



# **VOLUNTEER PACKET**

**Updated March, 2014**

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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, 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.

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

Remember, conversations here are shared among all members. Should you need to email a member directly for a private conversation, feel free to do so.

## 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.

**\* TIP \*** Add the contact info of the members of the Operating Committee to your phone. When you need it, you'll be glad you did... especially foster moms!

**Photos:** These are a fun way to look through the history of the group. You are welcome to add pictures of your pets for everyone to meet.

(Yahoo group resources, continued next page...)

**With members spread across many states, effective communication plays a huge part in our success. If you are a bit overwhelmed by the many things we have going on, please just ask. We want each member to be a part of our conversations.**

**Files page:** Includes documents such as adoption forms, operational 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.

**A note about confidentiality:** it is very important that we maintain the privacy of members and any individuals that may surrender a dog into our care. In addition, behind-the-scenes business conducted on the yahoo group is not meant for public disclosure. All BisB members are asked to sign a confidentiality waiver, which we take very seriously. Please respect these guidelines and, if ever in doubt about what's appropriate, please ask.

## 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 quick link to our store, or the paypal link to make a donation or payment, this is a great place to find it.

**The Bald is Beautiful Shopping Website:** <http://shop.baldisbeautifulshopping.com/>.

All members get a 20% discount on store purchases. Enter code "member2014."  
(changes each year)

**Petfinder:** Many 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>

There is also a volunteers-only facebook page. Request an invitation from Tina Booth. <https://www.facebook.com/groups/305044256275757/>

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



## 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 frustrating 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 (hairless)
  - 2 belly bands for boys
  - Martingale collar and BisB tag
  - 1 heart worm preventative pill
- contact Kathy M for more pills.*

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 arrangements with a spay/neuter clinic 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.**

# 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;
- Transport the foster dog in a crate or restrained in a car seat at all times. 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 bathing, 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 Pam Christianson for reimbursement.

**Accurate Record Keeping:** When you receive your foster dog, please create a folder with all vet records at that time. Be sure you have all records for rabies vax, routine vax, HW test, microchip, proof of alter and any other vet records. Keep an ongoing file as you receive further vet records so it will be complete at time of adoption. All vet records should be uploaded to the “files” section of the dog’s profile.

**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 Tina B. or another OC member AS SOON AS POSSIBLE! Our contact information is in the database. Please make sure you have our information in your email and cell phone contacts so you won’t have to look for it. Help is as close as a phone call away.

# Helping Your Foster Dog Find a Forever Home

**Get to know your unique dog:** By policy, all dogs must remain in foster care for at least 2 weeks prior to adoption to make sure we are familiar with the dogs' needs, traits and habits. This gives time to evaluate each dog fully. Longer evaluation periods are often needed for more "damaged" dogs. By the end of the assessment period, make sure your dog has a written bio and good photos. You can then create a page 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 have access to the site and permission to add a dog profile. She can help you with adding a profile, or ask any 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 on pages 11-14 about how to screen applications. In general, though, please be aware of a few things.

- Always be professional; this includes handling applications promptly. If you are busy when an application comes through and need assistance, let Kelly or Diane know. We do not want an applicant to go more than a few days without hearing from a volunteer.
- If you get into email conversations with an applicant, always be honest & be careful not to give them any impression of a decision before it is made.
- If you are screening an application for your foster and it happens that this applicant is not a good match for your foster, but may be for another of our dogs....be sure to let the application coordinator (Kelly) know. We may be able to interest them in another dog.

**Finalizing the decision:** Make a recommendation to Tina B., supported by all documentation (interview notes, HV report in comments section of application). Allow 48 hrs. for a decision.

**Once a decision has been made:** When an applicant is approved to adopt, do not post the pending adoption on facebook until it has been finalized & the dog is in the new home. Sometimes adoptions unexpectedly fall through at the last minute, so it is best to wait until after the dog is actually in its new home. You may post to the members yahoo groups, or in a Sunday update, privately within the group. Only post photos with permission.

Kelly will add the phrase "adoption pending" to the dog's bio to avoid unnecessary apps through the BisB site, as a courtesy to others who may be interested. If your foster has an adoption pending, do not change the status yourself. Notify Kelly and she will first notify any open applicants. Once everyone is notified, Kelly will change the dog's profile.

**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 Rosen has the microchip info if needed. The rescue dogs are registered with AKC Reunite (old name AKC CAR). This is a lifetime enrollment with Bald is Beautiful Rescue, Inc as the primary contact. As a benefit, the AKC Reunite registration will be updated to list the adopter as a secondary contact. Adopters can become the primary contact by visiting the AKCReunite.org site and complete the transfer from.

**Meet-and-Greets:** When an applicant lives close enough to the foster home, it is ideal for them to meet the dog prior to adoption. As a general policy, we do not allow for people to meet a dog until after they've filed an application. 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, even if training is warranted.

Of course, sometimes adoptions do not work out and, in those cases, we take the dog back with no reservations. If this ever happens, be sure to let the OC know immediately and we will work with you on what to do. We do NOT issue refunds.

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

- **AGE:** All applicants must be at least 25 years old. No exceptions. Parents may not apply to adopt a dog for a child of any age.
- **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 all dogs on a monthly HW meds. Exceptions can be made due to advanced age or health issues with a pet, if vet recommends against surgery.
- **ELECTRIC FENCES, RUNS OR TIE OUTS:** No exceptions, does not matter whether or not the owner is at home. We also do not adopt to homes that leave dogs outside unattended for periods of time (while at work, overnight, etc.).
- **SURRENDERING PAST PETS:** If an applicant has given up a pet in the past, this is a red flag. On occasion, depending on the reason, how it was handled, and ongoing care of other pets, a home that has surrendered a dog in the past is approved to adopt. But always talk with someone on the OC about this if it comes up.

**Transportation Policy: How will the adopter get the dog?** Transportation is the responsibility of the adopter (see below). 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. Be sure to mention in the dog's profile if it limits candidates for adoption.
- If someone applies for a dog from a significant distance, it is recommended that you address this issue head-on with a quick email before completing a screening, rather than at the end of the process. Even though our transport policy is outlined on the website, & agreed to in the application, some people do not seem to be aware of where a dog is being fostered when they apply.

**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 transport 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. **New Application.** When an application comes in on a dog, read it, but wait for the Applications Coordinator (Kelly/Diane) to let you know when it is ready to screen. You'll get an email letting you know it's okay 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. She'll send out a denial or check to see if they're interested in a different dog.
2. **Reference Checks.** The foster parent first calls the vet, and next, personal references. (If you need help, sometimes other volunteers assist with this step. Ask Kelly if you need help screening.) Please enter all interview notes into comments section of the application being reviewed. You may check personal references after the interview if you prefer.
  - ⇒ If references are favorable, move to step 3.
  - X If vet reference is poor or questionable, contact Kelly. At times, vet offices do make errors. 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. **Interview Applicant.** 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. Always take notes as you interview. Speakerphone helps!

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 Tina B. know with a quick email and move to step 4. If you have any concerns, Tina 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 Kelly with why. If they might be a better fit for another dog, the AC will note this, contact applicant, and take from there. If denial is in order, she will send the denial letter.
4. **Home Visit.** If you are able to do the HV yourself, let Tina know. If it's too far from your home, contact the HV Coord, Becky Neeley, to set up the HV. Send the applicant's contact info to Becky and she will find a volunteer to do the HV.
5. **It's decision time!** After the home visit is complete and you review the notes, please give Tina B. your recommendation with all notes in the applicant's comments/file. If a denial is in order, touch base with Kelly to decide which one of you will send it.
6. **Approval!** Last would be to inform the new family and arrange transport of the dog to their new home if needed. See the adoption checklist on page 15.

## Screening Multiple Applications & Putting a Hold on New Apps

If you are in the position where your foster dog has numerous applications (4-5 or more) and/or if you feel confident a qualified applicant is in the mix, you can put a hold on new applications. Let Kelly know and she'll help you with this step.

When you have multiple applications, you will most likely pick 2-3 that you think are strongest, or perhaps one will be a clear best candidate. Keep Kelly 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 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:** Do the vet reference first. If you hit a snag here, there's no need to speak with personal references. Note, most 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 sick?

**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?

**ABOUT DENIALS:** Denials are a necessary part of this process. Applicants can become very upset when they don't get a dog. Because it can be a tough decision to deliver/hear and to make sure we send a consistent, professional message, Kelly sends out all formal denials "for cause."

Remember, at any point in the application process, if you decide someone is not a good candidate to adopt from BisB at all, let Kelly know (including the reason why) and she will handle it.

If you would prefer to send a denial to an applicant you've interviewed—perhaps they're a great home, just not a match for your dog—let Kelly know. This is sometimes fine, but you want to make sure you're handling it appropriately. Especially if we think they might take a look at another dog.

**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 or special needs.

Applicant:

Dog:

Date of Interview:

Interviewer:

1. Why do you want to adopt/foster a dog at this time? Why a Chinese Crested/this dog in particular?
2. What do you know about the breed?
3. Are you aware of the care and maintenance that a Chinese Crested requires? (Can skip if it's not a CC, or if it's a special needs dog, address this issue here.)
4. What type of characteristics are you looking for in a dog?
5. Tell me about your typical daily routine with the dog. What do you do with the dog when you're at work or away from the home? How often do you walk the dog? What's your routine on the weekends?
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, etc.)? How old are they and how would they be with a small dog?
9. Tell me about your other pet(s). How do you feel your other dogs (pets) would react to a new dog coming into the home?
10. Did you have any behavior problems with current dog(s)? (Describe) If a behavior issue 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?
11. With previous dogs you've owned, can you tell me about a challenge you've faced in caring for the dog that required you to demonstrate patience? Do you believe that you have the patience required for a rescue dog?
12. What will you do with the dog when you travel?
13. Are there any legal limits on the number of dogs you can have in your town/condo/apartment?
14. Bald is Beautiful expects an adopter to commit to lifetime care of the dog. Is this something you're willing to commit to if you adopt from us? (***This on the application, they've already said yes, so you're really revisiting this formally. )***)

Other Comments:

## Finalizing the Adoption Checklist: This is it!!

- **Final Approval:** Make sure all interview notes are uploaded into the comments section of the application. Share with Tina, who review the app and approve or deny. Once approved by both of you, inform the applicant the good news.
- **Adoption Contract:** Never allow an adopter to take custody of a dog without a signed contract. They can email scanned copy to you or give you hard copy at time of adoption. Document is online (in files); forward or scan & email to Stacy Smith.
- **Other paperwork:** You will need to gather/prepare the following details for the adopter.
  - **Adoption packet** filled out by foster mom (in files under Adoption Packet/New Owner Packet); these notes are very useful to new parents and can 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.
- Remind them of **adoption fee:** collect a check and mail to check to:

Bald is Beautiful Rescue  
PO Box 8971  
Greenville SC 29604

or they can pay via PayPal, but need to check it is a "gift" so we won't be charged a fee. Our paypal address is [baldk9rescue@yahoo.com](mailto:baldk9rescue@yahoo.com).

- **Goodie Bags:** Dog also goes with his BisB tote bag, HW pill, martingale collar, jammies for HL dogs, one belly band for boys. Also recommended to include some kibble to transition the dog to his diet in the new home. A checklist is in the new owner's packet.

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

- Up to 12 months: \$ 350.00
  - 1 to 7 years old: \$ 300.00
  - 8 years and older: \$ 250.00
- (Fees as of 4/2014)

\*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 \$150.

# **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.

## **Intake Coordinator: Contact Janet Gilliam**

**828 461 8889**

- Identify & transport new dogs to place into foster care. Any referral for possible intake should be sent directly to Janet, not posted to the group.
- Serve as main contact for shelters.
- Serve as 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: Tina Booth**

**865 246 9689**

- Tina must be kept informed of dogs’ ongoing progress in foster care, as well as application status. At minimum, foster moms should be checking in every two weeks through the Sunday update.
- 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.
- Be a mentor for all foster members in any way needed, particularly new fosters.

## **Operations/Intake Facility Manager: Micki Brown**

**864 202 0284**

- Oversee tasks of Operating Committee, coordinating duties between members when necessary.
- Oversee all fiscal operations including: bookkeeping, accounting, IRS reports, 501c3 information, filing reports, etc.
- Maintain permanent files & records.
- Maintain Adoption files & records.
- Assist with intake, foster dogs questions/problems, adoptions & transportation.
- Coordinate 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.



**Application Coordinator: Kelly Leupp** (west coast)  
**Assistant Coordinator: Diane Cook**

**808 221 5971**  
**540-392-5558**

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

**Volunteer Coordinator: Stacy Smith**

**607 373 0635**

- Serve as primary Contact for volunteers. Interviews, Invites & trains new members to navigate the yahoo group site.
- Work closely with Operating Committee & Volunteers to ensure tasks are completed that support the BisB mission.
- Work closely with Public Relations Coordinator to select and execute fundraising activities
- Team with Public Relations Coordinator and volunteers to execute annual BisB auction.
- Work closely with Foster moms to promote foster dogs on Facebook.

**If you haven't already, take a moment now to add these names & phone numbers to your cell phone in case of emergency.**

**Store Manager: Kathy Messner**

**610-823-8676**

- Oversee' the BisB store team.
  - Work closely with store manager, Sewing circle leader & volunteers to ensure inventory levels are appropriate.
  - Monitor 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.

## **Public Relations: Ellen Westkaemper**

**864 363 1477**

- Position Bald is Beautiful for long-term success in fulfilling its mission by maximizing our “base” of supporters and maintaining a strong communication/information network.
- Work with OC members and volunteers to coordinate the many PR jobs below:
  - ❖ Fundraising, including Auction and focused campaigns.
  - ❖ Communications with adopters and the general public including any PR inquiries.
  - ❖ Oversight of Bald is Beautiful Website; tech support by Stacy.
  - ❖ Adoption and special promotional videos; contact Ellen for video help.
  - ❖ Facebook Operations– multiple members have admin privileges but for help with posting pictures or videos, contact Lorene Armes, Ellen, Tina B or Tina H.
  - ❖ Adoption Home Communication; including regular check-ins and Christmas Card, Gotcha Day greetings– Asst. Debbie K.
  - ❖ Coordinates store operations and sales with Kathy M.

## **Secretary-open**

- Receive/Stores all Scans/email of vet records, adoption contracts to from foster moms.
  - \*If sending snail mail, send to Bald is Beautiful PO Box 8971 Greenville SC 29604
- Distribute all vet records, adoption contracts to parties tracking data.
- Prepare/distribute forms for use by the organization.
- Prepare Minutes of OC meetings.

**A list of BisB jobs and all members contact info can be found in the Yahoo group database. Remember to make sure yours is kept updated.**