

# **AMPS Volunteer Manual**

It is very important to keep your Regional Coordinator (RC) informed of any Min Pins in need in your area AND of any activities related to the Min-Pins you help. This ensures that the proper procedures are taken and keeps AMPS running smoothly and everyone happy. We have a few rules and those keep AMPS volunteers working as a team. These rules are necessary for the proper care and handling of the dogs we help.

Please read all our forms so that you are knowledgeable about our process. This includes the adoption application, the adoption contract and all the information we have on our website. Be sure to read everything, so that you are an informed AMPS volunteer and fully understand our process and policies. We do not want to hear later that you didn't know something because you never read this manual or the forms. This is extremely important to AMPS. We have policies in place to protect the dogs we take in and make sure we handle them in the very best way possible.

## **Shelter dogs**

Inform your RC that you know of a shelter dog and ask for the proper procedure. If you cannot reach your RC for instructions, only remove a shelter dog if the shelter is in dire need of help and you are willing to foster the dog. If the shelter has tried and cannot adopt out the dog explain that AMPS will take the dog if we have an available foster home. Keep your RC informed at all times!! Be sure to get copies of medical procedures done at the shelter. It is very important to get proof of vaccines from the shelter, but especially important to get proof of rabies vaccine!!

## **Owner give ups**

See if there might be a way we can help the owner keep the dog. If it is housetraining or a behavior issue you cannot help with, see if another AMPS member might have tips for them. If all efforts fail to keep the dog in the home, continue as follows:

Ask for a detailed description of the dog and its personality Age; Sex; Altered ; Color; Size; Good with kids; Good with cats; Other dogs; Crate trained; Housetrained; Vaccinations; when was last HW check; History of the dog.

Send the owner to the web site to learn about our organization. [www.allminpinrescue.com](http://www.allminpinrescue.com) Have the owner write up a little bit about the dog and its life up to now and reason for coming to AMPS. What food does it eat, where does it sleep, etc. This is very helpful for a new home or foster home.

Some owners are willing to keep a dog until we find it a home. This is fine as long as any and all medical needs are done before the adoption. Have them mail you a signed Owner Release form and explain that we will be doing considerable work matching their dog with one of our homes and they must be committed to this and not suddenly give the dog away to a friend. You can send the owner a new home application to read through, but remove the address, email and phone number of the home. It is not always advisable for the person giving up the dog to know the name and address of the adopter. However, we have done it in situations like this and it has been fine. This is a judgment each volunteer must make with the help of their Regional and usually is done when the dog and new home are too far for an AMPS representative to assist in the adoption.

Ask for a donation. Most folks give about \$50, more is better, and less is OK. We WILL still take the dog if they can't give anything, but ALWAYS ask for money!! Check should be written to AMPS. (Or if they give cash you then keep it and write a check yourself to AMPS.) If the dog is not up to date explain that you would like at least enough money to cover those expenses. Explain that if AMPS has to pay for those fees it makes the adoption fee higher and less appealing to potential homes.

Ask for copies of the dog's medical records, especially proof of rabies vaccine and spay/neuter certificates. Have them give any blankets, coats, crate, toys, food that the dog has.

Have them print out, read and sign the Owner Release form. This can be printed from our web site. Print one yourself and bring it with you in case they forget. Send this along with their donation to your RC immediately. Bring an AMPS tag with you; if you can and have the owner put that on the dog before they hand the dog to you. This ensures it has AMPS I/D with our toll free number in case the dog escapes in transport or once in foster care.

Transport the dog in a crate only. A strange loose dog in a car is only asking for trouble. Be very careful about escapes! Use a slip or noose type leash if at all possible! Once home you can evaluate the dog. If the dog seems skittish or you are unsure of its possible behavior it is wise to use a light leash inside so you can control the dog if you need to.

**Fill out the DRQ immediately.**

This is filled out directly from the web site and submitted on-line. This puts the dog in our files in case of escape. If the dog is up to date on vaccines, HW test, spayed/neutered and ready for adoption, in the comments section of the Questionnaire write up a little bio about the dog. See what other folks write for their dogs on the web site to get an idea of things to write. Explain if the dog is good or not with kids, cats, other dogs, housetrained and any other little info about the dog that might be important to a potential home. Be positive, but honest about the dog. Send in a photo. If you don't have a photo, get one. Photos really help. You can have your film developed onto diskette and download the photos that way if you don't have a digital camera. Or find a friend with a digital camera to help you. If the dog is not ready for adoption send the bio and photos to your RC and they will get the dog listed for you when ready.

### **Routine Medical care**

All AMPS dogs should be up to date on vaccinations (as noted below), HW tested, stool tested, and spayed and/or neutered. ALWAYS ask your Vet for a rescue discount! Tell them that we are a non-profit corporation. If the dog needs only vaccinations and HW testing, check your area for local HW/vaccination clinics (Petco/Petsmart, etc.). We must be mindful of high priced Veterinary offices for routine medical care. Vaccinations to be given-DHpp - should be given to a dog with no record of vaccination. If a dog arrives with records of having a DHpp vaccine sometime after 6 months of age, it does not need to get another vaccine. (Note- NO Leptospirosis. Toy breeds can have severe reactions to the Lepto part of a DHLpp vaccine) Your Vet may have a different opinion on vaccination frequency. AMPS believes that it is in the best interest of the dogs to get limited vaccines. Rabies given per law of each state.

**VERY IMPORTANT** - Be sure you are familiar with your state laws for rabies. If the dog received a rabies vaccine from a shelter or in another state bring that proof of vaccination to your Vet for a duplicate certificate good in your state. All AMPS dogs must be tested for Heartworms and started on preventative. Spay/Neutering surgeries should be done only with Isoflurane gas. This might cost extra, but is safest for these small dogs and recommended. Min Pins can be sensitive to anesthesia.

Medical care reimbursements and other medical procedures - If your foster dog needs medical attention discuss this with your RC immediately. For other than routine medical procedures you will need approval from a Director (not your RC) via email if the cost is more than 300. Possible diagnosis and estimated cost will be required via email. Emergency procedures not included,

but email approval, diagnosis and estimate from a Director will need to be obtained as soon as possible. Medical conditions AMPS will not treat include Open Heart surgery, Cataract surgery, Liver shunt care or surgery, Heartworm disease stage 3 or greater. AMPS will not accept diabetic dogs into foster care older than 7 years.

**AMPS Directors:**

**Marianna, President/ Director: mhryck@yahoo.com**

**Melanie, Vice President/Director: melanie@allminpinrescue.com**

**Inga, Treasurer/Director: Inga.amps@gmail.com**

**Nancy, Secretary: nancy@allminpinrescue.com**

If you cannot afford to pay the bill and wait for reimbursements, ask your RC what to do. Only necessary medical procedures will be reimbursed. Ask your RC if the procedure is necessary. Ask your RC for the form for medical reimbursements or find it on the website [www.allminpinrescue.com](http://www.allminpinrescue.com)

At the time you pick up the dog, A COPY OF ALL MEDICAL RECORDS MUST BE FAXED TO (888) 803-AMPS FOR REIMBURSEMENT, either from the vet or from you personally. AMPS tag # MUST BE on all bills to be reimbursed. We require that all personal reimbursement requests be made within 30 days of treatment. You will NOT get reimbursed without the tag number on the bills. After 30 days you will need to inform your RC that you need more time. In order to keep AMPS running smoothly and financial records up to date we MUST have medical bills sent in immediately. A copy of the medical bills must be sent to your RC for the Close Out form.

**AMPS policy regarding biting dogs-**If an AMPS dog bites someone hard enough to draw blood and medical attention was necessary for the victim, a foster home shall discuss the fate of this dog with their RC and an AMPS director privately ASAP. If an AMPS dog has bitten someone and medical attention was necessary, transferring the dog to another foster home may only be considered provided the dog does not need quarantine per the laws of the town where the bite occurred.

**Time for adoption** - It is not always advisable for the person giving up the dog to know the name and address of the eventual adopter. However, we have done "open adoptions" in the past and it has been fine.

Any inquiries about your foster dog should be replied to and also sent/cc'd to your RC. This keeps your RC informed and will help you if you need an application for a potential home. Write up a standard reply and use that for initial inquiries. Something like this:

*"Thank you for your interest in adopting Waldo. I will look over your application. If it looks like Waldo might do well in your home we will check your references and set up a home visit. We like to be sure to match the right home with the right dog as best we can. These dogs all have very different personalities and each has different needs for an adoptive home. We will be checking all homes interested in Waldo to be sure we make the best choice for him. Please feel free to contact me again if you have any other questions."*

Potential homes must fill out the Potential Home Application from our web site before being considered. If you want to adopt the foster dog you are fostering, the same procedure applies including fees/donations to be paid. However, you do not need to fill out a Potential Home Application.

Homes with children under 10 are not accepted unless we have knowledge that the dog has lived comfortable with children in the past and has no current behavior concerns. If we have no history of the dog living with children in its past, it cannot go to a home with children under 10, period. Stray dogs from shelters, even if "kid tested", must not be placed in homes with children under 10. This is a very strict policy and not negotiable.

## **Fees**

· Healthy dogs up to 2 years old: \$300.00 - \$350.00 · Healthy dogs between the ages of two and six: \$150.00 - \$300.00 · Healthy dogs between six and nine: \$75.00 - \$150.00 · Geriatric or "special needs" dogs: donation is set on a case by case basis.

Note: The donation fees above do not reflect any vet fees, which will need to be reimbursed to AMPS. Donations made are necessary to continue needed medical care for the Min Pins AMPS assists Dogs with extremely high Vet bills or with issues making them VERY hard to place can have their fees negotiated. ALWAYS discuss this with your RC. For easy to place young dogs please try to get a higher donation fee. We need all the help we can for the dogs that need extensive Vet care. We will never be upset for getting a higher donation for a dog so feel free to ask for more for a dog if you think you can get it.

**Checking Vet Reference.** Call the Vet office listed on the application and say, "I am from Miniature Pinscher Rescue and one of your clients is considering adopting a dog from us and gave us your number to call and check that they keep their current animals up to date." Check if vaccines are current and if the dogs have had yearly HW checks and preventative medication and if all animals are spayed/neutered. If they are not up to date ask the home if they gave the wrong Vet or maybe brought the animals to a local clinic. Or perhaps there is a medical issue or the Vet recommends a different protocol.

**Home Checks.** Home checks are mandatory prior to final adoption approval. Ask your RC for the home check form. If the home is far from you, ask if there is a volunteer closer who can do this for you. All home check reports must be sent to your RC to be put in the home's file for future reference if they decide to adopt a dog later or from another region. If all goes well be sure the home has read over the Adoption Contract before the adoption takes place. If you reject a home for any reason, be sure to write your RC with an explanation so your report will be on file. Homes may try to adopt from another region.

**ADOPTION** (see end of page for additional information)

An information sheet should go with the dog to the new home with contact numbers for your RC, yourself, AMPS information and toll free number, instructions on food and care. All medical records are to be copied and one sent with the new home and one kept. This is in case the new home doesn't work out and they lose the papers. AKC papers should be returned to the AKC with "in rescue" written on them or destroyed. If anyone breeding dogs were to get the papers they can use the registration numbers of the dogs listed and apply them to any old dog and register a litter with the AKC. The AKC addresses are Headquarters: American Kennel Club, 260 Madison Avenue, New York, NY 10016

You may copy them and white out or remove the numbers and former owner information, if you want. Dogs may go on a weeklong trial and longer, if needed. Adoption contract and fees (checks are to be written to AMPS) are all done at the time the dog is delivered or picked up and are to be sent to your RC immediately. One copy for the new home, one copy for your RC and if you like one for your own records. Only send the part of the form that has necessary information and signatures. Do NOT send along the middle pages of the adoption contract. That is only for the new home and not necessary for AMPS records. If necessary your RC can hold on to it for a week when you determine the home is going to work. Check with the new home in a week to see how things are going and if they need any help. Explain to the home that if things don't work out the dog is to come back to YOU. If this is an adoption to another region be sure the home understands that the dog is to go back to AMPS and be sure you have contacted a volunteer in that area, before this takes place, willing to take the dog if it doesn't work out. If there is no volunteer in that area, be sure the home can return the dog to you. Do NOT do adoptions out of your region without checking with the AMPS RC for that region. Some regions have very little help or are so full with dogs that they can't take another foster if it doesn't work out. This must be addressed before considering an out of region adoption.

RC will send in the adoption papers immediately or once it is certain the home is permanent. **Remember to keep your RC informed at all times!**

**Unable to Foster-** Fostering is a strictly a personal choice & is not a requirement for any volunteer of AMPS. We have many volunteers who cannot foster but can do transports, home checks, call vet references etc. Your RC will help you find what you can do to be useful to us.

**Here are a few suggestions:**

1. Run ads in local town papers for new volunteers and new homes. Worded something like this....."Volunteers needed to help foster rescued Miniature Pinschers. New homes also needed. Please contact me at....." Then send folks to the web site to fill out the forms.
2. Help your RC go through Potential Home files. Some folks lose internet service after applying and have trouble getting back to us. Send a postcard to those old homes asking if they are still interested and if so to check the web site. Or call them and ask if they are still interested in adopting.
3. Send a note to homes that have already adopted asking for help fostering or for a donation.
4. Maintain a Petfinder site for your region's dogs.
5. Contact your local Walmart to get donations of food and toys. Walmart donates to rescue organization opened or returned pet products.
6. Make and distribute flyers with AMPS information and about any dogs in your area needing homes. The organization is willing to pay shelter adoption fees; however, we will not purchase dogs from individuals, pet stores or breeders.

No foster dogs are to go to adoption events or pet fairs of any kind. These events are very active which in turn will stress most dogs to the max. Stressed dogs CAN and WILL bite. We can't afford to put fosters in these kinds of situations. If you would like to have a Min Pin represented at these events, please take your own dog, as you know what and how much they can take. When doing home checks it is not always necessary to take a Min Pin with you especially if this is not the dog the home is interested in. Again, a better choice would be to take you own dog because this is the dog you know best.

If you must take a foster with you due to distance of the home check and/or the home would like to meet the dog, please remember to keep the dog under control. Do not take the leash off the dog and NEVER let anyone reach down to pet the dog while outside or entering the home. This is the most stressful time for the dog and he/she will be very unpredictable. Do not take chances. Finally, no dog should be left with a family unless the volunteer has a signed contract in

their hand. It is not acceptable for the family to send the contract to the volunteer later. This puts the organization in danger as we are totally 100% responsible for anything the dog does without that signed contract. It would be shame to ruin this organization because the family did something that caused the dog to bite and all because there is NO signed contract. **We must protect the future of this organization for the dogs that need us so badly.**

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