



NEW MEMBER PACKET

Volunteers and Foster Homes

(updated 10-2018)

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Welcome!

Thank you for joining Bald is Beautiful Hairless and Small Breed Rescue. Our organization relies on the dedication of many volunteers and foster homes in our efforts to rehabilitate and rehome the dogs entrusted with our care.

As a team, our focus is on offering positive, encouraging support to one another. We understand that each member serves this rescue as a volunteer, and that each will be able to contribute varied levels of time and energy as they fit these efforts into the rest of their lives. Each of us brings something unique and valuable and all of us together combine into a powerful network that makes things happen!

Above all, we put the needs of the dogs in our care first and foremost. Sometimes we get busy caring for dogs, or life outside of rescue, so please be sure to speak up, offer help, ask questions... whatever you need to feel in the loop and a part of what's going on.

These materials are designed to help you learn your way as a new member, but you'll find many people you can ask for help if you should need it.

Thank you again, and welcome aboard!

Bald is Beautiful

Foster & Volunteer Information: Ready to jump in?

Our mission: Bald Is Beautiful specializes in the rescue and placement of abused, unwanted and abandoned dogs. We concentrate on hairless and small breed dogs but will never discriminate on the basis of health, age or breed. By involving and educating the community through our various web pages and fundraisers Bald Is Beautiful works to raise the public's awareness of the plight of the homeless animals, as well as realizing the benefits of adopting a dog in need.

Communication: There's always a lot going on, so volunteers and fosters accept responsibility for keeping others in the loop and staying involved.

Our primary method of ongoing communication is the **Yahoo discussion forum**. As a new member, you will be invited to this group and should make a habit of checking in on these conversations at least once a day. We have two groups:

- **Bald is Beautiful Rescue** (general group): This is for all volunteers and fosters. We discuss incoming dogs, share information about fundraisers and other projects, and celebrate the good news of dogs finding forever homes.

Conversations here are shared among all members. Should you need to email a member directly for a private conversation, feel free to do so.
- **Bald is Beautiful Events:** This group focuses on event planning, particularly annual Nekkid Party gatherings. If you volunteer to be on the events committee, you will be a part of this group.

Lots of information is on the yahoo group. Be sure to check out:

Database: Each of the yahoo pages has a database listing member names and all contact information. **When you join the group, you are responsible for adding yourself to this database.** Please make sure yours is kept updated as addresses and/or phone numbers change. Adding the contact info of the members of the Operating Committee to your phone is recommended in case you need to reach someone quickly.

Files page: Includes documents such as screening forms, committee work, tips on caring for Chinese Crested dogs. Take time to visit the forms page to see what's there. Forum members are alerted when new documents are added.

Photos: These are a fun way to look through the history of the group. Pictures can be added by attaching to forum posts, or directly to the photos page. You are welcome to add pictures of your pets for everyone to meet.

Other websites you should bookmark:

The Bald is Beautiful Website: <http://www.baldisbeautifuldogrescue.org>.

This site has adoption profiles, online applications, our policies and procedures... pretty much everything the general public needs to know about our rescue.

If you ever need a link to our store, or the paypal link to make a donation or payment, this is a great place to find it.

Petfinder: The vast majority of our adoption applications come through petfinder listings. These are very important to our success.

<http://www.petfinder.com/pet-search?shelterid=PA761>

Facebook: You are not required to be a member on facebook, but this is another great way to find out what's going on with the group. You do not need to be a member of facebook to visit the site, look at pictures and read comments. You just cannot post unless you're on facebook.

<http://www.facebook.com/pages/Bald-Is-Beautiful-Dog-Rescue/140695629309070>

We do have a private volunteer facebook page that is very active. Ask Ellen or Stacy to be invited. (Must be "facebook friends" in order to invite you.)

Twitter: We are there, too. <http://twitter.com/BisBRescue>

Instagram: Our account is very active: @baldisbeautifulrescue.



Foster Home Guidelines: What to Expect

Thank you for fostering for Bald Is Beautiful Hairless & Small Breed Rescue. Our foster homes are vital to our organization and without you, we wouldn't be able to rescue, rehab and re-home the dogs that we do. Fostering is hard work and can be challenging and emotional, but the rewards definitely outweigh the hurdles.

All Bald Is Beautiful dogs will have the following completed before going to a foster home (if coming from Greenville) and prior to adoption:

- neuter or spay
- heartworm tested / prevention provided to foster homes by Bald Is Beautiful
- basic vaccines (DHPP)
- rabies
- worming
- microchip
- dentals if needed
- any other treatments necessary if recommended by veterinarian
- martingale collar and id tags

Your foster dog will arrive to you with the following items:

- Tote bag
- 2 pair jammies
- 1-2 belly bands for boys
- Martingale collar and BisB tag
- 1 heart worm preventative pill

As mentioned above, we will try our very best to send all foster homes a completely vetted dog. In some instances, there may be a dog closer to you upon initial intake and you may have to take the dog in for its neuter/spay/shots/worming/heartworm test, etc.

For this reason, we ask that you first make contact with a spay/neuter clinic, tractor supply, or another veterinarian in your area if they are less expensive than your own personal vet. Some shelters will pre-vet the dog upon adoption/rescue pull so be sure to be familiar with the policies of the shelters surrounding you.

Vet fees can vary widely, but most communities have low-cost clinics available. Please take the initiative now and do some research in your area to find the least expensive vetting so if the situation arises, you will know what facility to call.

Foster Home Guidelines: Caring for Your Foster Dog

As a foster home we ask that all of our foster homes provide the following:

- Provide quality care, love and attention;
- Feed a high quality kibble/home cooked/raw diet;
- Administer medication as deemed necessary, including but not limited to heartworm medication;
- Keep the provided martingale and ID tags on the dog while outside and in yard;
- When traveling in the car, your foster dog must be restrained, not loose or in a lap. The preferred method is a crate, but car seats are also acceptable. If you need and do not have a crate contact the foster home coordinator.
- Provide house training, command training and leash training if needed;
- Updates/bios and new photos at least 2x per month on our website;
- Maintain basic grooming (see below).

Grooming: Basic grooming includes baths, trims, nail clips and ear cleaning. If you are unable to do so, please let the foster home coordinator know that a professional grooming visit may be necessary.

Financial Duties: The foster home is responsible for day-to-day care of the dog, including feeding, bathing, clothes, etc. If your dog requires any vet care, including medicines, prescription shampoos or diet, these expenses are covered by BisB. Submit your receipts to Stacy Smith by using the reimbursement form.

Accurate Record Keeping: **All vet records are saved electronically.** When you receive your foster dog, you may keep hard copies of vet records, but all will be uploaded to the “files” section of the dog’s adoption profile. You will share records with adopters when the dog goes home. If a dog receives vet care while with you, upload paperwork onto your foster dog’s profile under “files,” and send along with reimbursement form.

Ongoing Support: Each dog is different and will come with different needs. The foster home coordinator is available by phone or by email. If any questions arise, please do not hesitate to ask us. (If the foster home coordinator is unavailable contact the operations manager or intake coordinators.)

You are not alone! We are here to help, so please ask!!



Emergencies: In case of an emergency with your foster dog, do not email. CALL Ellen or another OC member AS SOON AS POSSIBLE! Our contact information is in the database. **Please make sure you have our information in your address books and in your cell phone** so you won’t have to look for it. Help is as close as a phone call away.

Foster Home Guidelines: Helping Foster Dogs Find Homes

Get to know your unique dog: Typically foster dogs must remain in foster care for at least 2 weeks prior to adoption to make sure we are familiar with the dogs' needs, personality traits and habits. This gives time to evaluate the dog properly. After the assessment period, please make sure that your foster dog has been photographed and a bio written. You can then create a bio for your foster on our website.

Get your dog listed on the BisB website: You'll most likely need someone to walk you through it the first time. Stacy Smith can assist you with making sure you've got access to the site and permission to add a dog profile. She can help you with that, or ask an experienced foster mom.

When it comes to writing profiles, visit the site and read several existing profiles to give you ideas to get started. In particular, consider if your dog will have certain requirements for a new home, like:

- Fenced in yard
- Okay with kids?
- Other dogs? Cats?

As a foster mom, your responsibility is to describe the qualities of a home that will give your dog the best possible chance of success. Keep the bio honest, but positive.

When the applications start arriving: There is information in this packet about how to screen applications. In general, though, please be aware of a few things.

- Always be professional; this involves handling applications promptly. If you are particularly busy when an application comes through and need assistance, let Kelly or Diane (applications coordinators) know. We do not want an applicant to go more than a week without hearing from someone.
- If you get into email conversations with an applicant, be careful not to give them any impression of a decision before it is made.
- In the event you are screening an application for your foster and it happens that this applicant is not be a good match for your foster-- but may be for another of our dogs-- be sure to let the Kelly or Diane know. It may be that we can match another dog to the applicant.

Once a decision has been made: When an applicant is approved to adopt, do not post publically the pending adoption until it has been finalized and the dog is in their new home. Sometimes adoptions unexpectedly fall through at the last minute, so it is best to announce it publically once the dog is actually in it's new home. You may post to the members yahoo groups, just not publically.

We do note pending adoptions on the BisB site. This is a courtesy to others who may be interested, so they know the dog is likely placed. If your foster has an adoption pending, please notify Kelly/Diane to change the status on the website. They will first notify pending applicants before "adoption pending" is posted.

Screening applications takes practice, so don't be shy about asking for help at first.

Common Issues & Questions that Come Up with Applicants

About Microchipping: All BisB dogs are microhipped before adoption. Margie Rosan has the microchip info if needed. Most dogs are chipped & registered with a lifetime enrollment with Bald is Beautiful as the primary contact. Upon adoption, Margie will register the new owners as a secondary contact. If the new owners prefer be the primary, they may contact the chip provider AKC CAR. For a \$9.95 transfer fee, AKC CAR will transfer the dog for the same lifetime enrollment program into their name.

Meet-and-Greets: When an applicant lives close enough to the foster home, it's ideal for them to meet the dog. As a general recommendation, we ask for a completed application prior to a meet-and-greet. It's recommended that the application be screened and the adopter approved before meeting the dog. A great time to meet the dog can be on the home visit, if the foster mom is completing that step.

When meeting the applicant, use caution to make sure you are comfortable with the location, the dog's safety is kept in mind, and that you do not give the applicant any impression they have already been approved to adopt unless that is the case.

Can an adopter take the dog on a trial basis? No; we do not adopt on a trial basis. If an applicant asks this question, it can be a red-flag, so do be cautious if this comes up. All dogs will go through a transition when adopted to a new home. We want to be sure an approved home is committing to working through all of those issues that might emerge early on.

Of course, sometimes adoptions do not work out and, in those cases, we take the dog back with no reservations. If this happens, be sure to let the OC know right away and we will work with you on what to do. We do not refund adoption fees.

Are there any “dealbreakers” when screening applications? Be sure to familiarize yourself with our requirements for an adoptive home, as well as the language put forth in our contract that outlines the adopter's commitment. All these are listed on the “information” page of our website. In particular, there are three areas where exceptions are rare:

- **AGE:** All applicants must be at least 25 years old.
- **CARE OF CURRENT PETS:** All pets in the home must be altered. This includes cats as well as dogs, but is generally not applied to other animals. Cats and dogs must be up-to-date on required vaccines and on a monthly HW preventative.
- **NO ELECTRIC FENCES OR TIE OUTS:** Bald is Beautiful will not adopt dogs to homes with electronic or underground fences. In addition, we do not adopt to homes that use tie-outs to contain dogs, whether or not the owner is at home.

Transportation Policy: How will the adopter get the dog? Transportation is the responsibility of the adopter (see below). Our adoption application now asks for them to tell us how they'd transport the dog. As a foster mom, it's suggested that you:

- Get a sense of how your foster dog would travel. Some are fine with air or ground travel; others, you would not feel comfortable sending on a transport. You will need to be comfortable with the arrangements the adoptive home wants to make, based on your assessment of the dog's temperament.
- If someone applies and says "they don't know the location of the dog," it is recommended that you address this issue head-on before completing a screening, rather than at the end of the process.
- Do not promise transport assistance unless you are able to provide yourself.

Below is our transportation policy that can be found on the website:

"The transportation of a dog from foster home to adoptive home is the financial responsibility of the adopter. Transport by personal vehicle is generally preferable. When necessary, and if the dog is suited, Bald is Beautiful will allow for a dog to be transported by ground or air transport. We have had dogs fly in the cabin with owners as well as by cargo. Any fees incurred through the use of a transport service will be paid by the adopter.

The foster home will assist in coordinating transport plans as needed. On occasion, Bald is Beautiful does transport groups of dogs to new homes and foster homes, and is able to assist with moving a dog towards an adoptive home. This is not always possible due to location and/or timing. Again, it is ultimately the responsibility of the adoptive home to handle transportation and this should be considered when applying for dogs a significant distance from your home."

Can I drive the foster dog to meet his new family? Absolutely, you are welcome to volunteer to do so to whatever extent you can afford the time and mileage to do so. Many of us like to pass the dog off in person when possible, and it's wonderful when you can do so. But you are not obligated to do this if it is not convenient for you.

Please note, BisB does not reimburse for transports to adoptive homes. BisB offers to reimburse volunteers at the rate of \$0.15/mile for transport of dogs incoming into the rescue or moving to a foster home. Once a dog is adopted, however, it is the owner's responsibility to provide transport. As mentioned above, the foster mom or other volunteers often offer to help to get a dog home. In these instances, BisB will not be able to reimburse for travel, but remember you can claim mileage as a rescue related expense on your taxes.

Adoption Application Screening Process

1. When an application comes in on a dog the Applications Coordinators (AC) (Kelly/Diane) will let the foster parent know when it is ready for them to screen. You'll get an email letting you know it's ready for you to proceed.
 - ⇒ Read the whole application. If it's a good fit at first glance, proceed to step 2.
 - X What if application is not a good fit? If there a problem with the application that would disqualify this person from adopting from BisB or you think they just aren't a good fit for your dog, let Kelly/Diane know. One will send out a denial or check to see if they're interested in a different dog.
2. The foster parent calls the vet, landlord, and personal references. (If you need help, sometimes other volunteers assist with this step. Ask for screening help.) Please enter all interview notes into comments section of the application being reviewed.
 - ⇒ If references are favorable, move to step 3.
 - X If vet reference is poor or questionable, contact Kelly/Diane. If their application is missing something, the AC will note this, contact applicant, and put on hold. If denial is in order, she will send the denial letter.
3. Even if someone else helps with reference checks, the foster mom is always the one who does the phone interview with the applicant. This usually takes a while, at least a ½ hour. If possible, try to talk to spouse or partner on phone as well. If you realize the applicant is not a good fit for your dog, but might be a candidate to adopt, please continue the interview with that in mind.

PLEASE, No matter how excited you are, be careful not to give the applicants the impression they are going to get the dog during this interview.

 - ⇒ If you have a good feeling about the interview, let Ellen/AC know with a quick email and move to step 4. If you have any concerns, Ellen is a great sounding board, or chat with another foster mom for another point of view.
 - X If you do not think this person is a good fit, contact the AC with why. If they might be a better fit for another dog, they will note this, contact applicant, and take from there. If denial is in order, she will send the denial letter.
4. Next would be the home visit. Even if you are able to do the HV yourself, let Ellen know. If not, contact the HV coordinator, Tracy Mountney, to set up a home visit. Send the applicants contact info to Tracy and she will find a volunteer.
5. After the home visit is complete and you review the notes, please give Ellen your recommendation as to if this is a good fit for your foster dog. All notes must be on file for the application to go through final review and approval.
6. Inform the new family to finalize the decision; when they're on board, let Ellen know and we'll have the Adoptions Coordinator (Mariela) send out contract and payment information. You will be advised when you can proceed.

Screening Multiple Applications

If you are in the position where your foster dog has numerous applications (4-5 or more) you can put a hold on new applications if you feel confident a qualified applicant is in the mix.

You will most likely pick 2-3 that you think are strongest, or perhaps one will be a clear best candidate. Keep Kelly/Diane in the loop so we can quickly keep other applicants informed and steer them towards other dogs as appropriate.

If you are in a situation where you're having a really hard time deciding between two excellent candidates, handling this can be VERY difficult. Someone who's a great candidate is bound to be disappointed when they don't get the dog. If you handle this decision well, though... you might end up placing two dogs in the long run. If you're in this situation, don't drag out making a choice or informing the applicants, and do your best to handle the denied applicant with kindness and respect.

And the first time it happens to you, seek advice. Other foster moms can be a great sounding board to talk you through your decision.

Interview Questions

**All of these interview documents are on the yahoo groups as well, if you need them.*

Vet Reference Questions: Often vets will not release this info without the express permission of the applicant. If this happens, just remind the applicant.

These interviews are generally very quick, but we often hit snags here because the applicant takes the dogs to a cheaper clinic for shots or sees more than one vet. In other cases, an older dog might be vet-recommended to stop getting rabies or another vaccine. If you hit a snag, let Kelly know and she'll follow up with the applicant.

1. Do the pets the vet has on record and the ones listed on the app match up (this includes cats--other small animals may not see a vet regularly. If the home has large/farm animals those need to be checked too)
2. Are all pets are spayed or neutered?
3. Are all pets are up to date on rabies and distemper and dogs are up to date on HW tests and are kept on HW pills?
4. Have any pets ever been hit by a car, run away, given away etc?
5. Do they pay their vet bills regularly?
6. Do they bring their pets in a timely manner when ill?

Personal Reference Interviews: These are fairly standard, but you want to look out for red flags that sometimes pop up in casual conversation or inconsistencies with app. You can also ask questions about areas of concern that aren't on this list.

1. Tell me how you know the applicant/what your relationship is to them.
2. Have you seen the family interact with their animals? (If no, we may need to ask for another reference.) YES..... tell me what you've observed about their relationship with their pets.
3. Are there children living in the home?
 - a. If yes.... How do the children in the family behave in general with animals? Do you feel they would be okay with a small dog?
 - b. If no... ask if there are children who visit frequently (grandchildren, nieces/nephews, friends with kids). If yes, ask above question.
4. Have you seen their pets interact with each other or animals outside the family? Tell me what you've noticed.
5. What has the applicant told you about the dog they've applied for?
6. To your knowledge, does the whole family support the idea of getting a new dog?
7. To your knowledge, is the family in the financial position to add a dog to their household?
8. Do you have pets? If so, would you trust the applicant to take care of your pets?
9. If I were to ask you for one concern you might have about the applicant adopting a new dog, what would you say?

Phone Interview: This is when you really get to know the applicant and get a feeling for them as a possible adopter. Be sure you've re-read their application just before you call and refer to it when appropriate during the interview. You can ask additional questions if there are areas where you need more info, especially where your dog might have some unique personality traits.

Applicant: Dog: Date of Interview: Interviewer:

1) Tell me more about why you are interested in adopting a dog at this time? Why a Chinese Crested/this dog in particular?

2) Are you familiar with the Chinese Crested/hairless breed (or whatever breed they're applying for.)

- If you've owned one, tell me what you've observed about the breed temperament and requirements for care.
- If no, have you researched the breed? Tell me what you've learned.

3) When you think about the dog that would be a good match for your home—for your family, for your other pets, for your lifestyle— what personality characteristics are you looking for in your next dog?

4) Tell me about your typical daily routine with the dog. (Feeding, exercise/play, walks, yard time).

- Feeding your dogs: (Free feed or how many times a day, what do you feed?)
- How often do you walk your dog(s)? How far?
- Where do your dogs sleep?
- What do you do with the dog when you're at work or away from the home?
- What's your routine on the weekends or days off work?

5) Tell me a little more about your social life.

- How often do you have visitors or guests at your home?
- How often do you go out?
- Do you live in a "dog friendly" neighborhood?

6) What will you do as far as bathroom duties? Do you have a fenced yard? Tie out?

What are the arrangements for bathroom duties for the dog while you are at work (if the applicant works full time)?

7) What is your strategy for house training?

How would you react if the dog had accidents in the house? How would your spouse react?

8) Do you have children? How old are they and how would they be with a small dog?

If you do not have children of your own, are there children that visit your home (friends, family, neighbors, etc.)? How old are they and how would they be with a small dog?

9) Tell me about your other pet(s). (Age, size, activity level, personality)

How do you feel your other dogs (pets) would react to a new dog coming into the home?

10) What experience do you have dealing with behavior challenges with a dog? (Describe)

If a behavior problem arose would you contact a trainer or behaviorist for help with the dog?

If not why? If yes are there any training methods that you would specifically use or avoid?

What behavioral challenges are you NOT prepared to address, even with a trainer?

11) What experience do you have dealing with health challenges with a dog? (Describe.)

12) How often do you travel? What will you do with the dog when you travel?

13) Discuss: ***BisB does not adopt dogs out on a trial basis and expects that adopters recognize an adjustment period can take a significant length of time following an adoption. Bald is Beautiful believes that adoption is a life-long commitment to the dog.*** If approved, are you willing and able to provide a lifelong home and care to the dog?

14) **Optional Questions:** These are questions that can be useful depending on how the person is answering other questions, or if I'm concerned about their expectations or any particular issues with a dog.

- *If you're concerned the applicant might have unreasonable expectations for a dog, or be overconfident, with either no questions, or an attitude that "this is easy," you can ask them: Describe what you think is typical/reasonable to experience during a dog's adjustment period into a forever home. If you saw concerning behaviors in the beginning, how would you respond?*
- *If an applicant is strongly mourning a dog that has died, and looking to adopt another dog to fill that void, you can ask them: Of course, any new dog you adopt will be different from "Fido," but tell me... what are some qualities that "Fido" had that you hope your next dog will also have? What's something about "Fido's" personality/behavior that you wouldn't mind being different in your next dog? This can help bring up the conversation that any new dog will have its own personality and will NOT be the same as the last dog.*

(15) What questions do you have for me?

Finalizing the Adoption Checklist: This is it!!

- **Final Approval:** Share completed application (all interview notes should be uploaded into the comments section of the application) with Ellen to go over with you & OC. Once approved by all, inform the applicant the good news.
- **Informing the Applicant:** Be sure to allow the applicant to ask any remaining questions they may have. Once they are certain they want to move forward and you have a transportation plan in place, let Ellen know and we'll take care of the next step: contract and payment.
- **Adoption Contract and Payment:** Both steps will be handled by our Adoption Coordinator, Mariela Murdock. Once all paperwork is in order, you will be informed that you may move forward with the transfer of the dog to new owners.
- **Other paperwork:** You will need to gather/prepare the following details for the adopter.
 - **New Owner's Packet** filled out by foster mom (in files under Adoption Packet/Dog Owner Packet); these notes are very useful to new parents and should be emailed ahead of time to help them prepare.
 - Attach all copies of all **vet records** (black out contact info of any former owner from the records) Make sure you have ALL records and that vax, HW test are UTD.
- Dog also goes with his BisB tote bag, transition food, HW pill, martingale collar, ID tags, jammies for HL dogs, belly band for boys.

Our fees* vary depending on the age of the dog:

- Up to 12 months: \$ 385.00
- 1 to 7 years old: \$ 335.00
- 8 years and older: \$ 285.00 (Fees as of 7-2016)

*Consideration on any fee will be given if adopting a special needs dog that will require extensive medical care for the duration of its lifetime.

Our [Golden Opportunity Program](#) was created to encourage senior citizens to adopt older dogs. If you are age 62 or older, and adopt a dog age 8 or older, you receive a \$100 discount, bringing the adoption fee down to \$185.

Bald is Beautiful Operating Committee Members

handle the day-to-day operations of running a responsible and successful rescue focused on quality care and placement of the dogs and effective business practices.

These positions will head committees consisting of other volunteers to assist in aspects of their “job function” as needed.

Operations/Intake Facility Manager: Micki Brown (Greenville, SC)

- Oversee tasks of Operating Committee, coordinating duties between members when necessary.
- Responsibilities also include (with the assistance of Kathy Stuart): Finances, IRS reports, 501c3 information, oversee bookkeeping.
- Maintain foster dogs permanent files & record keeping.
- Coordinate rescue operations with intake, foster home, adoptions & transportation coordinators.
- Responsible for all aspects of the Intake Facility, including but not limited to maintenance, organization, cleaning of office & dog areas.
- House, groom, vet & evaluate new arrivals.
- Coordinate with FHC to transport to foster homes.

Intake Coordinator: Janet Gilliam (NC/Southern) supported by Kathi Garrone (PA/Northern)

- Handle all rescue correspondence regarding intake of new dogs, including shelters, owner surrenders, and other rescues.
- Complete shelter/rescue partnership paperwork as needed.
- Primary contact for those who become aware of a dog that needs rescue; other rescue members will pass that “lead” on to the intake coordinator.
- Communicate with operating committee to make sure we can take the dog.
- Work with foster home coordinator to match dogs ready to go directly to foster homes.

Foster Home Coordinator: Ellen Westkaemper (Greenville, SC)

- Keep track of foster home particulars (ie. Family situation, other pets, etc.).
- Will work with intake coordinator to help match new dogs with foster homes.
- Serve as the main contact for foster homes for any questions, problems, etc.
- Keep apprised of progress and application status of dogs in foster care.
- Work with foster homes on finalizing decision for adoption approval, as well as coordinating with Adoption Coordinator.
- Be a mentor for all foster members in any way needed, particularly new fosters.

Application Coordinators: Kelly Leupp (Lexington/KY), Diane Cook (Blacksburg, VA)

- Keep track of all apps – make sure they are screened promptly & keep track of their progress on the Bald is Beautiful site.
- Makes sure applications (adoption, foster and volunteer) are processed in a timely fashion.
- Orient new foster homes to responsibilities in the application process.
- Sends out all denials.
- Emails current applicants of dogs that have pending apps or not available dogs.
- Keeps a current list of waiting list apps of approves applications that still need to be matched with a dog.

Store Manager: Kathy Messner (Womelsdorf, PA)

- Oversees the BisB sewing team in partnership with Stacy Smith to ensure inventory levels are appropriate.
- Monitors store sales reports & initiates promotional activity as needed to boost revenue.
- Surveys international customers to ensure season appropriate product is being offered globally for customer satisfaction.
- Works closely with Public Relations Coordinator to select and execute fundraising activities
- Teams with Public Relations Coordinator and volunteers to execute annual BisB auction.

Secretary and Volunteer Coordinator: Stacy Smith (Norwich, NY)

- Primary Contact for volunteers. Interviews, Invites & trains new members to navigate the yahoo group site.
- Works closely with Operating Committee & Volunteers to ensure tasks are completed that support the BisB mission.
- Maintains website permissions. As needed, can assist with uploading of vet records and other files to the website.
- Maintains rescue database of adopters and other reports run on the website.
- Coordinates grant applications and follow-up reports.
- Distributes all vet records, adoption contracts to parties tracking data.
- Prepares/distributes forms for use by the organization.
- Prepares Minutes of OC meetings.

Public Relations: Ellen Westkaemper (supported by Tina Hicks/Graphic Design)

- Makes sure that Bald is Beautiful is positioned for long-term success in fulfilling its mission by maximizing our “base” of supporters and maintaining a strong communication/information network.
- Coordinates the many PR jobs below:
 - ❖ Fundraising, including Auction and focused campaigns.
 - ❖ Oversight of Bald is Beautiful Website; tech support by Stacy.
 - ❖ Adoption and special promotional videos; Facebook Operations– multiple members have admin privileges but for help with posting pictures or videos, contact Ellen, Tina B or Tina H.
 - ❖ Adoption Home Communication; including regular check-ins and updates, Gotcha Day greetings, Rainbow Bridge, etc.
 - ❖ Coordinates store operations and sales with Kathy Messner.

A list of BisB jobs and all members contact info can be found in the Yahoo group database.