



Rescue Organization Check List



Rescue Organization: _____

Obtain:

- Organization's Mission Statement
- Adoption Standards/Contract
- Spay/Neuter Policy
- 501 (c)(3) Documentation
- Completed Application
- Rescue Organization Agreement
- Any Rescue Group Volunteer Acknowledgements

Complete the following:

- Add Rescue PID in Chameleon
- Scan documentation and attach to PID
- Add memo with names & PID of each **person associated** (Primary Contact, Authorized Agent, Transporter, Etc.)



Rescue Group Application



Rescue Organization

Group Name: _____

Phone #: _____ Fax: _____

Mailing Address: _____

Website: _____ Preferred Public Contact Method: _____

Email: _____

How long has this group been organized? _____

How many volunteers do you currently utilize? _____

How does your group house rescue animals? Group Facility Foster Homes Boarding Facility

Veterinarians Other _____

What additional support can your group provide MCAS?

Transfer Sick, Injured Animals Moms and Puppies/Kittens Pregnant Animals

Temperament Evaluation Program/Initiative(s) Support Parvo Puppies

Other: _____

Does your group accept mixed breeds? Yes No

Are all animals altered prior to adoption? Yes No

Which veterinarians(s) does your group utilize?

Vet/Clinic Name: _____ Phone #: _____

Vet/Clinic Name: _____ Phone #: _____

Please include a copy of your Adoption Application, Adoption Contract, Mission Statement, Spay/Neuter Policy and 501(c)(3)

Signature of person submitting application: _____ Date: _____

Printed Name: _____ Title: _____

IMPORTANT: Your organization's Name, Website, and Main Group Email, will be made available on the Rescue Partner Listing for public access via our website.

Return Application & supporting documents to: mcassist@mctx.org or to 8535 SH 242, Conroe, TX 77385

Please list persons authorized by the rescue organization.

Primary Contact: The organization's representative (Director, President, or Board Member) authorized to make changes to the organization's contact information and authorized agents and transporters.

Authorized Agent: May contact MCAS about animals to tag and/or pull.

Transporter: Picks up animals from MCAS. Arrangements are made by Primary Contact(s) or Authorized Agent(s).

Name: _____ Primary Contact Authorized Agent Transporter Only
Address: _____ City: _____ State: _____ Zip: _____
Phone #: _____ Alternate Phone #: _____
Email Address: _____

Name: _____ Primary Contact Authorized Agent Transporter Only
Address: _____ City: _____ State: _____ Zip: _____
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Address: _____ City: _____ State: _____ Zip: _____
Phone #: _____ Alternate Phone #: _____
Email Address: _____



Rescue Organization Agreement

Montgomery County Animal Shelter
8535 Highway 242
Conroe, TX 77385



This Rescue Organization Agreement is made by and between the Montgomery County Animal Shelter (hereafter referred to as "MCAS") and the undersigned rescue organization (hereafter referred to as "Rescue Group"). The Rescue Group shall be a current non-profit organization as defined in Section 501(c)(3) of the IRS Code with written proof of such status from the Federal Department of the Treasury Internal Revenue Service. Alternately, the MCAS Director or Director's designee may authorize temporary approval to a Rescue Group that has applied for such status.

Agreement Terms

1. The Rescue Group will provide MCAS with written proof of its current Federal Department of the Treasury Internal Revenue Service 501(c)(3), non-profit or not for profit status prior to any animal(s) being released by MCAS to the Rescue Group.
2. Representatives will be required to provide their driver's license or other official identification at the time of transfer. The Director, President or Founder of the Rescue Group may request to change a representative of their organization by submitting such request in writing.
3. All costs associated with any medical services shall be the responsibility of the Rescue Group.
4. By accepting possession of any animal from MCAS, the Rescue Group agrees to indemnify, defend and hold MCAS, Montgomery County, their director, agents, volunteers, and employees harmless from any and all claims, damages, losses, causes of action and demands, expert witness fee, reasonable attorney fees and other related costs and expenses incurred in connection with or in any manner arising out of, or related to, this Rescue Organization Agreement.
5. The Rescue Group agrees to place their interest request for an animal via email to mccassist@mctx.org. The email should contain the requestor name, group name, animal ID number(s), contact phone number, date & time of pickup and any related notes.
6. MCAS will process tags according to the date and time received. If two or more rescues are interested in the same animal it will be tagged to the Rescue Group that emailed first. For animals currently in the stray hold period, the tag will be good until the close of business the day *after* the stray hold ends. For animals not currently in the stray hold period, the tag will be good until the close of business the day after the hold is confirmed. If an adopter enters the Shelter and requests an animal that has been tagged for rescue, the rescue will take precedence. MCAS will however reach out to the Rescue Group and see if they are willing to rescind the tag hold for an adopter. An animal may be held longer than the next business day if, after the expiration of the tag, no other rescue has requested a tag or no one else has expressed an interest to adopt the animal. The Rescue Group agrees that animals still in the possession of MCAS 1 day after the hold expires will be available to the public for adoption. The Rescue Group agrees that placing a pet into a home is always the best option for a homeless animal.
7. The Rescue Group requesting transfer and agreeing to take a specific animal(s) agrees to pick up the animal(s) from MCAS on the agreed time and date within 1 day of the request or stray hold period ending time. Failure to follow through with the transfer of the animal(s) may result in transferring the animal(s) to another rescue group, the animal(s) being adopted, or if necessary, humane euthanasia.
8. The Rescue Group shall arrange all transportation of the animal(s) no later than 5:30 pm on the designated day unless other provisions have been made and approved by MCAS staff.
9. The Rescue Group agrees and recognizes that the purpose of a rescue is to place animal(s) in a good adoptive home. Warehousing, breeding, or mass kenneling operations, etc., are deemed to be unsuitable placements. The Rescue Group also agrees to perform appropriate screening of adoptive and foster homes prior to animal placement.

10. The Rescue Group shall provide animals transferred from MCAS with a healthy, clean, and safe environment and shall provide the animals with necessary and prompt veterinary care, nutrition, water, and shelter at the Rescue Group's expense. In the interest of protecting the health, safety, and welfare of animals and people, the Rescue Group agrees to allow MCAS to inspect the animals and housing facilities or foster homes when requested. Such inspections shall be made during reasonable hours and at times when the owner or operator of the home/facility are present and with such frequency as MCAS deems appropriate. The inspections may be made without prior notice to the owner or operator. Willful refusal on the part of the owner or operator to allow such inspections may result in MCAS terminating this agreement with the Rescue Group and return of any rescued animals to MCAS.
11. The Rescue Group agrees that the animal(s) will not be abused, treated cruelly, neglected, or subjected to any experiments. The animal will not be attack or guard trained, or used in any manner of animal fighting.
12. The Rescue Group agrees to not give, sell, lend or otherwise transfer ownership of animals to laboratories, breeding operations, non-animal placement corporations, etc.
13. The Rescue Group and their representative(s) agree to ensure effective customer service by respecting the public's right to privacy and to not interfere with the conduct of business between the public and MCAS staff while on MCAS property or at MCAS sponsored event(s). All Rescue Groups and their representatives agree to conduct themselves in a professional manner at all times while at MCAS and respect all restricted areas. Furthermore, the group and their representatives will respect and appropriately, address MCAS employees at all times, and maintain positive and open communications when interacting with MCAS staff and volunteers either in person, via telephone, social media or email. The Rescue Group agrees that in order to facilitate our common goal of rescuing and helping pets, representatives of the Rescue Group will make a concerted effort to post on social media platforms positive comments regarding the MCAS, MCAS staff, volunteers, board members, operations and animals.
14. The Rescue Group acknowledges that no director, operator, staff or animal caregiver of the Rescue Group has been convicted of or entered a plea of nolo contendere to animal cruelty, animal neglect, animal abandonment, or any other crime involving an animal. By signing this agreement you agree the Rescue Group will research the background of all volunteers and shall perform its due diligence before allowing any rescue group volunteer to actively participate in the MCAS Rescue Program.
15. The Rescue Group understands that MCAS is a County open admission shelter that accepts all domestic animals brought to MCAS. Therefore, there is a constant demand for animal housing space. Housing animals for Rescue Groups past the animal's available and/or hold dates causes a warehousing situation in which the health of animals may be placed in jeopardy. MCAS cannot always approve extended holds on animals for rescue groups until it is convenient for them to come transfer. MCAS will make reasonable efforts to work with rescue groups.
16. The Rescue Group understands that MCAS receives animals from various locations throughout the county. Furthermore, the Rescue Group understands that these animals come in varying degrees of health, and MCAS ***cannot and does not guarantee the health of any animal.***
17. The Rescue Group understands that animals can be unpredictable and MCAS cannot anticipate or insure against any conduct of animals adopted from the MCAS. The Rescue Group acknowledges that MCAS has not made through its agents, volunteers, or employees, any warranties regarding the future condition, temperament, or conduct of the animal. The Rescue Group hereby accepts the animal(s) as is, assume all risks and responsibilities associated with possession and/or ownership of the animal(s), including bites, and the Rescue Group hereby fully and completely releases, indemnifies and holds harmless MCAS, Montgomery County, its directors, officers, volunteers, agents, servants, and employees from any claim, cause of action or liability of any sort or nature, whether known or unknown, directly arising out of or in connection with the adoption, care, possession, or ownership, maintenance, retention, temperament, conduct or condition of the animal(s).
18. If an animal, even in the stray holding period, is irremediably suffering, the medical staff may authorize

euthanasia even if the Rescue Group has previously expressed interest in the animal. This decision will be made by a Texas licensed veterinarian. Although MCAS will make every effort to contact the Rescue Group before euthanasia to identify an alternative outcome for the animal, MCAS reserves the right to euthanize any animal for humane reasons. Alternatively, if there is a possibility the Rescue Group can facilitate the immediate transfer of the animal and provide the necessary care, the Rescue Group will be given an opportunity to process such a transfer. In these situations, it is expected the Rescue Group shall promptly arrive at MCAS to transfer the animal.

- 19. The Rescue Group understands and acknowledges no compensation or remuneration will be provided as part of their participation in this program. This includes directly to the organization or any representatives or volunteers participating on behalf of the organization.
- 20. If an animal is not altered at the time of release, pursuant to the provisions of the Texas Health and Safety Code § 828.002, the Rescue Group agrees and commits to have the animal altered prior to adoption. Failure to do so may result in the Rescue Group being suspended or terminated from taking animals.**
- 21. The Rescue Group understands and agrees that failure to comply with any of the terms and conditions listed herein may result in termination of this agreement.

I acknowledge receiving the Montgomery County Animal Shelter (“MCAS”) Rescue Handbook. I understand that it is my responsibility to familiarize myself with these policies and follow them accordingly. I am aware that MCAS’s policies are available to me upon request and will ensure all representatives of my organization are provided a copy and have ongoing access to a copy of this handbook. In addition, I confirm that I have received, read and understood the Rescue policies.

By signing this agreement, I on behalf of the Rescue Group I represent, agree to abide by the terms set above. I agree to conduct my activities in accordance with MCAS rescue policies and procedures and understand that breach of these standards by myself or any representative of my organization may result in suspension or termination of this agreement, ending any transfer of animals.

(Signature)

Name (Printed)

Title

Date

MCAS Coordinator (Signature)

Name (Printed)

Rescue Organization Name



Rescue Group Volunteer Acknowledgement

Montgomery County Animal Shelter
8535 Highway 242
Conroe, TX 77385



I acknowledge receiving a copy of the Montgomery County Animal Shelter ("MCAS") Rescue Handbook. I understand that it is my responsibility to familiarize myself with these policies and follow them accordingly. I acknowledge that as a participant in the Rescue Program, notwithstanding any arrangement I may have with the Rescue Group I am associated with, I am a volunteer and no compensation or remuneration shall be forthcoming from the Shelter or the County. I acknowledge and understand that I will not receive any salary or reimbursement, nor am I entitled to any County benefits.

I confirm that I have received, read and understand the Rescue policies. By signing this agreement, I agree to abide by and to conduct my activities in accordance with MCAS rescue policies and procedures and understand that breach of these standards may result in my, and potentially the Rescue Group I am associated with, suspension or termination in the Rescue program.

Signature

Name (Printed)

Rescue Group

Date

MCAS Coordinator Signature

Name (Printed)

Rescue Organization Name