

ACKCS Rescue Trust Policies and Procedures

Code of Conduct

In order for our volunteers to effectively carry out their job, we developed this Code of Conduct that all Trust volunteers are required to acknowledge that they have read, understand and will follow. The purpose of the Code of Conduct is to ensure that the best interests of the Cavaliers that come into rescue are served, that liability insurance requirements pertaining to rescue will be met, and that The Trust will be viewed in the most positive light in the eyes of the public and the ACKCSC. As necessary, this Code of Conduct will be revised and distributed.

Social Media and Dealings with Others

- Send pictures to be posted on the Rescue Trust social media forums and share from there.
- Do not post information in any public forum detailing where a dog comes from or denigrate any breeder or person who surrenders a dog
- Due to confidentiality restrictions, do not announce age or time of spay or other medical information about any rescued Cavalier in any public forum. This information should only be supplied on a need to know basis.
- Disclose information about the source and disposition of rescued Cavaliers only to those with a "need to know." Most often, the only people who have a need to know is the National Director and Trustees or Area/State Director.
- Obtain explicit permission from both the surrendering owner and the adopter prior to providing information to permit them to contact each other.
- Abide by all agreements with outside parties, whether oral or written, and never practice deception or participate in illegal activities to obtain or place a Cavalier.
- Promptly take back any Cavalier that an adopter wants to return for any reason.
- Treat everyone involved in the rescue process with courtesy and respect, including surrendering owners, breeders and owners of studs of surrendered Cavaliers, as well as representatives of animal shelters, veterinarians, other Cavalier rescue groups, and prospective adopters.
- Do not engage in ANY disparaging commentary about other Cavalier rescues.
- Use of the Rescue Trust logo is unauthorized without express permission from the National Director.

Financial and Legal Responsibilities

- Maintain rescue as a non-profit endeavor, solely for the benefit of the dogs, and perform all rescue work on a voluntary basis without compensation.
- Ensure that all donations to and funds raised for The Trust are delivered to the Trustee designated to accept donations in a timely manner.
- Perform rescue services in compliance with all local, State and Federal statutes governing rescue.
- Promptly pay all financial obligations and keep receipts. File the appropriate expense reimbursement request with the National Director.
- Maintain confidentiality of all information from Preliminary Rescue Adoption Applications, Adoption

Placement Agreements, and the Release Agreement and Intake Form.

- For liability purposes, **all** volunteers **must** complete and sign The Trust's Volunteer Application,

Level of Service and Adoption Procedures

- Ensure that all volunteers are educated in their area of service, whether it is fostering, adoption screening, temperament evaluation, transport, educational outreach or fund raising.
- Transporters must provide safe, secured to the vehicle crates (no soft-sided) in every transport situation.
- Transporters will be prompt and responsive to the parties they are transporting to at all times.
- Work cooperatively with all other Cavalier rescue groups. If it is necessary to refer a rescue case to another Cavalier rescue group, verify that they are willing and able to take responsibility and inform the National Director of the referral.
- Keep the appropriate State or District Director informed of any changes in your personal status i.e. work, home, health or contacts.
- Fosters do not have authority to move a rescued Cavalier to another Foster home without approval of the State Director, District Director or National Director.
- All veterinary care requires approval by the National Director. State or District Director will obtain approval from National Director, unless it's an emergency.
- Obtain as much information and documentation as is reasonably possible concerning each rescued Cavalier, including, but not limited to, registration papers, vaccination and other veterinary treatment records and microchip registrations, when applicable.
- Evaluate the temperament of all rescued Cavaliers and exercise good judgment in placing rescued Cavaliers in suitable homes. Never knowingly place a temperamentally unsound Cavalier in an adoptive home or place a Cavalier in an unsuitable environment that could lead to the harm of the dog or a member of the household or community.
- Take prompt action to arrange foster care or adoption for Cavaliers being surrendered.
- Provide or arrange for humane care and sanitary housing conditions for rescued Cavaliers in an approved Foster home.
- Brucellosis testing is required on all dogs. The dog must be quarantined until a negative test result is received at the discretion of the National Director.
- Ensure that all Cavaliers being placed have been recently checked by a qualified veterinarian and are up to date on vaccinations, including rabies.
- Ensure that all Cavaliers are spayed or neutered prior to placement, except when a qualified veterinarian advises that spay/neuter surgery would place the Cavalier's life in jeopardy.
- Recognize that not all Cavaliers can be saved and arrange for humane euthanasia with permission from the National Director and cremation of rescued Cavaliers deemed not to be adoptable due to temperament issues or severe medical conditions.
- Forward any Registration paperwork by marking VOID on the paperwork and send to the National Director.
- Politely assist prospective adopters by informing them about the rescue process and advising them

how to submit a Preliminary Rescue Adoption Application.

- Require all adopters to complete a written Preliminary Rescue Adoption Application and to sign an Adoption Placement Agreement upon receiving a Cavalier from rescue.
- Carefully check the qualifications of prospective adopters, using written applications, personal interviews, home visits, veterinary reference checks and other screening activities as needed to ensure that rescued Cavaliers are placed in homes appropriate to the breed and to the needs of the individual Cavalier.
- Educate prospective adopters about Cavalier health and proper care prior to placing a Cavalier in their home.
- Fully disclose all relevant information that is known at the time of placement regarding the health and temperament of each rescued Cavalier. Provide written information to adopters on specific medical problems, training requirements and appropriate care for the Cavalier being placed.
- Maintain contact with adopters as needed to ensure that rescued Cavaliers are receiving proper care. Be available to offer advice, education and assistance. Encourage all adopters to join a Regional Club if one is available in their area.
- Keep accurate records of all Cavaliers entering the rescue program and provide copies to the appropriate State or District Director.

I have read and understand the Code of Conduct and will abide by these rules.

Volunteer Signature

Date Signed