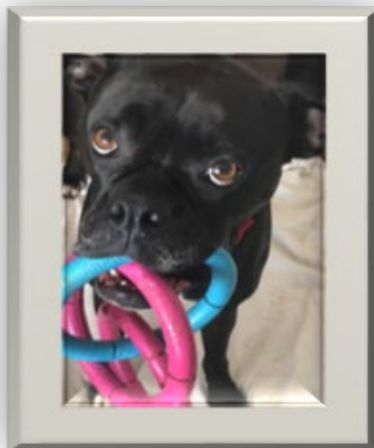




VOLUNTEER INFORMATION

Minnesota Boxer Rescue
P.O Box 25773
Woodbury, MN 55125
(763) 647-3037

<https://mnboxerrescue.rescuegroups.org/>



Proprietary Statement

This manual contains proprietary information of Minnesota Boxer Rescue. It is intended solely for the information and use of parties operating and maintaining this rescue. Such proprietary information may not be used, reproduced, or disclosed to any other parties for any other purpose without the expressed written permission of Minnesota Boxer Rescue. © 2017 MNBR

**WELCOME AND THANK YOU FOR YOUR INTEREST IN
VOLUNTEERING FOR THE MINNESOTA BOXER RESCUE OR MNBR!**



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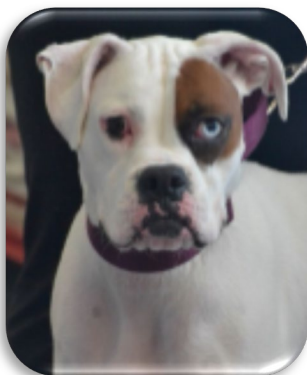
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ABOUT THE MINNESOTA BOXER RESCUE (MNBR)

Minnesota Boxer Rescue (MNBR) is a non-profit, foster-based dog rescue organization primarily serving Minnesota and surrounding areas that was started in 2006. Everyone associated with the workings of the rescue are 100% volunteer, which includes all of the members of the MNBR Board.

We have applications available for volunteering, fostering, and adopting; the volunteer application is the first step in which we get to know you. New volunteers are always welcome and appreciated.

MN Boxer Rescue is a non-profit 501(c)(3) rescue agency.

Our Non-Profit Employer Identification Number is 20-4758118.

MISSION STATEMENT

MN Boxer Rescue Mission Statement

We are dedicated to rescuing Boxers left homeless for whatever reason – dogs in public shelters, dogs given up by their owners because of difficult circumstances, and those rescued from abuse or neglect.

Any Boxer coming into our rescue receives the necessary and needed medical attention. We evaluate each Boxer's personality and temperament in order to place the dog in a permanent home best suited for the new family and dog.

The main goal of Minnesota Boxer Rescue is to rescue and re-home boxer dogs in need and give them a second chance. We place dogs in loving, responsible, committed “forever” homes, following a comprehensive and thorough adoption process. We also provide information, education, and support to the family and Boxer going forward.

WHAT WE DO AND WAYS TO VOLUNTEER

Rescuing takes a lot of hard work and a great group of dedicated people. That is where you as a volunteer come in! Consider yourself the backbone of the Minnesota Boxer Rescue and the force that helps us accomplish all that we do to help Boxers and families with Boxers. **We cannot do this without you!** So, give yourself a congratulatory pat on the back, roll up your sleeves and get ready to make a positive impact in our rescue.



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We encourage all ages and backgrounds to bring their energy and particular skillsets to the table. These are just a few ways that you can be a viable part of our mission:

- Fostering
- Transport
- Application processing
- Conducting home visits
- Fundraising
- Grant writing
- Events
- Website and Social Media
- Newsletter writing

This list only scratches the surface in ways for you to become involved! Get to know us and let us get to know you and we will get started on making positive changes in the lives of these dogs.

STEPS TO VOLUNTEERING

- 1) Log into the MNBR website and submit your application:
<https://mnboxerrescue.rescuegroups.org/forms/form?formid=1625&siteid=3625&contactsformid=2713345&page=1>
- 2) Wait to receive a confirmation on your application. Please check your spam email box as our emails tend to get directed to spam.
- 3) Sign the release waiver if you have not agreed to the terms in online application. (see Attachment A)
- 4) Watch your email or supporter Facebook page for volunteer opportunities. Remember to check your spam email box and unblock our emails. Also, the link to our closed supporter group Facebook page is:
<https://www.facebook.com/groups/227939794236422/>
- 5) Start volunteering!





CODE OF CONDUCT

- Volunteers will respect the human dignity and protect the civil and legal rights of all program participants (dogs and humans).
- Volunteers will serve with appropriate concern for the program participant's welfare and with no purpose of personal gain.
- Behavior between MNBR volunteers will be of such character to promote mutual respect and to facilitate the goals of MNBR at all times.
- Statements critical of MNBR or other volunteers will be made privately only as these are verifiable and constructive in purpose.
- Volunteers will respect the importance of all elements of the MNBR system and work to cultivate a professional cooperation with it.
- Volunteers will respect and protect the right of MNBR to be safeguarded from criminal activity.

ADDITIONAL REQUESTS

- **Show up.** If you sign up for something, we are counting on you. We do not have that many volunteers and sometimes plan our events once we know that volunteers can be there. If you cannot make it, please communicate this in a timely fashion.
- We like to **have fun** at MNBR, and we want you to have fun, too. However, when you are out and about, you represent MNBR and we would like you to represent the rescue in a positive and respected manner.
- **Follow guidelines and instructions.** Each task might have slightly different instructions, but they have been put in place for a reason. For example, if you are screening adoptions, we have criteria for adopters, and you will need to stick to them. If you are driving an animal somewhere, it needs to be confined in a crate in the car, and we will need you to keep it in the carrier until it arrives at your destination.
- **Safety.** Our very first priority is safety, and we work as a team on this. Together with volunteers, we prioritize safety for the public, for the animals and for ourselves. This means avoiding creating unnecessary stress for the animals, paying attention to any animals in your care, and wearing appropriate clothing.
- **Confidentiality.** As part of your volunteer duties at MNBR, you may become aware of or view information that is considered confidential information. This includes information associated with adopters or surrendering parties. Please do not disclose or discuss such confidential information with external parties unless permission is given by affected party(ies).
- If you ever have **questions, please ask** the staff member or volunteer you are working with.



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CONTACTS

For your reference, below is a list of the MNBR Board Members and Coordinators that can assist you with questions or you can email the rescue in general at: info@minnesotaboxerrescue.onmicrosoft.com

<p>PRESIDENT: president@minnesotaboxerrescue.onmicrosoft.com</p>	<p>SOCIAL MEDIA DIRECTOR: socialmedia@minnesotaboxerrescue.onmicrosoft.com</p> <p>Social Media Team Manage: *Facebook Content and Posts *Facebook Message Responder: (Issues or Dog Information Requests): *Twitter *Instagram *Event posts</p>
<p>VICE PRESIDENT: vicepresident@minnesotaboxerrescue.onmicrosoft.com</p>	
<p>PLACEMENT DIRECTOR: placementdirector@minnesotaboxerrescue.onmicrosoft.com</p> <ul style="list-style-type: none">• INTAKE COORDINATOR(s): intake@minnesotaboxerrescue.onmicrosoft.com• TRANSPORTATION COORDINATOR(s): transport@minnesotaboxerrescue.onmicrosoft.com• FOSTER COORDINATOR(s): foster@minnesotaboxerrescue.onmicrosoft.com• ADOPTION COORDINATOR(s): adopt@minnesotaboxerrescue.onmicrosoft.com• APPLICATION PROCESSOR(s): applications1@minnesotaboxerrescue.onmicrosoft.com applications2@minnesotaboxerrescue.onmicrosoft.com	
<p>EVENTS DIRECTOR: events@minnesotaboxerrescue.onmicrosoft.com</p> <ul style="list-style-type: none">• VOLUNTEER COORDINATOR: volunteer@minnesotaboxerrescue.onmicrosoft.com• WIGGLEFEST COMMITTEE: wigglesfestplanningcommittee@minnesotaboxerrescue.onmicrosoft.com	<p>DIRECTOR OF FUNDRAISING: fundraising@minnesotaboxerrescue.onmicrosoft.com</p>
	<p>SECRETARY: secretary@minnesotaboxerrescue.onmicrosoft.com</p>
<p>TREASURER: treasurer@minnesotaboxerrescue.onmicrosoft.com</p>	<p>WEBMASTER: webmaster@minnesotaboxerrescue.onmicrosoft.com</p>
<p>RAINBOW BRIDGE COORDINATOR: bridge@minnesotaboxerrescue.onmicrosoft.com</p>	<p>MERCHANDISE: merch@minnesotaboxerrescue.onmicrosoft.com</p>

Thank you again for joining the MNBR team!



Have a little wiggle room? Adopt a Boxer!



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RELEASE OF LIABILITY AND WAIVER

- I understand that because I may handle and/or come in contact with animals, it is important to discuss being vaccinated against tetanus with my physician. I release Minnesota Boxer Rescue, from all responsibility that may occur because of my not pursuing this matter further and I understand whatever decision I make is at my own risk. I have read, understand and agree to the above tetanus information.
- I acknowledge and understand that as a volunteer of Minnesota Boxer Rescue, I am not covered by workers' compensation or any other insurance policy through Minnesota Boxer Rescue, for any damages or injuries I may sustain during volunteer activities. I understand that I am responsible for obtaining health insurance coverage through an independent health insurance company.
- I fully understand that as a part of my volunteer work for Minnesota Boxer Rescue, I will come into contact with animals either by directly handling them, fostering or through assisting in their care and adoption. Further, I understand that working with animals carries a risk of injury, and that it is possible that I may be bitten, scratched, and/or otherwise injured.
- I fully understand that as a volunteer and/or foster home for Minnesota Boxer Rescue, my family may come in contact with animals at Minnesota Boxer Rescue events, and I and my family and/or guests may come into contact with animals in my home if I am fostering an animal. I understand that working with animals carries a risk of injury, and it is possible that my family and/or guests may be bitten, scratched and/or otherwise injured.
- My signature to this volunteer liability release attests to my intent to hold harmless and release from all liability Minnesota Boxer Rescue or any of its past, present or future officers, agents, volunteers, employees or assigns, from all acts, which are related to the normal performance of required and implied duties. My signature, whether original, by fax or any other electronic means, is valid as if it were an original signature.
- The terms of this waiver shall continue and remain in effect from the signature date and as long as I volunteer or represent Minnesota Boxer Rescue in any capacity.



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VOLUNTEER WAIVER AND LIABILITY RELEASE (this can also be done via Volunteer, Foster, or Board website application)

Date: _____

First name: _____

Last name: _____

Address: _____

Phone: _____

E-mail: _____

EMERGENCY CONTACT INFORMATION

In case of emergency, I authorize Minnesota Boxer Rescue to notify the contacts listed below:

Primary Emergency Contact:

Name / Relationship: _____

Address: _____

Phone Number(s): _____

Secondary Emergency Contact:

Name / Relationship: _____

Address: _____

Phone Number(s): _____

Signature _____

Date _____

(Digital Signature Accepted)

*If under the age of 18 years old, legal guardian must sign.

** Active MNBR membership dues paid preferred for liability and insurance purposes but are not required.