

Policies and Procedures

Boone Animal Rescue Coalition also referred to as "B.A.R.C"
Boone County Dog Pound also referred to as BCDP

As the majority of rescues within BARC are dogs, the following may refer to all rescues as dogs although rescue is not limited to just the Canine species.

Mission Statement

B.A.R.C. Boone Animal Rescue Coalition Inc, is a volunteer, non-profit organization committed to rescuing domestic companion animals primarily from the Boone County Dog Pound in Fosterville, WV. B.A.R.C. Boone Animal Rescue Coalition Inc. provides a safe and secure refuge for abused, unwanted or neglected animals through foster homes while they await rescue commitments or adoption. B.A.R.C. Boone Animal Rescue Coalition Inc. is dedicated to promoting and educating the public to humane and responsible treatment of all domestic companion animals and otherwise.

Additional Information:

B.A.R.C. Boone Animal Rescue Coalition is also dedicated to improving Boone County, WV Standards including but not limited to Neglect and Abuse Laws and Regulations and Enforcement, Spay and Neuter Requirements and proper housing of unwanted animals within a No-Kill facility.

B.A.R.C.'s rescue efforts focus mainly on sending dogs to Approved Rescues out of state or out of county that have the means to properly care for the dog's medical, physical and social needs quicker and faster than B.A.R.C. is able to.

BOARD OF DIRECTORS

President, Cheri Capuano

Vice President, Eva Kordusky

Treasurer, Sherry Cooke

Secretary, Brenda Hager

Vice President of Communication and Public Relations, Mike Kordusky

B.A.R.C. has a dedicated volunteer group to manage all areas of operation:

Cheri Capuano - Founder/ Operations Manager/ Rescue Coordinator

Eva Kordusky – Assist Operations Manager/ Rescue Coordinator

Brenda Hager – Co Founder / Special Events – Fundraising Coordinator

Mike Kordusky – K9 Training and Evaluation Specialist / Media / Volunteer Coordinator

Megan Berry - Local Adoptions Coordinator

Jeanne Plant – Community Spay and Neuter Coordinator

Sherry Cooke – Emergency/ Hazard Response Team Coordinator

Cheri Capuano – Interim Foster Coordinator

Primary Veterinarians that work with B.A.R.C.:

Madison Animal Hospital, Dr. Mark Music

Danville Animal Clinic, Dr. Dan Toler

Kanawha Blvd Animal Hospital, Dr. Lee

All procedures are subject to change.

INTAKE PROCEDURES

B.A.R.C. is not a "Receiving Rescue". B.A.R.C. does not accept dogs from other pounds, shelters or rescues at this time. B.A.R.C.'s focus is on the over population in Boone County. Intakes from surrounding areas are determined on a case by case basis.

Any dog that is being abused, neglected or otherwise harmed must be reported to the BCDP or the Boone County Commissioner by a Board Member immediately. In the event the BCDP does not assist the dog, BARC can request the owner to surrender the dog. If the owner refuses to surrender than appropriate measures will be followed on a case by case basis.

All Owner Surrender / Strays or Rescues from the BCDP are required to be approved by any of the Board of Directors before being accepted as a BARC dog. Approval is based on a case by case basis.

- Owner Surrenders require a completed Owner Surrender Form / Release.
 - Note: If a person takes in a dog as a stray and has been feeding, housing or otherwise caring for the needs of the dog, Owner Surrender Form is still required.
 - All medical records the owner has should accompany dog or owner shall request the vet to send to B.A.R.C. prior to pick up.
 - Individual Owner Surrender Form is required for each dog.
 - Litters of puppies only require one form per liter.
- Stray Dogs: B.A.R.C. is not responsible for the stray population in Boone County, WV or surrounding areas. If a volunteer chooses to take in a Stray dog on their own accord they may do so but in order for the dog to be considered a B.A.R.C dog, the dog must be approved by a Rescue Coordinator, Foster Coordinator, or Board Member.

***Appropriate measures should be taken to find the original owners of the dog. **

- Rescues from the BCDP: Any dog that is pulled from the pound must be approved by a Board Members and have an Immediate Rescue commitment or approved foster home to go to.
- Any dog that is approved as a BARC dog is considered property of B.A.R.C. Until the dog is released to an Approved Rescue or Adopted.

PHOTOS

Picture Coordinator is responsible for coordinating schedule for team members to take pictures at the Boone County Dog Pound. Picture Coordinator is also responsible for uploading and maintaining pictures in the following online areas:

- Facebook – BARC Volunteer page (if necessary)
- Facebook – Boone County Dog Pound Page (Current pound dogs)
- Facebook - B.A.R.C. Page (Fosters only)

Information that is ideally required to accompany picture are the following:

- Date of Entry (BCDP)
- Available for Release date (BCDP)
- Description of Dog (Breed, Color, Size)
- Approx age of Dog
- Area in which dog was found by the dog warden.
- Medical conditions/notes (if any)
- Basic temperament Evaluation if possible
- Owner Surrender Name/ Information (if applicable)

Ideally, the pictures would consist of:

- One head shot of the dog facing the camera,
- One body shot to show length of dog including tail
- Group shots with other dogs if possible.
- Foster parents can also provide pictures for Dog and Kid friendly dogs.

All Pictures taken on behalf of B.A.R.C. are property of BARC.

APPROVED OUTSIDE RESCUES

- Rescue Coordinators are responsible for researching and screening every new rescue that wants to rescue a dog from B.A.R.C.
- Rescues that choose to rescue directly from BCDP do so on their own accord.
- Every rescue is required to complete the Rescue Questionnaire/ Pre-Qualification form. Rescue Coordinators call the references and research within the rescue community to make sure rescue meets our standards and have a solid Spay/Neuter policy for their rescues.

FOSTER CARE

- Foster Coordinator is responsible for:
 - Working with Foster Team to evaluate all BARC Foster Homes for approval on a case by case basis.
 - Main point of contact with Foster Homes
 - Coordinating medical procedures for Foster dogs
 - Coordinating with Picture Coordinator to get updated pictures.
- FOSTERS WITH RESCUE COMMITMENT: Foster Homes will be notified prior to receiving a dog if their foster dog already has a rescue commitment. This means that an outside Approved Rescue has made a commitment to this animal. The committed rescue at times may require vetting and other procedures prior to transport. While waiting for transport, the committed rescue will work on locating a foster home or space within their shelter. Once a foster animal has a rescue commitment they cannot be adopted through B.A.R.C. They cannot be networked to other rescues or advertised as a BARC foster animal.
- FOSTERS WITHOUT A RESCUE COMMITMENT: If a dog is placed in Foster care without a rescue commitment this means they are available to be networked to outside rescues starting immediately. If any Volunteers or members of the community wish to adopt a foster dog they must first notify B.A.R.C. Adoption Coordinator or Board Member via email and submit their completed Adoption Application and signed Adoption Contract to B.A.R.C. along with the required adoption fee. Once Adoption Application/Contract and fee are received dog will be on hold pending approval of adopter. If a rescue commitment is received prior to the Adoption Application/Contract and Fee than the dog must go to rescue and the adoption fee will be returned.
- B.A.R.C. will provide adequate food and approved medical care for all foster dogs. In the event of a medical issue/concern with a foster dog, it is the foster parent's responsibility to contact the Foster Coordinator or any Board Member immediately. If medical procedures or general expenses are incurred without permission from the Foster Coordinator or Board Member than reimbursement will not be available. In the event of a medical emergency and dog needs immediate attention, foster parent can take the dog to the vet first and then contact Foster Coordinator or Board Member.
- Foster Dogs can be removed at any time from an Approved Foster Home without explanation.

ADOPTIONS

- B.A.R.C. does not advertise as a Pet Adoption Rescue.
- Adoption Events are ideal for spreading Community Awareness, Fundraising and recruiting additional volunteers.
- Adoption Events are reserved for foster dogs that have been in foster care for an extended period of time and unable to secure a rescue commitment.
- Only B.A.R.C. approved dogs may attend Adoption Events.
- In the event of an adoption, B.A.R.C. foster dogs are not to be released the day of the Adoption Event unless the following occurs:
 - Qualified volunteer is able to conduct the home inspection same day.
 - Application/Contract is completed and approved by either Adoption Coordinator or Board Member.
 - Spay/Neuter Contract signed if required.
 - Adoption Fee is paid in full.

FUNDRAISERS/SPECIAL EVENTS

- B.A.R.C. fundraisers and events help raise money to defer the costs of Medical Needs, Food Supply, General Care and Expenses for B.A.R.C. Dogs while in foster dogs as well as assist with transportation costs and other costs incurred by B.A.R.C. events, fundraising and general expense.
- All fundraisers for a specific BARC dog or BARC dogs in general shall be organized through BARC and pre-approval from the Events/Fundraiser coordinator or Board Member is required.
- If funds are raised for the needs of a specific dog, the funds are to be used for that specific animal only. In the event the specific dog no longer requires the funds or the funds exceed the original estimate than funds are to be offered to the original donators as a refund. If donators choose to reject the refund than funds can be used as for other needs within B.A.R.C.

VOLUNTEERS /BARC REPRESENTATIVES

- Volunteers are the corp to B.A.R.C.'s success. Without honest, trust-worthy and caring Volunteers, B.A.R.C. will not succeed. Volunteers are asked to always keep the best interest of B.A.R.C in mind when making decisions and talking to others about the rescue. Any concerns, issues, problems or questions Volunteers may have should be addressed through the proper channels or mentioned at Volunteer meetings. B.A.R.C. is 100% Volunteer based and always open to new idea and suggestions.

Volunteer Agreement and Release of Liability

As a willing volunteer for Boone Animal Rescue Coalition (B.A.R.C):

I, _____, hereby agree that I am providing volunteer services to Boone Animal Rescue Coalition by assisting in any way that I am able to. I understand and agree with the "Policies and Procedures" and that I have been provided with a current copy.

I hereby agree and release, indemnify and hold harmless Boone Animal Rescue Coalition, and associated Officers, Directors and Agents from any and all claims, damages and liability arising from or related to my activities as a B.A.R.C. volunteer.

I understand and agree that some animals are capable of inflicting serious personal injury or death, as well as significant property damage. I acknowledge that while B.A.R.C. will take every reasonable precaution to minimize the potential of danger posed by the animals under its care, it is never possible to guarantee the temperament and/or behavior of any animal at all times and under all circumstances. I therefore agree that if I choose to walk, handle, transport, foster or care for any B.A.R.C. animal for any period of time, I will do so at my own risk.

I understand that while transporting animals, supplies, donations, or anything else on behalf of B.A.R.C. that I do so at my own risk. Any damage caused to my personal vehicle or any vehicle I use for such purpose will be repaired at my expense. I agree to only use vehicles that maintain adequate and proper auto insurance coverage.

I understand and agree that the B.A.R.C. website, Facebook pages, internal files and records, including names and addresses of volunteers, donors, applicants, contacts, membership lists and similar data are the sole property of B.A.R.C., and the unauthorized disclosure of such information, its appropriation, changes or alterations to it may constitute a criminal offense.

I understand and agree that if I fail to comply with the terms of this agreement or am otherwise unable to meet the Volunteer Program policies and requirements, I will be terminated from the Program.

I REPRESENT THAT I AM OVER EIGHTEEN YEARS OF AGE AND ACKNOWLEDGE THAT I HAVE READ THIS AGREEMENT CAREFULLY AND I FULLY UNDERSTAND ITS CONTENTS AND IMPLICATIONS. I AM AWARE THAT IT IS A WAIVER AND RELEASE OF LIABILITY AND INDEMNITY AGREEMENT, AND THAT IT IS BINDING AND ENFORCEABLE BY LAW.

Signature

Date

Printed Name