



## **EBC FARMS ANIMAL RESCUE, INC POLICY & PROCEDURE MANUAL**

### **I. ABOUT EBC FARMS ANIMAL RESCUE, INC.**

After being diagnosed with Breast Cancer in 2007, I decided to commit myself to helping homeless animals as my way to give back for all the blessings that I've received. Initially, I volunteered at a local rescue, cleaning cages, food & water bowls, and socializing the dogs with petting time every Monday. As the shelter reached capacity, we began to bring dogs to the farm to foster. I would also help locally in picking up lost, stranded, and abandoned dogs from various dangerous situations such as highways, to keep them from being run over or attacked by other animals. Within a couple years, after completing CLEET training, I assisted the Sequoyah County Sheriff's Department on animal cruelty and abandoned/neglected cases... even fostering a few horses when necessary. We started building more pens, and added a climate controlled building that included access to two exterior pens for outdoor play. To date, we have placed over 400 dogs in forever homes, and have funded all related expenses ourselves. We list dogs on our own website, as well as through rescueme.org. All applicants are fully vetted through our extensive application process.

A. **NON-PROFIT STATUS** - On March 5, 2020 we filed for incorporation as a non-profit Animal Rescue and filed for 501(C)(3) status.

B. **MISSION STATEMENT** - Our mission at EBC FARMS ANIMAL RESCUE is to rescue abandoned, neglected, abused, or otherwise homeless dogs in Sequoyah County, OK and surrounding areas, and place these animals into permanent, stable, and caring homes all across the US. We also strive to promote public awareness of the need to spay and neuter pets, and hope to make pet owners more aware of the importance of proper medical and nutritional care of their pets.

C. **DOG AREAS** – We have our own central location where we love and care for the dogs here. They all have ample room to run, including a 1+-acre dog park. NONE of our rescue dogs reside in foster homes.

D. **ABOUT THE MEMBERS** - EBC FARMS Animal Rescue operates with a board of three directors who volunteer their time and efforts for the animals. There are three (3) officers - President, Vice President, and Secretary-Treasurer.

E. **WHERE YOUR DONATION GOES** – All funds and donations go directly to the EBC FARMS Animal Rescue general fund. This fund is spent directly on the animals. Our largest expense is the veterinary care of our animals. While we have several veterinarians that reduce their fees for us, medical care is still a huge expense. Other uses of funds may include, but are not limited to, the

purchase of dog food, collars, leashes, toys, crates, bedding, grooming, and training for our animals.

## **II. INTAKE POLICY**

Temperament testing is REQUIRED on all dogs and puppies before being accepted into EBC FARMS Animal Rescue. All dogs and puppies over five (5) months of age must be evaluated and approved. Puppies UNDER five (5) months of age must be evaluated in general.

Animals with a known history of aggression or biting will NOT be accepted. If previous vet history is unknown, then that animal must be seen and vaccinated by a veterinarian within 72 hours of being accepted into EBC FARMS, and must be quarantined from other animals for a period of 5 days unless excused by the veterinarian examining the animal.

### **A. SOURCES OF INTAKE**

1. **OWNER SURRENDER** – Any person wishing to surrender ownership of an animal (whether their own, or an animal they found) to EBC FARMS Animal Rescue is understood to be the owner of that animal. The requirements for owner surrenders are as follows:

a. **SURRENDER FORM** – an Owner Surrender form must be signed which relinquishes all rights to the animal and surrenders the animal to EBC FARMS Animal Rescue.

b. **SURRENDER FEE** – EBC FARMS Animal Rescue DOES NOT charge a Surrender Fee. We just want to get the dog into a safe environment as quickly as possible.

c. **MEDICAL RECORDS** – Copies of all prior medical records are requested.

2. **VOLUNTEER RESCUE** – A volunteer rescue is where a board member finds an endangered, abandoned, in-need animal or rescues one from a related situation on his or her own.

3. **SHELTER RESCUE** - Any dog that is pulled or rescued from a local shelter is considered a Shelter Rescue. Only board members may pull an animal from a shelter, and the animal must go through the same approval process of being evaluated before being accepted. A signed Owner Surrender form is also required if the animal is accepted as an EBC FARMS animal - in order to transfer ownership to EBC FARMS Animal Rescue.

## **III. MEDICAL TREATMENT AND CARE OF EBC FARMS ANIMALS**

All dogs are required to be vet checked within 72 hours of acceptance into EBC FARMS Animal Rescue unless the animal has medical records showing they are up-to-date on all required vaccines and have been on a heartworm preventative.

### **A. CARE OF DOGS**

All dogs are required to be current on their Distemper series (DHLPPC), Bordatella and Rabies - and these shots will be required of any new intake lacking documentation of current status.

All dogs must be heartworm tested within seven (7) days of acceptance unless there are medical records indicating they have been tested within the last six (6) months and have been on a heartworm preventative.

All dogs will receive monthly heartworm prevention.

All dogs will be micro-chipped.  
All dogs are placed on a flea preventative to be administered as needed.  
For any breeds that require it, grooming will be done as deemed necessary.

## **B. REGARDING SPAYING AND NEUTERING OF DOGS**

All dogs will be spayed or neutered PRIOR to adoption. If for some reason the animal is older than 8 weeks and is not yet spayed/neutered, the adopter MUST AGREE to the spay/neuter as soon as the dog is age appropriate. A verification copy of the vet services are sent back to EBC Animal Rescue.

## **IV. ID TAGS AND MICROCHIP**

All EBC FARMS dogs must have an EBC FARMS ID tag along with their current Rabies Tag on them. This Rabies tag is to stay on the animal even after adoption as an extra form of identification and a way to reach someone should the dog happen to be found by someone or picked up by Animal Control. Adopters are told to put their own ID tag on the animal as well. The micro-chip registrations will be completed by the family within two weeks of when the dog goes with their new family.

## **V. ADOPTION REQUIREMENTS**

There is normally a 48-hour waiting period from the time of the home visit before the animal can actually be placed in the adopter's home. This allows the applicant to have time to think about the lifetime commitment he/she is about to make. Adoption fees are as follows: all dogs and puppies \$200 - \$350 (depending on how much vet care was required).

### **A. INITIAL APPLICATION AND SCREENING**

All persons wishing to adopt an animal from EBC FARMS Animal Rescue must fill out an Adoption Application. All required fields must be completed to be considered. Incomplete applications will not be accepted.

Pre-Screening of applicants consists of:

- Checking the 'Do Not Adopt' status of applicant on associated listings
- Background check
- Property check
- Permission of landlord (if renting) or their association (if applicable)
- Checking licensing of currently-owned pets (if applicable)
- Vet Reference confirmation (if applicant has or has had other pets)
- Personal reference check

All other animals (dogs/cats) in the applicant's home must be current on vaccines, and spayed or neutered unless there is a medical condition that prevents it. If medically excused, the applicant must submit, in writing, a note from his/her vet.

All other dogs in the home must be on a heartworm preventative. It is recommended that all pets (dogs/cats) be on a flea preventative, but it is not required.

Environment is of particular importance to the health and welfare of an animal. As such, the adopter must plan to keep the animal as a primarily indoor pet, that sleeps inside, but may spend time outside during the day, and ensure that the pet is housed in a climate controlled area (this does not include a garage or porch).

No animal may be adopted out as a gift. The person for whom the "gift" is for must fill out the

adoption paperwork and must meet the requirements to adopt.

We do not adopt to persons whose prior pets died from preventable illness and/or injuries.

## **B. FINALIZING THE ADOPTION**

Once the pre-screening process is completed and the adopter is preliminarily approved, the following steps are taken:

A home visit is arranged. If local, an EBC FARMS volunteer physically visits the home of the potential adopter to see where the animal will be living. If not local, the adopter must submit photos of the home and yard, in addition to any area in which the dog will be confined when no one is at home, as well as designated sleeping quarters. It is recommended that other dogs that live there should be brought to check interaction between them.

If the applicant wishes to adopt the animal and the home has been approved, the 24 hour waiting period will be discussed, and arrangements will be made to fill out the Adoption Agreement and arrange for payment of the adoption fee.

If the animal being adopted is not yet spayed or neutered for whatever reason, the applicant will be required to wait until the spay/neuter has been done before adopting – except in cases where the dog is deemed too young.

The adopter's driver's license should be checked against the name on the adoption paperwork and the driver's license number should be written on the adoption paperwork.

The method of payment and the amount should be noted on the adoption paperwork.

Adoption Fees are payable with cash, check, or money order.

Checks and money orders are made out to EBC ANIMAL RESCUE, INC.

Credit and debit cards are accepted through PayPal.

EBC FARMS Animal Rescue will make sure that the animal has an EBC FARMS ID tag on and that the Microchip number is recorded on the adoption paperwork.

EBC FARMS will remind the adopter to purchase a tag of his/her own, and to leave the EBC FARMS tag on until their own ID tag is acquired. They are also advised to purchase a dog license as soon as possible.

EBC FARMS makes the adopter aware that all animals require time of approximately 2-4 weeks to adjust to a new home environment, and that adopters should be patient with their new pet during this transition. If for some reason the adopter feels that they can no longer keep the pet – it MUST be returned to EBC FARMS Animal Rescue.

## **C. DO NOT ADOPT LIST ( DNA LIST)**

Persons whose applications have been denied are added to a Do Not Adopt List, along with the reason for application denial. Applicants being denied adoption will be notified of the determining reason within five (5) working days. Reasons for denial include, but may not be limited to:

- Domestic violence charge(s) found during the background check
- Felony charge(s) found during the background check
- Recent eviction

- Euthanizing a prior pet due to a preventable illness
- Taking a prior animal to a shelter or giving it away to a non-relative
- Poor vet reference
- Current and/or past pets not being kept current on vaccines
- Current and/or past pets kept as outside pets
- Currently owned dogs not on heartworm prevention
- Currently owned dogs not licensed as required
- Falsifying information on application
- Answering “no” to spending more than \$500 on emergency vet care
- Omitting information on application and/or failing to provide such upon request
- Negative experience during home visit

#### **D. IMPORTANT NOTES FOR ADOPTIONS**

All adoptions have a 10-day grace period, during which time the adopter may return the adopted animal with a partial refund. If an EBC FARMS animal is returned AFTER the 10-day grace period, there is no refund of any portion of the adoption fee.

If at any point, an adopter is no longer able to keep his/her adopted pet, the adopter is REQUIRED by contract to return the animal to EBC FARMS Animal Rescue. EBC FARMS will always take their animals back no matter how long it has been since the adoption.

Because every situation is different when doing adoptions, EBC FARMS Animal Rescue reserves the right to make decisions on a case-by-case basis. Our intent is to place each animal in the home we feel is *best suited* to that animal and their individual needs, and not on a “first-come, first-served” basis.