

Standard Operating Procedures of Basset Rescue Crew of the Southeast, Inc.

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I. Introduction

Basset Rescue Crew of the Southeast, Inc. (BaRCSE) is a volunteer-staffed, non-profit organization rescuing and placing stray, unwanted, neglected, and abandoned basset hounds in permanent homes. Due to limited resources, the concentration of BaRCSE is on bassets in the Carolinas; however, it will be expanded into neighboring states as resources permit. Rescued bassets primarily come from animal shelters in areas canvassed by members in various regions of North and South Carolina. Under certain circumstances, BaRCSE accepts owner-relinquished dogs. BaRCSE is a fully recognized 501(c)3 non-profit organization.

We (BaRCSE) ask that all board members, officers and members:

1. Remember that BaRCSE is all about the dogs.
2. Adhere to the bylaws and standard operating procedures.
3. Practice the highest standards of honesty, accuracy, integrity and truth, and not knowingly disseminate false or misleading information.
4. Remember that BaRCSE is entirely volunteer staffed. Be tolerant of individual differences and make every effort to work together for the benefit of the dogs.
5. Do not guarantee specific results beyond the member's capacity to achieve (i.e. agreeing to take in a basset without first getting Intake Committee approval, agreeing to refund the adoption donation, etc).
6. Communicate with an officer or director if there is something about the group or rescue activities that is of concern to you or you think there is a way to improve things.

The primary concern of BaRCSE, as with any rescue group, is the welfare of the dogs. We are pledged to do everything possible, within our financial and physical resources, to take in needy basset hounds, restore them to good health and find loving, permanent homes for them. This means at times, we are unable to save a dog. We are also committed to educating the public as much as possible regarding the rewards and problems of owning a pet. If the people who own pets acted more responsibly, there would be no need for rescue, and achieving this is the ultimate goal for us all.

This document represents the standard operating procedures of BaRCSE. Thus by definition this document covers "standard" or normal operations. It does not cover all situations. Situations and issues may occur which are not covered by the BaRCSE bylaws or standard operating procedures, and in that event, the situation will be resolved through vote of the BOD, officers, or membership based on whichever is most applicable.

II. Rules of Conduct

Any director, officer, or member who has been found to have done any of the following is subject to a sanction by the Board of Directors (BOD). Possible reasons for sanction include but are not limited to:

1. Violating the bylaws.
2. Violating the Standard Operating Procedures (SOP).
3. Intentionally misrepresenting BaRCSE.
4. Inflicting/causing harm to a basset hound.
5. Publicly denouncing any individual or rescue organization in a slanderous or libelous nature.
6. Withholding information of consequence from BaRCSE.
7. Disclosing confidential information to others within or outside of BaRCSE.
8. Misuse of email or other forms of communication.
9. Causing discord within the organization.

A. Possible Sanctions

In the event an individual is accused of violating one or more Rules of Conduct, the individual will be required to provide a response in writing to the BOD. Should the issue not be resolved after receipt of said response, the BOD may impose one or more of the following sanctions:

1. Verbal warning.
2. Written reprimand.
3. Temporary suspension.
4. Expulsion.

B. Due Process

As entailed in SC § 33-31-621, members are entitled to due process. At least fifteen days notice will be given prior to any suspension or expulsion. An individual who receives a sanction from the BOD is entitled to file an appeal to the sanction. The appeal shall be heard by an temporarily convened appeals committee convened by the board before any possible sanctions may take place. The committee shall consist of one member of the BOD, one member chosen by the board and one member chosen by the member filing the appeal. If the appeal is not upheld, the sanctioned member may appeal to the BOD at a regular meeting. The decision of the BOD is final.

III. Leadership Positions

A. Board of Directors (BOD)

If a BaRCSE member would like to nominate an individual for the BOD, please contact a member of the nominating committee to nominate the person. The three expiring Board of Director positions for the next year will be announced in December. Announcement will be made by email at BaRCSE@Googlegroups.com asking interested members to contact the nominating committee with nominations.

All Directors will be required to meet with the Officers in a joint meeting a minimum of one time per year.

B. Officers

If a BaRCSE member would like to nominate a BaRCSE member for an officer position, please contact a member of the nominating committee to nominate the person. The expiring officer positions for the next year will be announced in December. An announcement will be made by email at BaRCSE@Googlegroups.com asking interested members to contact the nominating committee with nominations.

All Officers will be required to meet with the BOD in a joint meeting a minimum of once a year. The Officers will also meet whenever the daily operation of the organization requires. In the event that one person holds more than one Director position or in the event of temporary officer/director vacancy, the Chairperson of the BOD may cast a tie-breaking vote for officer issues.

C. Elected Officer Positions and Descriptions:

1. President

Duties include but are not limited to:

- Voting on officer issues.
- Member of the Intake Committee.
- Performing all duties described in bylaws.
- Presiding at BaRCSE annual member meeting and all meetings of the officers.
- Supervising the business affairs including maintaining a relationship with the organization's attorney.
- Scheduling voice mail and phone duty.
- Answering all incoming email to the address BaRCSEmail@gmail.com.
- Delegating of responsibilities as necessary.
- Owning the different google e-mail groups, including maintaining all passwords, along with the first vice-president and Chairperson of the BOD.

2. First Vice President/President-Elect

Duties include but are not limited to:

- Voting on officer issues.
- Member of the Intake Committee.
- Performing all duties described in bylaws.
- Performing the duties of the President in the event of the absence or inability of the President to act, or in the event of a vacancy in that office.
- Performing interim duties as are assigned by the BOD or by the President.
- Make sure all monthly reports are turned into the President and the BOD.
- Being a co-owner of the google e-mail groups, including maintaining all passwords, along with the president and Chairperson of the BOD.
- Serving as ex-officio non-voting member of BOD, unless elected as a voting member of the BOD.
- Ensuring that all business conducted by BOD and Officers is in accordance with Robert's Rules of Order.

3. Second Vice President

Duties include but are not limited to:

- Voting on officer issues.
- Member of the Intake Committee.
- Performing all duties described in bylaws.
- Overseeing committees.
- Overseeing publication of the newsletter
- Working with local members on BaRCSE representation at events.
- Overseeing web page
- Working on member recruitment.
- Working with Public Relations Coordinator to arrange media coverage.

4. Secretary

Duties include but are not limited to:

- Voting on officer issues.
- Performing all duties described in bylaws.
- Attending and recording the minutes at officer and BOD meetings.
- Performing other duties from time to time as may be assigned by the President or the BOD.
- Processing any official or legal correspondence mail by sending via registered mail, return receipt requested.
- Forward all membership interest forms to Member Coordinator.
- Securely keeping all original records on file for BaRCSE (adoption applications, adoption agreements, foster home agreements, owners relinquish contracts, paperwork for all dogs, etc.).
- Maintaining all BaRCSE documents in an efficient manner.
- Serving as ex-officio non-voting member of BOD.

5. Treasurer

Duties include but are not limited to:

- To be eligible to be considered for the treasurer's position, the person must be able to demonstrate fiscal responsibility and be knowledgeable in Quick Books software.
- Voting on officer issues.
- Performing all duties described in bylaws.
- Shall cause all debts and obligations of the organization to be paid upon verification by the person or persons authorizing the indebtedness.
- Shall send receipt/thank you note upon receipt of donation.
- Have the authority to open bank accounts in the name of the organization and together with such other person or persons as designated by the BOD to sign checks and drafts and other papers requiring the payment of money.
- Shall keep an accounting of all receipts and disbursements which shall be open for inspection by the BOD, members, and auditors at all times.

- In charge of scheduling and setting up yearly tax filing and necessary audits, renewing licenses in NC, SC, and any other state as required.
- Create an annual budget for the BOD.
- Shall perform other duties as may be authorized and directed by the BOD.
- Serves as ex-officio non-voting member of BOD.

D. Appointed Positions and Descriptions:

1. Foster Home Director

Duties include but are not limited to:

- Member of the Intake Committee.
- Chair the Foster Home Committee and delegating duties as necessary to members of the Foster Home Committee.
- Assigning dogs to foster homes.
- Assigning ID numbers to incoming foster bassets.
- Mailing out foster packets, manuals, adoption agreement, BaRCSE ID tag, and microchips to foster families.
- Maintaining foster home and foster dog database.
- Processing new foster home applications, discussing foster home requirements with potential foster homes, and setting up pre-foster home visits and interviews along with member of the Foster Home Committee.
- Provide new foster families with a foster home mentor. Review BaRCSE vet processes and provide a listing of approved BaRCSE vet practices.

2. Medical Director

Duties include but are not limited to:

- Member of the Intake Committee.
- Chairing the Medical Committee and delegating duties as necessary to members of the Medical Committee.
- Initiating and maintaining contact with foster homes to coordinate medical care.
- Mailing foster homes heartworm and flea and tick preventative.
- Acquiring and communicating with BaRCSE veterinarians, updating BaRCSE veterinarians with any changes in BaRCSE vetting procedures.
- Authorizing euthanasia for dogs with medical emergencies.
- Coordinating emergency medical care for dogs as needed.

3. Adoption Director

Duties include but are not limited to:

- Member of the Intake Committee.
- Chairing the Adoption Committee and delegating duties as necessary to members of the Adoption Committee.

- Overseeing and processing of all adoption applications and adoptions. Verifying all the necessary paperwork is filled out, signed, dated, etc. The adoption director will work with the treasurer and secretary to make sure all adoption related paperwork is accounted for and maintained in BaRCSE records.
- Responding to adoption inquiries sent to BaRCSEmail@gmail.com.
- Contacting the transport coordinator if needed to arrange transport from foster home to potential adopter.
- Following through all adoptions with foster home and potential adopters until adoption is finalized or the basset is returned to a foster home.
- Confirming the adoption contract and adoption donation check were received by Secretary.
- Maintaining the adoption spreadsheet which contains the adoption status and information as well as wait list for all rescued bassets.
- Sending updated foster basset adoption status to web site adoption page coordinator for bassets as their status changes.
- Bi-Monthly creates and sends adoption status report to officers, adoption follow-up coordinator and newsletter editor.

4. Intake Director

Duties include but are not limited to:

- Chair Intake Committee
- Receiving calls from shelters regarding available dogs
- Securing all information regarding dogs being considered for intake
- Acting as liaison between shelters and Intake Committee
- Contacting shelter after decision has been made regarding status of dog with rescue

5. Member Coordinator

Duties include but are not limited to:

- Organizing and maintaining the member database including regional groups.
- Accepting and processing all queries about volunteer opportunities with BaRCSE. Following-up with a contact phone call to determine their area of interest and to discuss potential volunteer needs of BaRCSE for which they may be available.
- Coordinating distribution of organization literature, business cards, brochures, and other BaRCSE materials. Contact printing companies to ask if they would be willing to donate printed material and supplies.
- Designating greeters at all BaRCSE events to staff registration table and maintain a guest book.
- Participating in shelter duty call rotation.
- Send to the 1st VP a monthly status report of all new members to include: names, bassets' names, and contact information. This will be used to verify the member has been added to the appropriate email groups.

- The coordinator will be contacted as needed by officers and other coordinators in the event requests for help for a particular event or transport aren't answered by the Member Google group.

6. Transport Coordinator

Duties include but are not limited to:

- Maintaining list of members who will help with transportation.
- Scheduling all transportation of bassets from point A to point B.
- Post all relay/transport schedules.
- Work closely with Foster Home and Adoption Directors.
- Prepare and send to 1st VP monthly status reports on all relays for the previous month.

7. Web Designer

Duties include but are not limited to:

- Maintaining BaRCSE web site and ensuring that current foster and adopted basset list are up to date.
- Updating upcoming events.
- Ensuring all forms are on web site
- Setting up and maintaining Pay Pal.

8. Event Coordinator(s)

Duties include but are not limited to:

- Overseeing and coordinating state/regional BaRCSE events.
- Contacting local foster homes to arrange for foster dogs to be present at events.
- Communicating with local members to attend events.
- Communicating with the member coordinator to obtain contact information of area members for a particular regional event.
- Communicating with officers on a regular basis regarding scheduled BaRCSE events.
- Prepare and send to 1st VP monthly status reports on all event for the previous month.

9. Waddle Coordinator

Duties include but are not limited to:

- Organizing and coordinating the waddle weekend events.
- Assigning committee chairs to help with waddle events.
- Prepare and send to 1st VP, monthly status reports/updates on committee progress, budgets, etc. from the past month.
- Creating, maintaining and posting the Waddle Budget to officers.

10. Behavior Consultant

Duties include but are not limited to:

- Member of the Medical Committee
- Working with both fosters/members and basset hounds on behavioral “issues” the dog may be having.
- Arranging phone consultations
- Situation/issue may require that the (foster) basset be seen in person by behavior consultant (to be determined by Behavior Consultant).
- Prepare and send to 1st VP, monthly status reports/updates on dogs, situations, recommendations (advice) that was given and status of issues.

11. Fundraising Coordinators

Duties include but not limited to:

- Chairing the Fundraising Committee and delegating duties as necessary to members of the Fundraising Committee.
- Organize and coordinate fund raising activities for BaRCSE
- Maintain contact base for potential fund raising opportunities.
- Prepare and send to 1st VP, monthly status reports/updates on fundraising activities.
- Obtain authorization from officers regarding all fundraising activities.
- Initiate publicity for fundraising events.

12. Grant Writing Coordinator

Duties include but not limited to:

- Member of Fundraising Committee.
- Researches, explores, and cultivates funding opportunities from agencies, public corporations, private foundations, and individuals.
- Researches and reports on what other rescue organizations throughout the country are doing to obtain grants
- Matches prospective funding objectives with potential funding sources
- Maintains records of grant deadlines and submissions
- Develops proposals in response to grant opportunities
- Prepares reports on grant activity
- Reports to the Officers and BOD.

13. Public Relations Coordinator

Duties include but not limited to:

- Promoting BaRCSE through media, TV, newspaper, magazine articles.
- Creating and releasing press article and advertising with prior approval of the officers.
- Supervising and approving all advertising for BaRCSE.
- Obtaining officer approval prior to spending money for advertising.

- Communicating and overseeing the public relations group members on google.com, BaRCSE-pr@googlegroups.com

14. Historian Coordinator

Duties include but not limited to:

- Researching, locating and maintaining the history and artifacts of Basset Rescue Crew of the Southeast Inc.
- Locating photos, articles and any documentation around the evolvement of BaRCSE.
- Providing a copy of all documentation to the Secretary to be kept on file with BaRCSE paperwork.

15. Editor of the newsletter

Duties include but not limited to:

- Coordinating publication of the BaRCSE newsletter including soliciting articles, writing articles, designing the publication, and posting it.
- Providing a pre-determined number of paper copies for use at BaRCSE events.
- Creating Adobe and Word file for upload to BaRCSE website.
- Properly submitting documentation for printing and postage expenses

IV. Committees

As designated by the bylaws, several committees shall exist to carry out BaRCSE activities. Besides the committees listed in the bylaws, the officers may establish other committees to the duties and goals of BaRCSE.

A. Intake Committee

As described in the bylaws, the Intake Committee shall vote on which basset hounds are taken into the BaRCSE community. The Intake Committee shall be chaired by the Intake Director. Members of the Intake Committee shall include the President, 1st VP, 2nd VP, Foster Home Director, Adoption Director, and Medical Director. Elected officers may elect not to serve on the Intake Committee for any reason, in which case, a member from the general membership shall replace them on the committee.

B. Foster Home Committee

As described in the bylaws, the Foster Home Committee shall approve all foster homes as temporary housing for basset hounds in the BaRCSE system, and assign basset hounds within the system as per the Foster Home assessment form. The Foster Home Committee shall be chaired by the Foster Home Director.

C. Adoption Committee

As described in the bylaws, the Adoption Committee shall make the decision as to which adoption requests are approved, and oversee the transfer of ownership from BaRCSE to the adopting party(s). The Adoption Committee shall be chaired by the Adoption Director.

D. Medical Committee

As described in the bylaws, the Medical Committee shall be responsible for identifying veterinarians and approving medical services for BaRCSE dogs. The Medical Committee shall be chaired by the Medical Director. The Behavior Consultant shall be a member of this committee.

E. Transportation Committee

As described in the bylaws, the Transportation Committee shall be responsible for arranging the movement of BaRCSE owned or about to be owned basset hounds from and to locations as required to carry out the programs and objectives of BaRCSE. The Transportation Committee shall be chaired by the Transport Coordinator.

F. Fundraising Committee

As described in the bylaws, the fundraising committee shall be responsible for directing activities to raise funds to support the goals of the organization. Events and activities will be selected with the direction of the BOD and in concert with the missions and goals of BaRCSE. The Fundraising Committee shall be chaired by the Fundraising Coordinator. The Grant Writing Coordinator will be a member of this committee.

G. Nominating Committee

As described in the bylaws, the nominating committee shall be responsible for soliciting nominations of qualified candidates to be placed into nomination for vacant BOD or officer positions.

V. Intake of Rescue Dogs

Once BaRCSE is contacted about a basset to be rescued, the Intake Director must be notified. The member on shelter call duty will request a photo of the dog or request a member visit the dog to determine if it's a basset hound. If the dog is a basset, the member will call the Intake Director who will notify the Intake Committee for a vote on whether or not BaRCSE will rescue the dog. Dogs must be approved for rescue by a majority of the Intake Committee.

A. Ineligible Dogs

Any of the following circumstances will render a dog **immediately ineligible** for rescue by BaRCSE:

- Dogs that have been proven to have previously bitten people in a malicious manner.
- Dogs that are of any other breed or combination of breeds other than pure basset hound.
- Lack of sufficient funds in the BaRCSE treasury to insure proper care of a rescued basset.

B. Questionable Dogs

Dogs that may be considered “questionable” for rescue:

- Dogs relinquished by owners (under certain circumstances, they may be eligible for rescue.)
- Dogs with any significant medical issues. Medical issues are deemed significant if the cost of veterinary care will exceed \$500.

C. Stray Dogs

If you receive a call from someone who has either picked a basset up that was found wandering along a highway, or a basset has come to their door, the first thing that must be done is to try and find the legal owner. Please tell them to do the following:

1. Must run a found dog ad in the newspaper local to where the dog was found for five days to see if owner reclaims dog. (Some newspapers do this for free)
2. Must contact local shelters (not just the closest one) and file a found report (tell them that you have a stray dog – if anyone comes in looking for their lost basset please have them contact you.) Usually families losing a pet will put in a lost dog report with the local shelters.
3. If no one has claimed the dog within seven days, the dog may be considered for intake as an owner relinquished dog.

D. Calls from Shelters

All shelter calls will be forwarded to the Intake Director. When BaRCSE receives a phone call from a shelter (or shelter contact) please follow these guidelines:

Obtain the following information (ask the following questions)

- Gender
- Age
- Color
- Spayed/neutered or intact
- If intact, will the shelter spay/neuter? And at what cost
- Shelter adoption fee and method of payment accepted
- Any medical conditions – heartworm positive/negative
- Behavior – dog seem friendly/aggressive?
- Was dog an owner turn in? If so, what was the reason owner gave for turning dog into shelter?
- Any paper work turned in with the dog? If so may we have a copy of the paper work?
- How long has the basset been at the shelter?
- How much time does the basset have left before euthanasia?
- Does the shelter have a web site? If so, is the basset’s picture on the web site? If not can the shelter e-mail picture of basset to BaRCSEmail@gmail.com?

Make sure the shelter knows you will need a couple of days to find out if we can take the basset, locate a foster home, schedule a vet appointment, and have a BaRCSE representative come by the shelter to verify the dog is a basset hound if verification can not be done through a photo.

1. Send the information to BaRCSEmail@gmail.com and/or call Intake Director with the information.
2. Intake Director arranges for member to verify dog is a basset hound.
3. Information is then passed along to the entire Intake Committee.
4. Upon verification, Intake Committee will vote to either accept/not accept basset into rescue. (Note: dog must be approved by a majority of Intake Committee vote. The vote is to be recorded in organization files by secretary)

E. After a Dog is Approved to Come into Rescue

1. Request that the shelter do as much as possible in terms of veterinary care (i.e. spay/neuter, vaccinations, heartworm test, and intestinal parasite treatment). **(Note: Rescue basset will still need to be tested for heartworms by a BaRCSE vet even if shelter has already done a heartworm test).**
2. Foster parent will schedule appointment with a BaRCSE vet in that area for a wellness exam. **(Note: Bassets should go straight from the shelter to the veterinarian. Rescue dogs should not be introduced to other dogs prior to being seen by a veterinarian and/or vaccinated and deemed safe to be around other dogs).** Incoming dogs will not be tested for internal parasites but will be always immediately treated for internal parasites. **It is a state law that dogs/ animals cannot be transported across state lines without proof of vaccination.**
3. All vet bills must be forwarded to BaRCSE PO Box (see section VIII.C). If this cannot be done please pay the vet bill yourself, print and complete the request for reimbursement form from the Googlegroup website, send the completed form, your receipt and the itemized (detailed) invoice to the PO Box for reimbursement.
4. Pay fees associated with rescue of the basset (if from a shelter). The member/officer who picks up the dog can pay for the dog by cash to be reimbursed by the BaRCSE Treasurer. Arrangements may be made prior to the adoption for the treasurer or president to pay for the adoption with BaRCSE funds.
5. Foster Director will arrange for foster home.
6. Foster Director or Transport Coordinator will set up/arrange transport to foster home.
7. All original documents, which include the shelter paperwork, vet bills/invoices, health records, etc., (keep copy with dog's records) must be forwarded within seven working days to BaRCSE PO Box (see section VIII.C). If for any reason you cannot get the paperwork turned in within the allotted seven days you must notify the secretary within the seven working days with an explanation.

F. Owner Relinquished Dogs

BaRCSE accepts owner-relinquished dogs under certain circumstances (death, terminal disease of owner, military deployment, etc.). If a person contacts BaRCSE wishing to relinquish a basset, please refer them to the Intake Director to discuss the situation. In general, the guidelines that BaRCSE suggests to owners wishing to relinquish their dog's follows:

1. Have them check with family and friends to see if anyone can provide their dog a good home.
2. List an ad in the newspaper, but make sure they request a fee for the dog. The reason for this is to help ward off unscrupulous people.
3. If they would like for us to make referrals tell them we can offer to post the basset on the BaRCSE web site referral page. Tell them this is a private adoption not endorsed by BaRCSE. In order for us to refer out dogs, the dog must be spayed/neutered, we will need the dog's age, sex, veterinary/health history, temperament, and contact info including email if available. The web site will be referring potential adopters directly to these people. Referral dogs may be placed on the BaRCSE website only with a majority vote of the Intake Committee.
4. Referral to shelter that works closely with rescue if the other options are not possible.

If it is deemed necessary to take an owner relinquish basset due to extreme circumstances please follow the following guidelines (steps):

1. Obtain the following information (ask the following questions)
 - Gender
 - Age
 - Color
 - Spayed/neutered or intact
 - Any Medical conditions – heartworm positive/negative
 - Behavior – dog seem friendly/aggressive?
2. Send the information to BaRCSEmail@gmail.com and/or call Intake Director with the information.
3. Intake Director arranges for member to verify dog is a basset hound
4. Information is then passed along to entire Intake Committee
5. Upon verification, Intake Committee will vote to either accept/not accept basset into rescue. **(Note: dog must be approved by majority vote of Intake Committee. The vote is to be recorded in organization files by secretary)**

G. Owner Relinquished Basset Approved for Rescue

The BaRCSE representative picking up the dog needs to bring the owner relinquishment form with them. The owner(s) MUST fill out and sign the form before the dog can be removed from the home/property. If the form is not filled out, signed and dated we CANNOT and WILL NOT accept/take possession of the dog.

Be sure to get copies of all of the dog's vet/health records from owner(s).

All original documents, which include the signed owner relinquishment form, vet bills/invoices, health records, etc., must be forwarded within seven working days to BaRCSE PO Box (see section VIII.C). If for any reason you cannot get the paperwork turned in within the allotted seven days you must notify the Secretary within the seven working days with an explanation of why.

Follow procedures in IV.E.

H. Pregnant Females

All pregnancy issues require an affirmative vote of the majority of Intake Committee. Pregnant females that become part of BaRCSE will be spayed and the puppies aborted if the pregnancy is early enough. A veterinarian will evaluate all pregnant females. The advice of the veterinarian will be followed in all cases.

However, if a shelter contacts BaRCSE about a recently delivered dog or a dog that is close to delivering: The officers will determine if foster space is available for the mother dog and puppies to come into BaRCSE and vote on taking in the dog(s). The puppies will become BaRCSE dogs, even if not pure basset, and will be placed up for adoption, per the current adoption process after they are sterilized.

VI. Foster Procedures

A. Veterinarians

If BaRCSE has an established vet in the area, foster bassets are required to be taken to this veterinarian. Medical Director or Foster Home Director can help find a BaRCSE vet in the area.

If BaRCSE does not have an established veterinarian in an area, BaRCSE requests that foster parents contact their regular vet and ask if he/she would be willing to give us a discount for treating a BaRCSE basset. If foster is not comfortable asking for a discount, they should please contact a Medical Director or an officer with veterinarian's name and phone number. The Medical Director or an officer will contact veterinarian regarding a discount.

Most veterinarians will discount their fees for a rescue group (we will provide proof of tax-deductible, nonprofit 501 (c) (3) organization status). It is important to get approval from a BaRCSE Medical Director before going ahead with ANY expensive procedures estimated to cost \$100 or greater.

B. Veterinary Treatment

Upon receiving a foster basset take him/her to have a full physical, which should include:

1. Heartworm test will always be done regardless of if the shelter has or has not tested or the result was negative or questionable.
 - a. If the heartworm test is positive, ask veterinarian how animal should be treated. If it is going to be feasible to have the basset treated for heartworms **ask the vet to perform the spay/neuter surgery prior to heartworm treatment.**
 - b. If dog tests positive for heartworms and it is determined that treatment will be done, proceed with steps 2 through 6 prior to starting the heartworm treatment.
2. Distemper/parvo and rabies vaccinations
3. Kennel cough vaccination.
4. Do not request a fecal test – have the dog treated for worms.
5. Set up a date for spaying/neutering, if necessary. While the dog is being altered please ask the vet to trim the toenails at no charge and implant the microchip (to be provided by Foster Home Director). Also, ask the vet check the teeth.
6. Microchip if needed. Foster Home Director will provide microchip.

C. Foster Homes

The responsibility of the foster home is to provide temporary housing and care for the dogs that come into BaRCSE's program. The foster dog will live in the foster home until adoption or until alternate foster arrangements are made. Foster homes are responsible for food, shelter, housebreaking if needed, and general socialization of BaRCSE's foster dogs. Under special circumstances, foster homes can petition the officers for reimbursement for dog food for their foster. The first foster family will have the honor of naming the foster dog. Please check adopted BaRCSE dogs web site to avoid repetition of a name. Middle names may be used to distinguish from a previous BaRCSE dog.

All BaRCSE dogs in foster care must be in a fenced-in yard or on leash at all times when not in the confines of a house. BaRCSE, not the foster family, is responsible for all medical expenses for the foster dogs. Foster homes may have veterinary services performed for their foster dogs without approval of the medical director as long as the cost of the medical treatment is not greater than \$100 above the cost of the office visit and is an BaRCSE approved medical treatment. If the expense is greater than \$100, foster homes must check with the Medical Director before proceeding. If a life-threatening emergency happens, the foster home has the right to take their foster dog to any veterinarian and call a BaRCSE officer once at the veterinary clinic. Heartworm prevention and flea control will be provided by BaRCSE Medical Director. If the foster home chooses to supply any of the previous items, it will be considered a donation to BaRCSE and is tax deductible. Foster homes that have BaRCSE dogs in their care will be covered by BaRCSE's liability insurance.

Before a foster home is assigned a dog, a foster home application must be filed, and the home must pass a home visit. During a period when intake is unusually high and a sufficient number of foster homes is not available, the Officers may approve an adoptive home as a temporary foster home until a formal foster home visit can be completed.

If the foster family intends to adopt the dog, they must contact the Adoption Director as soon as possible to request they be put on the dog's adoption wait list. The order of the adoption wait list will be honored as to who has first preference to adopt the BaRCSE basset.

(Note: Please see Foster Manual for further fostering instructions/details).

D. Foster Dogs at Events

Foster dogs may be taken to appropriate events. In order for a foster dog to be able to attend events, s/he must be up-to-date on all vaccines, and spayed or neutered. Foster dogs that have shown prior aggression, biting, or extreme stress in social situations should not be taken to events. ALL dogs brought to events must be on leads no longer than six feet and MUST be controlled at all times. At all events, a crate should be available if needed

If the BaRCSE representative in charge at an event asks a family to remove a foster dog, the family should do so. All BaRCSE representatives in charge at events will identify themselves to attending members. Foster families and BaRCSE members will be covered under BaRCSE's liability insurance.

E. Euthanasia

Euthanasia will be recommended in very rare circumstances. All medical euthanasia cases will be considered upon the advice of a veterinarian and discussion with Medical Director and officers. In the case of a medical emergency (hit by car, trauma, heart attack, etc.) the foster home will have the right to follow the attending veterinarian's advice, but must contact a BaRCSE officer or Medical Director immediately (please see above foster guidelines).

If BaRCSE has a foster dog that has shown aggression/biting towards people once in the foster program, euthanasia may be considered. The dog will be professionally evaluated by either a qualified veterinarian or a canine behaviorist. The information that will be considered in making the decision are the circumstances under which the aggression/bite took place and the professional recommendation. The information will be presented to the officers for discussion. Once the officers have discussed the situation (one day discussion minimum), the majority of votes will determine the outcome.

In that unfortunate occurrence when a BaRCSE foster dog has to be euthanized, a BaRCSE member will be with the dog. Please ask the veterinarian to dispose of the animal unless other arrangements are made with Officer approval.

F. Older and Special Needs Dogs

BaRCSE sometimes has foster dogs that are more difficult to place than our "usual" crowd. Older dogs and/or dogs with special medical needs may possibly remain in foster care to live out their natural life. This is an arrangement that will be entered into based on a discussion with the foster home and a majority of the officers.

VII. Adoption Procedures

A. Adoption Policies

Rescued basset hounds must stay in their foster homes for a minimum of two weeks for evaluation of health and temperament prior to a home trial visit or adoption. Bassets must be kept in their foster home for a minimum of one week following major medical treatment. Bassets may remain in foster care longer if deemed necessary by the foster parent or medical director.

1. We do not adopt bassets to be given as gifts. Should someone want to adopt a basset as a gift, please mail them an adoption application and have the person receiving the basset fill out the application.

If someone wants a basset by a certain date this should raise a red flag – **ASK WHY.**

2. The adoption process is as follows:

- a) Complete an adoption application by completing an online application, or printing an adoption application from the web site and mailing or faxing to the PO Box or Fax number on the application. If using fax or completing an online application, the adoption application donation can be mailed to the P.O. Box or sent via Paypal to BaRCSEmail@gmail.com.
- b) Upon adoption application receipt, a phone interview with the applicant will be done by the Adoption Director, and their references will be checked.
- c) If the phone interview is satisfactory, a pre-adoption home visit will be scheduled. (In cases of previous adopters, if a pre-adoption home visit has not been completed in five years or the family has moved, Adoption Director will schedule a home visit).
- d) If the home visit is satisfactory, Adoption Director will provide the potential adopters with the name and contact information of a basset's foster family. At that point it is up to the foster family to decide when to schedule a meeting between the adoptive family and the basset. Foster family has input into placement of foster dog.

- e) Families who are in the first choice place on a dog's adoption wait list, must make a decision whether to schedule a home trial within 72 hours of being notified that there is now someone else on that dog's wait list or the basset is ready for adoption, and begin their home trial with the basset as soon as possible. BaRCSE will not keep a dog in our community when there are other approved potential adoptive families on the adoption wait list. Home trials are expected to begin as soon as transportation can be arranged.
 - f) After a seven day home trial if all goes well, the foster basset may be adopted by the adoptive family.
3. We request a \$250 donation for basset puppies up to one year of age, \$200 for bassets one to eight years of age, \$100 for bassets eight to ten years of age, and \$75 for bassets over ten years of age or special needs bassets. On the occasion when we have mixed breed bassets due to the intake of a pregnant female, we request a \$100 donation for puppies up to one year of age and \$75 for dogs older than one year. No more than two dogs can be adopted by the same person at one time. In the case two bassets being adopted within a one year of each other, a multiple dog adoption donation discount of \$50 will be given. The \$50 discount will be deducted from the adoption donation amount at the time of the second's dog adoption.

B. Out of State Adoptions

We will adopt dogs outside of North or South Carolina if we can find someone qualified to do the home visit and any necessary follow up. Also the adopting home must agree to transport the dog back to North or South Carolina if the adopted dog needs to be returned.

C. Home Visits

A pre-adoption home visit has to be done for anyone who wants to adopt a BaRCSE basset hound. Home visits are only performed **AFTER** the adoption application has been processed by the Adoption Director. If adoption is out of state, a designated person from another rescue may do home visit if arrangements are made before hand.

Please remember this information is confidential and should not be discussed with anyone outside of BaRCSE.

Please follow these guidelines/steps for doing home visits:

- a. A BaRCSE designee will call the potential adoptive family to set up a date and time to perform the home visit. We ask that everyone who lives in the house be there to participate in the home visit.
- b. Get directions to their home.

1. Day of Home Visit

- c. The Pre-Adoption Home Inspection report is to be completed by the BaRCSE member at the time of the home visit. A demo basset should be brought on home visit if at all possible.
- d. Stress to the family the importance of keeping the dog current on all shots, monthly heartworm treatment, bathing, nail trimming, ear cleaning, etc.
- e. Talk with the family and answer any questions that they may have regarding BaRCSE. Be honest with them, if you are not able to answer one of their questions tell them that you will find out and get back to them, or you'll have someone from BaRCSE get in touch with them regarding their question.
- f. At the end of the home visit thank the family for their time and let them know that a BaRCSE representative will be back in touch with them within the next 24/48 hours.
- g. If the family should ask if they have been approved to adopt a BaRCSE basset tell them you are only handling this portion of the screening/interview process and that someone from BaRCSE will contact them within the next 24/48 hours. Please **DO NOT** tell a family that they have been approved during or at the end of the home visit.
- h. Ask yourself "would I leave my dog or foster dog here?"

2. After the Home Visit is Completed

- i. Contact the BaRCSE representative/ Adoption Director who asked you to do the home visit to let them know how the home visit went – approved/not approved. Discuss any reservations you may have regarding this family adopting a BaRCSE basset.
- j. Immediately fill out the pre-adoption home inspection report and mail or fax to the Adoption Director for the BaRCSE files.

If you have any reservations regarding a potential adoptive family please tell the Adoption Director, an officer, or a board member. If the family's home visit is not approved, an officer/Adoption Director will contact the family to discuss the reason(s) they have not been approved. As stated above this is confidential information and should not be discussed with anyone outside of BaRCSE.

D. Adoption Day Procedures

Prior to adoption please obtain the following: (The basset's foster home should maintain a packet with this information)

- 1. Two copies of all dog's vet records. (One copy for BaRCSE records, one copy for the adoptive family)
- 2. Two copies of the adoption agreement form filled out for family to sign and date.

Adoption Day please follow these steps:

1. Give adoptive home copy of dog's vet records, (in order to maintain privacy of charges please black out any \$ amounts) and a copy of the AKC paperwork if available, with any prior owner information deleted.
2. Have adoptive home read and sign two copies of the adoption agreement. (One copy for BaRCSE records, one copy for the adoptive family)
3. Obtain adoption donation from adoptive family. Checks to be made out to BaRCSE. If Paypal used, adoptive family must use before dog arrives, and Treasurer must confirm receipt, before Adoption Day and leaving the dog.
4. Give adoptive family adoption packet including the vet records, and one copy of the completed adoption agreement.
5. **Notify the Adoption Director that the basset has left the foster home for an adoptive home trial period.**
6. The signed adoption agreement and check will be mailed immediately to the BaRCSE PO Box. The Adoption Director will remain in contact with the adoptive family for the seven day trial period.
7. At any point during the seven day trial period, if the adoptive family chooses not to adopt that basset, the basset will be returned to BaRCSE.
8. If the basset is returned to the foster home within the seven day trial period, the adoption packet will be returned to the foster home and the adoption agreement is nullified. The adoptive family can then select another available basset to home trial or can elect to have their adoption donation amount reimbursed to them by the treasurer. The Adoption Director will notify the treasurer to issue a refund.

E. Return of Adopted Basset

BaRCSE will **ALWAYS** accept a basset adopted from BaRCSE if the dog can not stay in its adoptive home for any reason. Our belief is once a BaRCSE basset, always a BaRCSE basset. The basset is not to be taken to the shelter or humane society under any circumstances. **(Note: Adoption donations are NOT refunded after trial period).**

Please follow these guidelines/steps:

1. Obtain the following information from the adoptive family:
 - a) Name, phone number, and address of the adoptive family?
 - b) Dog's name if it was changed after adoption. If so, ask the dog's name at time of adoption.
 - c) When the dog was adopted from BaRCSE (month and year).
 - d) Reason the dog is being returned to BaRCSE.

- e) Any medical conditions. BaRCSE will need a copy of all vet records.
 - f) Ask the family if they can keep the dog until we find a foster home. If not, ask the latest date to get the dog from their home.
2. Notify/contact an officer or BaRCSEmail@gmail.com email.
 3. Foster Coordinator will determine placement and arrange transportation.
 4. The BaRCSE representative picking up the dog needs to bring the owner relinquishment form with him/her. The owner(s) MUST fill out and sign the form before the dog can be removed from the home/property. If the form is not filled out, signed and dated, we CANNOT take possession of the dog.
 5. Be sure to get copies of all of the dog's vet/health records and original BaRCSE's adoption agreement from owner(s).
 6. All original documents, which include the signed owner relinquishment form, original BaRCSE adoption agreement, vet bills/invoices, health records, etc., must be forwarded within seven working days to BaRCSE PO Box (see section VIII.C). If for any reason you cannot get the paperwork turned in within that time, you must notify the Secretary within the seven working days with an explanation.

VIII. Paperwork

A. Adoption/Foster Care/ Member Paperwork

All original documents will be forwarded to BaRCSE PO Box. Original paperwork can include:

1. Shelter paperwork
2. Itemized vet bills/invoices/receipts
3. Adoption Applications
4. Adoption Agreements
5. Foster Applications
6. Member Applications

B. Reimbursements

Expenses not reimbursed can be deducted as a donation on personal income tax returns, for example, dog food for foster dogs, mileage, and mailing expenses. As such, if you do not receive reimbursement for expenses and you itemize on your tax return, you may deduct these expenses as donations. This includes any mileage you drive as a part of volunteering for BaRCSE.

BaRCSE will pay for stamps for mailing materials, with prior approval– if this is the most economical way to distribute the literature. BaRCSE will not reimburse individuals for mileage or telephone calls. All requests for reimbursement be mailed to BaRCSE PO Box (see section VIII.C)

The Treasurer will process requests for reimbursement of qualified expenses as soon as possible after receipt of a completed reimbursement form (found on the Googlegroup web site files section) with an attached original receipt for expense. Receipts must include the date of purchase, place of purchase, and reason for purchase. The Treasurer will issue reimbursement checks on a first in, first out basis for requests with proper documentation.

C. Monthly Reports

Officers and Coordinators are required to turn in **MONTHLY** status reports, as stated in their job descriptions, at the beginning of each month to the 1st VP, which will then be forwarded to the President and the BOD for review.

The status reports should contain the following:

1. Detailed Budget (how much was spent, what is left over, etc.)
2. Summary of the past month's events – what the committees are working on, where they stand, etc.
3. Any issues that were handled (how were they resolved)
4. Summary for the upcoming month – what the committees will be working on, etc.
5. Any issues that may need to be handled

IX. Communication

A. Phone/Voice Mail duty

The schedule for phone/voice mail duty is on the member page of the web site.

1. Check voice mail once a day; it does not matter what time you check. Please return all calls received within 48 hours. Please note that we do not save messages unless you feel a need to.
2. Keep a record of all incoming calls for future reference. Make a note of the date, time of call, persons name, home address, and e-mail address, and what the call is in reference to (i.e. owner surrender, basset at a shelter, potential adopter, etc.).

3. We do accept owner surrender bassets under certain circumstances. Please see section IV.F., for the steps on handling this type of phone call. You may politely suggest the following: place an ad in their local newspaper (tell them to ask something for the basset \$\$\$), post ad on vets bulletin boards; ask them to try placing the basset with friends/family. If there is a behavior problem, suggest they make an appointment with their vet first to rule out a medical problem. If they have done that, suggest they try a behaviorist (they are generally cheaper than most people think). Their vet can recommend an animal behaviorist. Also, if you know of some helpful websites along the lines of the problems they are experiencing, please feel free to pass that information along. **WARNING: Most people who call us to surrender are not in the mood to listen to our helpful hints.**
4. If you receive a call from a shelter about a basset in their care, forward the information on to the Intake Director.
5. When you receive a call from a potential adopter: obtain their personal information (name, address, e-mail address) and tell them we can mail, email, fax them an adoption application, or they may complete the online adoption application. Once we receive the application, the Adoption Director will contact them to discuss what type of basset they are looking for (male, female, young, old etc) and begin processing their adoption application. **Please note that we do not allow visits with adoptable bassets unless we have an approved application and completed home visit.** However, you can talk about the basset with them before the application has been sent.

DO NOT MAKE ANY COMMITMENTS!

During this initial phone call, please feel free to have them check out the available bassets on our website, www.BaRCSE.org. This site is updated fairly often. Also note that bassets are left on the website until adopted, so it is possible that an adoption may be pending even though the basset is still under “available bassets”.

6. All applications that you mail will go directly to BaRCSE PO Box (see section VIII.C) and will be forwarded to the Adoption Director. Applications can also be faxed directly to the FAX number on the application or submitted online from the web site.
7. Please remember that we generally place bassets within South and North Carolina. We do out-of-state adoptions under certain circumstances; see section V.B. You may refer potential adopters in other states to www.dailydrool.com and have them click on “rescue”. They can do a search of basset rescue organizations by state.
8. Turn in monthly status report including the number of messages/calls received (how foster/adoption/member applications were sent out to the rescue line coordinator.

B. E-mail Groups

BaRCSE has five e-mail groups they are as follows:

1. BaRCSE@googlegroups.com - this is our member e-mail group. Any member within BaRCSE can join this group.
2. BaRCSE-officers@googlegroups.com – this is the officer e-mail group. The members of this group include the Chairperson of the BOD, President, 1st VP, 2nd VP, Secretary, Treasurer, Foster Home Director, Adoption Director, Medical Director, Intake Director, Member Coordinator, Transport Coordinator, and any other people that the officers decide should be on the group.
3. BaRCSE-BOD@googlegroups.com – this is the BOD e-mail group. The members of this group include the Directors, President, 1st VP, 2nd VP, Secretary, Treasurer, and any other people that the BOD decide should be on the group.
4. BaRCSEmail@gmail.com – the President is in charge of answering/replying to incoming e-mails that are sent to this address. Usually people who are looking to adopt a baset, have questions, etc. typically one of our first sources of contact with the public.
5. waddle@BaRCSE.org – this is our waddle e-mail group. The Waddle Coordinator is in charge of this e-mail group. Waddle updates, news and information are discussed disbursed from this e-mail group.
6. BaRCSE-pr@googlegroups.com - This is our Public Relations e-mail group. This group will plan and organize all public relations efforts on behalf of BaRCSE.

C. Website and Social Media

www.BaRCSE.org is our website address.

Facebook: We have a group on Facebook (<http://www.facebook.com/group.php?gid=23479955302>). The Facebook group is administered by the President, 1st VP, Chairperson of BOD, and any other person that the officers decide should administer it.

D. BaRCSE Mail Box:

BaRCSE, Inc.

PO Box 2273

Columbia, SC 29202

X. Revisions to SOPs

A. BOD

1. Annual Joint Officer/BOD Meeting

The SOP are to be reviewed annually by the officers and the BOD at their annual joint meeting. The SOP should be revised if necessary then. Previous to the meeting, notice will be given to the membership that the SOP are to be reviewed and revisions may be made. Comments from the membership should be requested. If revisions are made, the new SOP will be published on the website along with an detailed explanation of changes.

2. Special Meetings

If it is determined that revisions need to be made to the SOP, they may be made a regularly scheduled or a specially called BOD meeting. Advance notice will be given to the membership that revisions to the SOPs will be discussed, and comments from the membership should be requested. If revisions are made, the new SOPs will be published on the website along with an detailed explanation of changes.

B. BaRCSE Members

If any member of BaRCSE believes changes should be made to the SOPs, revisions should be given to a Director, along with an explanation of why these revisions should be made. The BOD will then vote on the changes according to section IX.A. within a two month time period.

If the BOD does not make revisions, or any member believes changes should be made to the SOP that the BOD is not acting on, the SOP may be revised by a vote of 51% of the membership at any legally called or regular meeting (as described in the bylaws), if the membership has been advised of the intention to revise the SOP by the Secretary or the member intending to introduce such revisions not less that 48 hours prior to the time of the meeting in writing with a brief description of the intended revision.

C. Revision History of SOP

Created: January 24, 2010 by Board of Directors

Approved: February 20, 2010 by vote of general membership

Revised: November 12, 2010 by BOD to revise adoption donation fees