

# Southern Star MinPin Rescue

## Volunteer Manual

The purpose of this volunteer manual is to ensure that proper guidance remains available to all volunteers to keep SSMPR running smoothly. Below are the basic **guidelines** of the organization. If you have any questions, please don't hesitate to contact one of the Directors.

Denise Brunner: [denise@ssmpr.org](mailto:denise@ssmpr.org)  
Peter Brunner: [peter@ssmpr.org](mailto:peter@ssmpr.org)  
Dawn Russo: [dawn@ssmpr.org](mailto:dawn@ssmpr.org)

### I. Shelter Release

When you are made aware of a dog at a shelter, only remove the dog if he/she is at risk of euthanasia and either **YOU** are willing to foster the dog or arrangements have been secured for another approved SSMPR foster home. If at all possible, we should evaluate the shelter dog **before** committing to taking the dog. Some dogs can be extremely aggressive in unfamiliar and frightening situations and can pose a serious risk to you, your family and your pets at home. Every precaution, common sense, and a well informed decision should be made when committing to bring any new dog into your home. The following guidelines are in place to assist you in making smooth, consistent and appropriate transactions for your shelter dog.

1. Take a copy of the SSMPR 501(c)(3) documentation to the shelter if requested. These files are located on the googlegroups "Files" section.
2. Ask if veterinary care is available through the shelter. If so, have the dog vaccinated, altered, microchipped and heartworm tested before release.
3. Immediately, secure pet in crate or fit with a martingale collar/lead.
4. Place SSMPR ID tag on pet immediately upon release.
5. Obtain all shelter documentation (kennel cards, intake sheets, etc.)
6. If the dog has not been vetted, please schedule routine vetting, e.g., spay/neuter, heartworm test, vaccinations, and \*microchip implantation within the following week. Please ask your vet for a "rescue discount". If necessary, an SSMPR director will be happy to speak with your veterinarian about our organization.
7. Submit Dog Rescue Questionnaire as soon as placed in foster care.
8. Take digital photos and email to your state contact.
9. Post on Petfinder (by state contact)

\*Contact your state representative to obtain a microchip through SSMPR

### II. Owner Surrender

This should be a last resort for any owner. We are committed to responsible pet ownership by helping owners keep their minpins. We should provide breed education and training tips whenever applicable. Most importantly, offer your expertise, advice and encouragement.

A. **Before** a decision is made to take in an "owner surrendered" pet, please ask for the following:

1. **Hardcopy of medical history** - this includes the complete file of the dog (including notes from vets). In some cases, we may want this information to be reviewed by one of our trusted veterinarians to help us make an informed determination; however, the following are **required**:
  - a. Verification of spay or neuter
  - b. Vaccination history for Distemper, Hepatitis, Parvo, Para Influenza (DHPP), *3-year protocol is accepted.*
  - c. Rabies certification
  - d. Heartworm test results or proof of HW prevention purchased
  - e. Health Certificate stating current health condition
  - f. Always request a donation.

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2. If you have concerns after reviewing the records, please discuss with your state contact or one of the Board Members.

**NOTE:** *If the dog needs complete vetting, please ask the home if they can get this done. If not, request a donation of \$50.00 - \$100.00. If the home cannot pay a donation, this should not be a deciding factor on acceptance of the dog.*

**B. After a determination is made to accept a pet into our program, the following guidelines should be followed:**

1. Owner/Surrender Form signed prior to taking possession of the pet (we recommend this form be faxed to the volunteer prior to transport).
2. Donation (made payable to SSMPR, Inc. and mailed within 2 days of the volunteer's receipt)
3. Request personal items (e.g., blankets, toys, leads, food, crate)
4. Obtain written permission to change microchip registration, if applicable.
5. Meet at a neutral location (e.g., PetsMart, Petco, McDonald's etc.)
6. Immediately, secure pet in appropriately sized crate or fit with a martingale collar. *A scared minpin can easily become a lost minpin.*
7. Assign an SSMPR ID tag & place on pet immediately.
8. Create an individual file for accurate record keeping.
9. Submit the Dog Rescue Questionnaire.
10. Take digital photos.
11. Post on Petfinder.

**C. For pets surrendered who will remain in their current home until adopted use the following guidelines:**

1. Release/Surrender form signed and faxed or sent to SSMPR volunteer
2. Hardcopy of medical history (*in some cases we will want this information to be reviewed by one of our trusted veterinarians*) to help us make an informed determination; however, the following are required:
  - a. Verification of spay or neuter
  - b. Vaccination history for Distemper, Hepatitis, Parvo, Para Influenza (DHPP), *3-year protocol is accepted.*
  - c. Rabies certification
  - d. Heartworm test results & proof of HW prevention purchase
  - e. Health Certificate stating current health condition
3. All correspondence related to a potential adoption will be handled by a SSMPR representative, not the (owner) foster .
4. Assign an SSMPR ID tag number
5. Send SSMPR tag to pet's temporary foster home immediately
6. Create an individual file for accurate record keeping
7. Submit the Dog Rescue Questionnaire
8. Send digital photos by email to state contact
9. Post on Petfinder.

**Note:** *Before a dog is listed as an SSMPR dog, all documents must be in the hands of the state contact or a director.*

### III. Dog Rescue Questionnaire (DRQ)

Submit **immediately** upon securing a minpin for SSMPR. This form is automatically submitted to the directors for record keeping and distribution. The DRQ should always be kept updated, because this is SSMPR's primary rescue document on each foster dog.

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1. The DRQ is located on the SSMPR web site at [www.ssmpr.org](http://www.ssmpr.org). Select the “Forms” tab, then “Dog Rescue Questionnaire”. *Please do not submit this form without an SSMPR Tag ID number assigned.*
2. Complete the DRQ, including biography/description section, with as much information as possible for admission to our “Adoptable Minpins” page.
3. Select “Click to Submit DRQ”. You should receive a confirmation with the following automated response: *“Thank you for completing our form.”*
4. Select “Click to Reset DRQ” if you would like to start over with a blank DRQ.

### IV. Microchip Registration

Submit **immediately** upon implantation. This form is automatically submitted to the directors for record keeping and distribution. The SSMPR registration form is used to register the dog with the applicable microchip company.

1. The Microchip registration form is located on the SSMPR web site at [www.ssmpr.org](http://www.ssmpr.org). Select the “Forms” tab, then “Microchip Registration”. *Please complete this form with all information available, including an estimated DOB.*
2. Select “Click to Submit Microchip Registration”. You should receive a confirmation with the following automated response: *“Thank you for completing our form.”*
3. Select “Click to Reset Microchip Registration” if you would like to start over with a blank Microchip Registration Form.

### V. Veterinary Care

All SSMPR dogs that need routine medical care should be seen by a vet within ONE week of being rescued. All SSMPR dogs will be brought up-to-date on Core vaccines as recommended by the American Animal Hospital Association and evaluated for the risks/advantages of administering non-core vaccines.

SSMPR endorses the 2006 AAHA Canine Vaccination Guidelines for the General Veterinary Practice. If you are provided with records indicating that a DHPP has been given to an adult dog within a three year period, there is no need to revaccinate. All SSMPR dogs will have the following medical care prior to adoption:

1. Rabies (follow city/state laws for protocol)
2. Fecal testing and/or treatment for parasites
3. Heartworm test
4. Monthly heartworm preventative protocol schedule
5. Spay/Neuter -(Isoflurane gas only - giving a “local” is NOT APPROVED by SSMPR.
6. Distemper, Hepatitis, Para Influenza, Parvo (DHPP) - *No Leptosperosis please!*

Medical treatment exceeding \$300.00 requires Board approval. Please inform one of the Board of Directors if your foster requires more than routine care.

Dentals are not considered “routine” medical expenses, unless the vet has determined that the health of the dog is compromised. This will need to be approved in advance by a Board member. This procedure can always be listed in the adoption contract as required if dental health is not life threatening.

Dogs having surgery (spay/neuter included) should not be placed in an adoptive home until fully recovered. At a minimum, please allow 2-3 days for neuter and 5-7 days for spay. In the case of problems associated with the anesthesia or incision, we can have the dog back to the vet who performed the procedure, rather than an adoptive home incurring unnecessary expenses.

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### VI. Reimbursement of Expenses

If you cannot afford to pay the vet bill and wait for reimbursement, ask one of the Board Members and we will arrange for payment directly to the vet. Please submit your reimbursement form as soon as possible; you do not need to wait for an adoption. Expenses over \$300.00 per dog, not previously approved by an SSMPR Board Member, will not be reimbursed. Invoices/statements submitted that do not show a zero balance, will not be reimbursed.

1. The SSMPR Reimbursement Form is located on our web site at [www.ssmpr.org](http://www.ssmpr.org), select the "Forms" tab, then "Reimbursement Form".
2. Print this form and either type or handwrite the information.
3. Include SSMPR Tag number on all the vet bills submitted for reimbursement.
4. Keep copies of all vet receipts
5. Fax reimbursement requests to:  
Denise Brunner at 806-791-0004
6. Or you can surface mail your request to:  
Denise Brunner  
P.O. Box 16244  
Lubbock, TX 79490

If you have not received your reimbursement check from SSMPR within one week, please follow up with an email to [info@ssmpr.org](mailto:info@ssmpr.org).

### VII. Processing Adoption Applications

If you have received an email asking about your foster dog, please respond back asking them to complete an Adoption Application. Submitting an application does not make the applicant obligated to adopt, if approved. Applications are located on our Home Page at [www.ssmpr.org](http://www.ssmpr.org) under the "Forms" tab. All applications are reviewed first, by an assigned SSMPR Volunteer. Once the application is submitted to the SSMPR State Contact Volunteer, the State Contact should forward to a volunteer for processing.

1. Send a Welcome letter to the applicant
2. Check Vet References and Personal Reference
3. Schedule and complete a Home visit (SSMPR requires that a home visit be conducted on all applicants) A Home Visit checklist is available on the Googlegroups "Files" section. Always take someone with you when conducting a home visit.
4. We recommend that you ask the applicant to review our contract requirements prior to your arrival, so that you can address any questions they may have.
5. Discuss Adoption Fee prior to making the home visit.

SSMPR does NOT approve applicants who:

1. Own unaltered dogs
2. Keep dogs outside while away from home (for any reason)
3. Receive an unfavorable vet reference, e.g. our inability to confirm favorability on:
  - a. Purchase of monthly heartworm preventative
  - b. Annual exam
  - c. History of prior DHPP
4. Will not keep the dog on a leash when outside a securely fenced area

Home visits are mandatory prior to any adoption. If the home is too far from any volunteer, please ask your state contact or a Board Member for help in locating other rescue groups to assist with this.

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Caution should be taken on any application noting children under the age of five. Not all minpins are good with children, and foster homes without children are unable to evaluate this situation.

Our main objective is to find the best home possible for each dog. Foster homes should feel empowered to make a final decision on whether or not their foster is suitable for the interested applicant. In making your final determination, always consider what is best for your foster.

### VIII. Processing Volunteer Applications

Volunteer applications are reviewed by an Assigned SSMPR Volunteer, then sent to the State Contact. Upon receiving a volunteer application, here are the guidelines for processing:

1. Send a Welcome letter to applicant
2. Check Vet References and Personal Reference
3. Schedule and complete a Home visit (SSMPR requires that a home visit be conducted on all applicants) A Home Visit checklist is available on the Googlegroups "Files" section.
4. We recommend that you ask the applicant to review our Volunteer Manual prior to your arrival, so that you can address any questions they may have.
5. If approved, the volunteer release form must be completed and signed by the applicant at the time of the home visit.
6. In the event that another rescue is conducting the home visit, please ask them to email the completed form or they may:
7. Fax to Denise Brunner at 806-791-0004  
Or mail  
Denise Brunner  
P.O. Box 16244  
Lubbock, TX 79490
8. Notify the volunteer of approval
9. An Invitation to the SSMPR Googlegroup will be sent to every approved volunteer

**Note:** No volunteer should be given a foster dog or asked to participate in any SSMPR activity, without full approval and a signed volunteer release on file.

### IX. The Adoption

There is nothing more rewarding for a volunteer who fosters a dog than finding the perfect home. This is a happy time for all involved. Please confirm with the adoptive home that they have read and understand the terms in our contract. These guidelines are provided to help you with a seamless adoption and close out process.

1. An information sheet should go with the dog to the new home. His likes/dislikes, and basic instructions for the adoptive home. This will help the new family in reducing any stress for them and their new family member. If the new home can keep a similar routine in the first few days of adoption, the adjustment period could be easier for all.
2. We do not endorse a spay/neuter clause in our adoption contract. Please contact a Board Member before finalizing the adoption of an unaltered pet.
3. Print out contract.
  - o SSMPR volunteer's are responsible for completing the contract in it's entirety with the exception of signatures and initials by adopter.
  - o On page two of the contract, under Medical Test and Treatment, clearly state the medical test and procedures including the dates when this was done. Also include the date on which the next heartworm preventative tablet should be given. DO NOT write "See attached medical receipts" on the contract.
4. Make a copy all medical records and your completed contract to leave with adopter.

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5. This is a binding contract and must be filled out completely for our safety as well as the dog's safety.
6. Original contract and vet/medical receipts are to be sent with Closeout Form. Adopters receive only signed copies. **Tip: when preparing your contract go ahead and sign your original, then make a copy. The adopter does not need their own signature to have a fully executed agreement.**
7. Please discuss with the adoptive home PRIOR to adoption, the following accepted payments:
  - Money Orders/Cashier Checks **made payable to SSMPR ONLY.**
  - Absolutely no personal checks or cash should be accepted from adopters.
  - Paypal payments are accepted. If the adoptive home wishes to pay SSMPR by PayPal, please contact one of the Board Members for instructions, should you have questions. This needs to be paid BEFORE the dog is adopted and the adoptive home needs to be aware that there is a paypal fee associated with paying this way.
8. **DO NOT** place a dog in a home without first receiving a signed contract and fees. Again, this is a safety net FOR THE DOG and it also protects SSMPR from liability.
9. **“Trial Adoptions” will be on a case-by-case basis**, and should not mean every adoption. The “trial” should not be any longer than one week (with full refund).
10. If the dog is returned within two weeks, a \$75.00 processing fee will be charged and remaining monies will be refunded by the SSMPR Treasurer within 10 business days.
11. Adoptive homes will be sent a receipt (tax deductible) for the total adoption donation by the SSMPR Treasurer.
12. Notify SSMPR at [info@ssmpr.org](mailto:info@ssmpr.org) as soon as the dog has been adopted.

### X. Fees

These prices are guidelines and should be considered when quoting adoption fees. Use the following scale:

Age	Adoption Amount	Comment
12 wks - 6 mos.	\$450 - \$350	All adoption amounts include the price of vetting.
6 mos. - 2 yrs	\$350 - \$250	
2-5 yrs	\$250- \$225	
5-8 yrs	\$200 - \$175	
8 yrs and above	\$175 - \$150	

### XI. Closeout

The Adoption/Closeout form is located on the homepage at [www.ssmpr.org](http://www.ssmpr.org) under the “Forms” tab. The following should be send to Dawn Cortez for SSMPR Administrative purposes only.

1. Completed Close Out form
2. Attach the following original documents:
  - a. Completed/signed contract and money order/cashiers' check
  - b. Medical records
  - c. Shelter paperwork
  - d. Owner surrender form
  - e. AKC, microchip and any other paperwork applicable
3. Mail to:
 

Dawn Cortez  
P.O. Box 9413  
Bridge City, LA 70094

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Mail is rarely lost, but can occur, so please keep a copy of all paperwork mailed, **ALONG** with a copy of the Money Order/Cashiers Check so that we can recoup the payment. This should be kept until you receive the electronic file by email from our treasurer.

Important - In order to make a refund to the home (for a returned dog), the Closeout Form and all documents for the dog need to be mailed no later than **2 days** after an adoption. This is also important in order for SSMPR to facilitate the help of other miniature pinschers in need.

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