

New Volunteer Handbook

An Orientation Guide for New Volunteers of BTRNC



Boston Terrier Rescue of North Carolina

A 501(c)3 Nonprofit Organization

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Boston Terrier Rescue of North Carolina

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Section I.

Introduction to New Volunteers

The Boston Terrier Rescue of North Carolina (BTRNC) is a non-profit 501(c)3 organization that was founded in 2003. BTRNC primarily serves North Carolina but is active in South Carolina, Virginia, and Georgia as well. We are an organization run completely by volunteers, many of whom also juggle families, full time jobs, and other personal responsibilities. Assistance from volunteers like YOU is what makes this organization successful. We understand that new volunteers can often feel overwhelmed by the amount of information they receive upon joining the organization. This guide has been created to help you gain an understanding of how our organization works, where you fit in, and how you can help. Welcome to BTRNC!

Section 2.

BTRNC Mission Statement

Boston Terrier Rescue of North Carolina is dedicated to rescuing, rehabilitating, and finding new adoptive homes for Boston Terriers surrendered by private owners and obtained from shelters, humane societies, and animal welfare organizations.

Goals:

- Rescue Boston Terriers from abuse/neglect situations, owner surrenders, animal shelters, humane societies and animal welfare organizations.

- Place rescued dogs in BTRNC designated foster homes or qualified foster homes of fellow rescue organizations as appropriate.

- Adopt dogs to approved permanent “forever” homes that meet the suitability/compatibility requirements set forth in the covenants of BTRNC.

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- Reduce the return rate of dogs from adoptive families by ensuring that dogs are only placed in those homes that most closely match the temperament and needs of the dog.
- Maintain a financial base from which dogs in the BTRNC program are provided rehabilitation services including behavior/temperament assessment, training, and veterinary care.
- Establish and maintain a relationship with shelters, humane societies and other rescue agencies wherein reliable information and communication enables the rapid identification and relocation of Boston Terriers, which minimizes the potential for any Boston Terrier to be euthanized.

Section 3.

Group Communication

Because our volunteers are scattered across several states, clear lines of communication within the group are crucial to maintaining our effectiveness and efficiency. We use several methods of communication among our volunteers to help achieve this.

A. BTRNC Yahoo! Message Group

The main portal of communication between BTRNC volunteers is via the use of our Yahoo! Message Group. This group requires that you be approved by our Volunteer Coordinator prior to gaining membership and can be found at the following address: <http://pets.groups.yahoo.com/group/BTRNC/>. By searching Contacts database on this group, you can find contact information for other volunteers.

Due to the high volume of emails exchanged on this group, we ask that members please limit any conversation that does not directly relate to BTRNC activities. If you wish to continue an off-topic conversation with another member, we request that you send them an email directly. Please also limit postings of rescue requests not related to Boston Terriers. These requests can be posted to the All Dogs Rescue group for assistance. BTRNC encourages volunteers to help other breeds of dogs in need, but because we are dedicated to helping Boston Terriers, our list only focuses on that breed. We strongly encourage volunteers to engage in group discussions via the Yahoo! Group and to ask questions as needed.

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B. BTRNC website

The BTRNC website is continuously updated to reflect ongoing events and fundraisers, as well as provide an information source to volunteers and potential adopters. More information about fostering and volunteer opportunities can be found on the website menu by clicking on “Volunteer”. This includes our Foster Handbook for new foster families. We also maintain up-to-date listings of our available foster dogs.

C. Social Networking Sites

BTRNC utilizes the social networking sites of Facebook and Twitter to reach additional supporters and recruit new volunteers. Current volunteers who use these sites are encouraged to join us and follow our latest updates. Links to our accounts on these sites are available on the home page of the BTRNC website.

D. Petfinder

BTRNC lists all dogs available for adoption through the website Petfinder in order to reach a wider audience.

Section 4.

Areas of Volunteerism

There are many areas to choose from when deciding how best to volunteer with BTRNC. As a new volunteer, keep in mind that current volunteers are not familiar with your background, talents, or willingness to help. So make a point to introduce yourself on the message board and let other members know the areas in which you are able and willing to assist. Don't feel like you need to wait for an invitation to volunteer with a particular project or activity – just join in!

A. Fostering

Our foster families are a huge part of our organization. Without them, we would be unable to function as a rescue. If you are interested in fostering one of our rescue dogs, request an application from our Foster Coordinator. A complete guide for fostering with BTRNC and also a list of Frequently Asked Questions are available under the “Volunteer” link on our website. Basically, we ask these things of our foster families:

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1. Provide a safe home and medical care for a dog in need. BTRNC will provide funding for the medical treatment of dogs under our care but we ask that foster families provide basic necessities, such as food, flea treatments, heartworm pills, and toys.
2. Provide stability and basic training. Many of the dogs that come to us have come from less than ideal situations. They either lack basic medical care, basic obedience, or both. It is your job as a foster parent to provide them with the obedience and behavior skills that will make their transition to an adoptive family smooth and successful.
3. Help us determine what type of home the dog is suitable for. Foster families help us test our dogs to determine if they are safe with other dogs, cats, and children. They also provide us with information about the dog's personality and the type of environment where the dog would be most happy.
4. Provide photos and information to the appropriate Board Members. Once you receive your foster, you'll need to fill out a basic information sheet for your dog (available on the website) that is submitted to the Veterinary Care Coordinator, the Foster Coordinator, and the Webmistress. Photos are also needed to post along with the dog's information. Continue to update the dog's information and photos as time passes so that we have the most accurate information possible on that particular dog.

B. Transport

BTRNC often needs to move dogs long distances to get them to their foster homes or to deliver them to their adoptive families. This is accomplished through the generosity of our volunteers and their willingness to drive these dogs to their destinations. We often set up transport chains where volunteers agree to drive a particular "leg" of the dog's journey, passing the dog off to other volunteers along the way. If you see that a transport is being organized and you are able to help, don't hesitate to volunteer! We prefer that dogs be transported within crates for their safety, but having a passenger to manage the dog for you while you drive is permissible as well. Traveling alone with an uncrated, unfamiliar dog is unsafe for you and the dog.

C. Home Visit

Fosters can't be adopted into their forever homes until a home visit has been conducted for the adoptive family. This simply ensures that the information that was provided on the adoption application is accurate and that the adopters have not misrepresented

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themselves. If you volunteer to conduct a home visit in your area, you will be provided a copy of the family's adoption application. You must determine whether the family meets the adoption criteria and would be a suitable home for the dog.

D. Shelter Pulls

Boston Terriers often appear in area kill shelters and BTRNC may be able to pull these dogs if it appears that they will not be adopted through the shelter's adoption program or prior to the shelter's date of euthanasia. If you locate a Boston Terrier in a shelter near you, you **MUST** contact the BTRNC President prior to pulling the dog from the shelter. We prefer that the shelter be contacted by BTRNC first so that the shelter has the appropriate rescue paperwork needed and can be given the name of the volunteer that has permission to pull the dog. Following this protocol allows BTRNC to avoid pulling dogs that may not fit our rescue (i.e., aggressive) and to allow time for the identification of a foster home that can accept the shelter dog. BTRNC does not guarantee that a dog will be provided sanctuary within the rescue if the proper guidelines have not been followed prior to rescuing the dog.

E. Marketing and Fundraising

Fundraising is the key to success for BTRNC. Our yearly medical expenditures are staggering and we rely on donations and fundraising to create the income we need to offset our expenses. This is an area of volunteerism in which every BTRNC member can contribute! We appreciate the monetary support of our volunteers through our silent auctions, group fundraisers, and sponsorships. We also rely on marketing tools, such as our social networking sites or local rescue events, to raise awareness about BTRNC with outside individuals. There are ways, however, that volunteers can generate funds for BTRNC without dipping into their own pockets. We welcome fundraising ideas from volunteers! Some of our past projects have included donating silent auction items, organizing restaurant fundraisers, organizing community flea markets by offering table rentals to vendors, finding businesses that will partner with BTRNC and donate proceeds from the sale of their products, or even having area businesses or artisans donate items that can be used in fundraiser raffles. The possibilities are endless. If you have an idea to share or are interested in one of the projects mentioned above, please email the group via the message board or contact our Fundraising Coordinator directly.

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Section V.

Contact Information for BTRNC Board Members

If you have a comment or concern, don't hesitate to contact one of our Board Members for assistance. We're here to help and want to make sure that our volunteers feel appreciated and informed.

President/Board Chair/Intake Coordinator	Betsy Myers - Greensboro, North Carolina betsysbostons@aol.com
Vice-President	Geri Boneske - Hanahan, South Carolina glboneske@gmail.com
Secretary	Elaine Newell – Matthews, North Carolina grandmanewell@earthlink.net
Treasurer	Kathy Quartana – Fuquay Varina, NC kquartana@yahoo.com
Foster/Adoption Coordinator	Roberta Henry – Pollocksville, NC rhenry@fastmail.fm
Volunteer Coordinator	Claudia Lange – Greensboro, NC Crlange12@gmail.com
Veterinary Care Coordinator	Laura Bader – Jacksonville, North Carolina Lbader.edit@earthlink.net
Fundraising Coordinator	Vacant
Communications Coordinator	Patsy Hinson – Charlotte, North Carolina hinsopa@yahoo.com
Webmistress	Emily Walton – Swansboro, North Carolina ema.walton@gmail.com