

RESCUE FUNCTIONS 5/4/11

PERSON ONE APPLICATIONS JEAN STORY

1. Be the Application name/phone contact on documents/website
 - a. Refer any calls for breeder referral to the website or breeder referral person
 - b. Refer any calls for surrendering dogs to PERSON EIGHT
2. Receive applications; review them; ask questions; answer questions; check vet or personal references; turn down or accept; if accepted, send out info package, scan application and post to files section. If rejected, let them know why.
 - a. Make copies of info package periodically for mailing.
3. Maintain email lists for all applicants
 - a. Send out group emails to announce auctions, let them know of dogs in shelters, etc.
 - b. Deal with fallout because people forget to update email addresses.
4. When someone cancels, remove application from website, add to cancelled list, file app.
Note: Cancels can be someone telling us to cancel their app; more often it occurs when we call them to offer a dog and they tell us then. They sometimes ask to stay on and they will want a dog at some later point; I tell them to reapply when they are ready.
5. Maintain the summary excel list of all applicants.
6. When they adopt, remove their app from website, excel file, transfer to adopters files

PERSON TWO PHOTOS BARB ENGERER

1. Be in charge of getting the foster homes to send in photos of their foster dogs
 - We need at least one good sized and clear photo for the calendar; preferably several since Michelle likes to use more than one
 - Get a good photo for the website and newsletter right away; doesn't need to be large.
2. Get people with dogs to post updates regularly; preferably at least once a week
3. Somehow get people to understand that these photos translate into fund raising in various ways and are important and that getting updates helps us to know and understand the dog; which translates to better stories in the Christmas newsletter esp. which also translates to money. And a good photo may find the dog a good home.
4. Work with Michelle and Jim to produce the calendar at year end.
5. Work with Person 7 to get out the Christmas newsletter.
6. Work with web person to get photo onto website promptly

PERSON THREE SPECIALTY SUE PETERS

1. Be in overall charge of the rescue activities at the show
 - a. Parade and bags (subchair - Jan Murray)
 - b. Centerpieces
 - c. Sales table
 - d. Raffle
 - e. Silent Auction
 - f. Garage sale
2. Make sure that all are manned and someone is actively working on each one in plenty of time.

PERSON FOUR VOLUNTEER COORDINATION (Jean Story)

1. When someone volunteers, get application out, receive back and get on lists
2. If Foster, do vet check, home check, education
 - a. Order CDs, dog tags
 - b. Go over foster guide
 - c. Make sure they are on email and check in at least daily.
 - d. Mentor or arrange mentoring
3. If fundraising
 - a. Coordinate with Fundraising Chair
4. If Other, coordinate as required.

PERSON FIVE FUNDRAISING COMMITTEE CHAIR BARB ENGERER

1. Coordinate all fundraising activities
2. Set up chairpersons for
 - a. Specialty
 - b. Ebay
 - i. Auctions (Becky)
 - ii. Financials (Jan)
 - c. Paypal (Jan)
 - d. Café Press
 - i. Products
 - ii. Financials (Jan)
 - e. Ongoing
3. Do Wagtales report on regular basis

PERSON SIX RESCUE TREASURER (Beth Widdows)

1. Control credit card and checkbook
 - a. CREDIT CARD
 - i. Pay bill monthly after verifying accuracy of billing
 - b. CHECKBOOK
 - i. Balance monthly
 - ii. Maintain balance
2. Maintain books
 - a. Checkbook
 - b. Deposit records
 - c. Post detail
 - d. Update monthly books
 - e. Balance with Jackie monthly
3. Receive and deposit all checks
4. Pay all bills

PERSON SEVEN REPORTING Carole Beaudry

1. Do Club Report for each meeting
2. Do Report in Wagtales

PERSON EIGHT FOSTER DOGS and ADOPTERS

EIGHT A (MARTHA SAYLES)

1. Be the main name/phone contact for all contacts for Surrender and for all when there is room to have only one phone number
 - a. Refer any calls for applications to PERSON 1
 - b. Refer any calls for breeder referral to the website or Breeder Referral person
2. Do interviews for any surrenders
 - a. Offer advice or refer to Deb Duncan or others as appropriate when it is possible to keep dog in home
3. Take contacts from shelters and other rescues
4. Find foster space for dogs
5. Coordinate getting dog to foster home, possibly including transportation arrangements
6. Get person surrendering to provide right information, paperwork etc. (For 8B)
7. If no foster space is found, provide advice to caller as to what they might do.

EIGHT B (Chris Gillespie)

1. Work with the foster homes to assist on any issues
2. Maintain Foster dog records and files and excel file by year
3. Make sure you get all of the paperwork needed on each foster dog and retain indefinitely
4. Maintain a file listing the dogs and what studies they are in
5. Maintain a file of all microchip numbers and make sure they get registered.
6. Work with foster home to find homes for the dogs.
7. Maintain a list of all adopters by year
8. Have Jean order CDs for adopters.

EIGHT C (Jean Story)

9. Maintain email lists of all adopters by year
 - a. Send out notices such as auction notices, etc.

PERSON NINE FOLLOWUP (Jan Murray)

1. Maintain files on all dogs for annual follow-ups
2. Do annual follow ups and document results

PERSON TEN WEBSITE (Beth Widdows)

1. Maintain website
2. Maintain Rescue portion of the Education website
3. Maintain Fundraising websites

PERSON ELEVEN (MULTIPLE PERSONS)

1. Foster dogs
2. Follow checklists and info in Foster guide
3. Find placement of dogs
4. Follow up for six months and then pass on to Person nine

PERSON TWELVE (Barb Engerer, Carole Beaudry, Janice Collins, Jackie Curtis, Beth Widdows)

1. Be an "advisory" committee member

PERSON THIRTEEN CHRISTMAS NEWSLETTER (Beth Widdows)

1. Develop annual newsletter
2. Maintain mailing list
 - a. Update annually with new adopters, current applicants, etc.
3. Obtain volunteer to print the newsletter
4. Fold, address and mail newsletter
5. Follow up on undeliverable mailings

OTHER

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| 1. Checking Petfinder daily | (Carole Beaudry) |
| 2. Mailing out dog packages to foster homes | (Carole Beaudry) |
| 3. Sending thank you notes | (Carole Beaudry) |