious harm to the organization. The decision of the Area Coordinator will be well-considered but final. Any dogs in care of the dismissed volunteer will be moved to other locations as soon as possible.