

# Peaceful Valley Donkey Rescue's Standard Operating Procedures, Organizational Policies and Corporate Documentation



Founded December 2000

The intent of this SOP is to establish a minimum code of practices for all parties associated with the Peaceful Valley Donkey Rescue. It is important to remember that animal rescue is a "fluid business" with many variables. These rules are not intended to cover every aspect of our work but merely establish standardized guidelines. Common sense is the most important tool at our disposal.

The Peaceful Valley Donkey strives to remain transparent in our operations while still providing a level of safety to the donkeys in our care and security to the information entrusted to us by our supporters. PVDR holds itself to the highest level of ethical stewardship and expects the same from those that choose to align themselves to it.

***Providing a safe and loving environment to abused, neglected and abandoned domestic donkeys.***

***To render safe capture, removal and humane treatment to wild burros under threat of destruction or habitat loss.***

***To give a voice and support to the many donkeys suffering throughout the Caribbean, Australia and other regions of the world.***

***Either all donkeys matter or none of them do.***



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## **Section 1 Standard Operating Procedures**

### **100 Donkey Operations**

#### **101 Rescue Cases**

Every donkey at the Peaceful Valley Donkey Rescue began its journey in our system as a rescue case. Rescue cases are submitted online on our website [www.donkeyrescue.org](http://www.donkeyrescue.org) and recorded in Lightspoke. Each case is automatically assigned a rescue case number that will stay with the donkey's file allowing us to remember the circumstances that brought the donkey into our care.

Rescue cases must be verified prior to any decision to offer assistance. The Rescue Coordinator must approve a rescue case before any arrangements can be made. Due diligence is important. People tend to exaggerate their circumstances in order to alleviate the responsibility of donkey ownership. PVDR cannot rescue every donkey. We must steward our resources and choose the cases in which the donkeys are in imminent peril. In most cases, the Regional Managers operate as the Rescue Coordinators. When in doubt, consult with the Chief Operations Officer.

PVDR does not buy donkeys\*. In most cases, we do not pay fees for donkeys. We do not go to auctions. We also do not accept donkeys from people or groups who have "rescued" donkeys from auctions or classified ads. (\*Exception to this is in dealing with BLM and USFS)

Rule #1 in rescue is: Do not rescue what you cannot afford to care for. PVDR reserves the right to evaluate which donkeys come into our care. If we allow others to accept donkeys with the expectations that we will take them in, we lose control over our system.

#### **102 Donkey Acquisition Policy**

The following is the official Peaceful Valley Donkey Acquisition Policy.

- All donkeys being considered for rescue must have a completed Rescue Case Form and Number on file.
- Law Enforcement and Government Agencies will be given preferential treatment.
- Donkeys become the sole property of Peaceful Valley Donkey Rescue.
- PVDR does not guarantee that surrendered donkeys will remain together.
- Donkeys will not be accepted from known breeders unless ALL breeding stock is surrendered.
- All donkey rescue cases must be pre-approved by the Rescue Case Coordinator for that region. A release of ownership must be signed by surrendering party.
- PVDR will not enter any property without owner's permission or law enforcement accompaniment.
- PVDR will not take horses under any circumstances.
- PVDR will only take other livestock under special circumstances.



### **103 Loading Donkeys Onto Trailers**

Loading is the most stressful situation that a donkey can be placed in. Extreme care must be taken when dealing with donkeys in these unpredictable situations. Human safety is our 1st priority, donkey safety is a close 2nd. Please note that PVDR does not allow the use of cattle prods by any employee, contractor or volunteer. There may be times when these prods will be used by people outside of our control.

Every donkey loading situation is unique and must be addressed with an open mind. Things to consider include judging the donkey's temperament. Is the donkey docile enough to halter and lead? Is the donkey panicked and threatening to jump? An important safety concern is that all donkeys are capable of biting and kicking when stressed.

Never allow a donkey to step back once the loading process has begun. If you are using a lead rope to leverage the donkey into the trailer make sure that you dally the rope around something secure. If the donkey is able to gain ground by pulling against you he will not relent. Part of the "game" is to convince the donkey that you are stronger than he is. If you are successful in this, he will eventually relent and load himself.

If panels are used to crowd donkeys onto the trailer, take the time to properly secure the panels to the trailer and each other. Donkeys are capable of exerting tremendous force. A failure in your panels will not only complicate your loading process but may lead to the donkeys escaping the property all together. It is always best to load within a fenced area.

Group donkeys by size whenever possible. This is especially important with very young donkeys. During transport babies are the most susceptible to losing their balance and falling down and could get trampled. PVDR does not tie donkeys inside the trailer while in motion. This allows the donkeys to find their own balance. It is permissible to halter and tie aggressive donkeys if they are causing a commotion.

As donkeys are especially difficult to load and reload, it is impossible to feed and water large quantities of them while in transport. Because of this, it is our policy to limit the amount of trailer time to 48 hours. After 48 hours, the donkeys must be unloaded for a minimum of 24 hours and allowed to eat and drink. Donkeys can only be subjected to one 48 hour transport without food and water once in a 7 day period.

Keep accurate transfer/processing forms if you have multiple pick-ups. Label Box number and stall number when you offload to ensure the donkeys are entered into Lightspoke accurately.

### **104 Intake Protocol**

All donkeys arriving into the PVDR system must be placed in Intake upon arrival. The following protocol will ensure the health of all the donkeys within the Peaceful Valley system.

The following is the official PVDR Intake protocol:

#### **104.1 Intake Time**

All donkeys entering the PVDR system, regardless of origin, must be in Intake for a minimum of 21 days.



Donkeys brought into Intake in the same week may be combined into common Intake pens.

When combined, the Intake shall be 21 days from the last arrival date.

Any donkeys showing signs of infectious disease such as nasal discharge, cough, labored breathing, lethargy, fever or anorexia shall be kept isolated from any other donkey.

General recommendations to consider for designation as a response trigger for isolation include detection of:

1. Body temperature greater than 101.5°F (38.61°C)
2. Ataxia or recumbency or other neurologic signs
3. Aggressive behavior or stupor
4. Passage of frequent loose feces
5. Oral or coronary band vesicular or ulcerative lesions
6. Nasal discharge, coughing, and/or lymphadenopathy
7. Limb or ventral body wall edema especially if it occurs in multiple donkeys

If during Intake period, any donkey within a group becomes ill, all donkeys within that group must be assumed ill and kept in Intake for an extended time pending veterinary diagnosis and treatment plan.

Once a donkey or donkey group has cleared Intake, they must not be exposed to or come in contact with donkeys from other Intake pens as they are moved out of the facility. If exposure does occur the Intake period must begin again for all pens.

If one or more donkeys escape from the primary Intake pen(s) and cross-contamination with other Intake pens occurs, the Intake period must begin again for all pens.

#### **104.2 Intake Facilities**

Intake facilities should be constructed so that there is 400' separation from all other non-Intake animals. If a distance of 400' is not possible, the facility shall be placed as far away as possible from all other non-Intake animals, general human, equine, and vehicle traffic areas.

Each pen shall have its own water receptacle.

Automatic waters should have back-flow preventers.

Each pen must have a receptacle to hold hay and grain.

Each pen must provide a wind block and overhead shelter.

Hand sanitizer is to be mounted at each pen.

Intake area must have a secondary perimeter fence in the event of escape.

Clear and concise signage designating area as "Intake" must be posted, along with any other signage informing people of Intake protocols.



External perimeter shall be kept secure and clearly marked with adequate signage designating it as a restricted area.

### **104.3 Intake Regulations**

New arrivals shall receive a numbered ear tag, microchip or Lip Chip and a processing information sheet that will be kept with a copy of the rescue case form and transport form in the Intake file. When possible Intake Manager should be informed of what the donkey's former diet consisted of.

Donkeys will receive de-worming, vaccinations, RFID chip (lip), coggins, dental exam and PV brand on both Right and Left shoulders while in Intake.

Vaccines shall include two doses at two weeks apart of an equine appropriate vaccine that aids in the prevention of disease caused by Eastern, Western and Venezuelan equine encephalomyelitis, rhinopneumonitis, influenza, tetanus and viremia caused by West Nile virus. Other vaccines deemed necessary per location may Rabies vaccine.

Clean coveralls should be worn in Intake area. If there is an obvious illness, clean coveralls are mandatory.

Rubber boots, shoe covers or disposable barrier of protection must be worn at all times in the Intake area.

Rubber boots must be sprayed with bleach or soaked in a disinfecting foot bath after exposure to each pen and after each use.

Coveralls and boots are to be removed and left upon leaving Intake area.

Rubber, nitrile or latex gloves must be worn whenever a staff member is dealing with any obviously sick or already diagnosed with an illness donkey. Gloves are to be discarded immediately after exiting the pen.

Any time direct contact is made with a donkey or any item that comes in contact with a donkey, the employee must sanitize hands upon leaving the pen and prior to moving onto the next pen.

To avoid cross-contamination, hoses should not be allowed to touch or submerge in water buckets while filling.

Waters are to be cleaned every other day as follows:

- Turn off water
- Pour 1 cup of bleach into water and mix
- Dump water outside of pen
- Pour 1 cup of bleach into empty container and brush rim, sides and bottom
- Rinse bleach
- Refill

Stalls are to be cleared of bedding and feed and disinfected between each donkey or rescue group. Disinfecting includes walls, floors, gates and panels.

- All items should be scrubbed with a detergent





- Rinsed with clean water
- Disinfected with bleach, chlorohexidine, or similar disinfecting agent
- Rinsed again with clean water
- Disinfecting surfaces around feeders, troughs, chute should be given special consideration due to contact with potentially infectious nasal secretions.

Shared equipment (leads, halters, dose syringes, thermometers, trimmers, grooming supplies etc) should be cleaned of organic debris and disinfected between donkeys.

All equipment should be thoroughly scrubbed and cleaned with a detergent and water, rinsed, disinfected, and followed by a final rinse. This should be done in an area with minimal foot and vehicular traffic flow that can be cleaned and disinfected after this procedure (e.g., on a solid surface with a drain rather than a grazing area)

Cloth items (fly masks, towels, bandages, halters, leg boots, blankets, rub or wipe rags) should be laundered and thoroughly dried between each use. Disinfectant may be added to rinse water, but an additional rinse cycle must be included to remove disinfectant residue.

Tack and other equipment which cannot be completely disinfected should be cleaned as well as possible and then placed in the sun until dry or as long as feasible, as sunlight inactivates many potentially infectious agents.

Equipment that cannot be effectively disinfected (sponges, brushes not designed to be disinfected, etc) should not be shared between equids.

All equipment will be sprayed with 25% bleach 75% water mix after each pen is cleaned prior to moving onto the next pen.

Equipment used for cleaning stalls should not be used for feed and vice versa.

Trailers should be cleaned and disinfected between uses even if there is no known risk of disease. In general, protocols for cleaning stalls can be adapted to the cleaning of trailers. Mats should be removed to allow wood plank floors to dry.

Intake trash must be tied and disposed of offsite.

All areas which are touched by human hands or by equids, such as fences, wash racks, bathroom sinks, faucets, light switches, and door handles, should be cleaned and disinfected at least daily.

Hands should be washed under running water with pump dispensed liquid soap (not bar soap) for a minimum of 20 seconds.

If facilities are not available for hand-washing, hand sanitizer containing at least 61% alcohol should be used and allowed to dry for 10-15 seconds. Hand wipes should be available to remove all organic debris prior to using hand sanitizer.

The movement of trucks, trailers, tractors, golf carts, wheelbarrows, four wheelers and bicycles around Intake have the potential to spread infectious disease agents. Vehicles will be restricted



to designated parking areas and designated routes without animal access to limit risk of disease introduction and spread.

Outside supply trucks and non-essential vehicles should not be permitted in the Intake area.

Non-equine species such as dogs and other pets should be prohibited from the grounds. If dogs are to be permitted, leashes should be required.

Certified service animals should be allowed with appropriate restraint and efforts taken to avoid their direct contact with livestock.

Vermin control is critical, especially for disease agents transmitted through fomites. Simple control measures, such as securing feed storage areas from unwanted wildlife, removing brush and wildlife habitats, instituting rodent control measures, and eliminating areas of standing water, will contribute significantly to the reduction of disease transmission risks.

Individual animals can be protected from insect vectors via topical insect repellents and physical barriers such as face masks with ear protection, leg boots and fly sheets.

If any donkey is seen with nasal discharge, coughing, diarrhea, anorexia, holding head low or at a strange angle, notify supervisor immediately.

Veterinarian should be consulted as needed at the discretion of the Intake Manager.

Upon completion of the 21 day Intake Period, the donkey will be transferred to a special nutrition paddock for an additional 3 months to ensure it has adjusted to its new nutritional regime.

#### **104.4 Intake Equipment**

Intake shall have its own rakes, shovels, wheelbarrows, tack, feed and water troughs, and hay nets.

An adequate inventory of disposable personal protective equipment in a variety of sizes and other necessary equipment and supplies (including disinfectants) should be stored in a location accessible to the isolation area. In the case of an outbreak, there should be enough supplies to operate immediately until additional supplies can be delivered.

Ensure that adequate trash receptacles with lids and receptacles for sharps and bio-hazardous materials are conveniently located around isolation area.

A 30-gallon trash can marked "Intake Only" is to be kept in the Intake area at all times. Spare 30-gallon liners are to be always kept in the bottom of the can with one in place.

Intake shall be equipped with a fire extinguisher designated to the area.

Equipment (feed tubs, water buckets, halters, pitchfork, wheelbarrow, etc.) should be clearly identified as belonging to an individual pen, donkey or rescue group and should be used only for that donkey or the group of donkeys. Ideally, color-coded (a strip of colored tape works well) buckets and cleaning equipment should be used for individual pens, donkeys or groups of donkeys.



Multiple dose medications (oral pastes/ophthalmic ointments, etc.) should be labeled for use by a specific donkey and not shared.

Ointments/topical medications should be removed from larger tubs and aliquoted into smaller containers for use on individual donkeys.

Intake will have its own chute and alleyway system.

Under no situation should Intake donkeys be in contact with ANY non-Intake equipment except for trailers.

Under no circumstance should resident donkeys be in contact with ANY Intake equipment.

## 105 Levels of Care

### Care Level 1

Seniors & Special Needs

Temperature controlled shelter (Heat and Ventilation)

Special feed and nutritional supplements Medicines and/or medical supplements Modified worming and vaccines

Daily medical checks

Weekly/Biweekly medical evaluations

### Care Level 2

Holding pens, various medical issues three sided shelter

Special feed and nutritional supplements Medicines and/or medical supplements Modified worming and vaccines

Daily medical checks

### Care Level 3

Intake

Individual Shelter

Special feed and nutritional supplements

Medicines and/or medical supplements

Modified worming and vaccines

Daily medical checks

Initial medical evaluation then as needed basis

### Care Level 4

Pregnant and Nursing Jennets

Group Shelter

Grass hay with grain supplement as needed Standard worming and vaccines

Weekly medical checks

Medical evaluation as needed

### Care Level 5

Standard herds

Group Shelter



Grass hay diet  
Standard worming and vaccines Weekly medical checks Veterinary evaluation as needed

Care Level 6  
Sanctuary  
Natural shelter  
Pasture and natural forage Standard worming and vaccines Weekly observation  
3- month medical checks Veterinary evaluation as needed.

## 106 Feeding

PVDR feeds its donkeys by weight, not volume. It is important to know the bale and flake weight of your particular hay. This weight will vary from load to load, so it is important to recalculate on a regular basis.

A donkey, in normal condition and in a normal climate, requires 2% of its body weight in feed every day. PVDR averages this to 10 pounds per donkey, this is based on a 500 pound donkey. This is slightly more than the donkey actually needs but allows for waste and competition.

Whenever possible, hay should be fed in large feed areas that do not require individual hand feeding every day. Free choice or a designated feed area are preferable as it allows the donkeys ample time to eat and it saves man-hours.

Special needs donkeys must have their nutritional needs assessed on an individual basis. It is a good practice to group donkeys with similar needs in the same pens. This allows for the donkeys to be monitored and saves time in feeding.

A 10%-12% bagged feed supplement is to be used to build weight on thin donkeys. Typically fed once per day, this feed must be placed in a size appropriate feeder. If multiple donkeys are fed in the same pen, there must be room for all donkeys to eat without fear of competition. The average ration weight is 2.5 pounds of sweet feed per donkey, per day along with free choice hay.

Elderly donkeys with missing teeth, may need a sweet feed ration mixed with water. Sweet feed can also be used to administered supplements and medicines.

All equine require a fresh, clean water supply for proper digestion. Never feed donkeys unless water is available. If there is a problem with the water supply, immediately remove the donkeys from the feed and address the water issue.

## 107 Water

An average donkey on an average day consumes five gallons of water. This amount will vary based on climate conditions and feed types.

Automatic waterers should be used whenever possible. The actual size of the water receptacle should be sized to accommodate the donkeys that it serves. Ensure that the water pressure is strong enough to recharge the trough so that it cannot be emptied should many donkeys drink



at the same time. High capacity troughs should be used for larger herds. While smaller ones will be adequate for a pen holding only a few donkeys.

The minimum cleaning cycle during the summer months of all water troughs is once per week. During the colder months where ice is accumulating, the period can be extended for favorable weather conditions. A 10% bleach solution should be used on any trough that can be thoroughly rinsed. A stiff bristled brush should be used to completely remove any algae, dirt or other pollutants. The rule of thumb for trough cleaning is simple: "If you would not drink from it, then don't expect the donkeys to drink from it."

During the freezing portions of winter, ice must be removed from the water troughs every morning or heated to melting. Breaking the ice is not sufficient as the ice will continue to chill the water and allow for a quicker freeze. By completely removing the ice, the sun can warm the water to a more suitable temperature during the day.

Automatic waterers do not perform well in winter. Ice can block hoses even after the ambient air temperature has risen above 32 degrees. It is a good practice to ensure the waterers are filled during the later part of the afternoon and then shut off and drain the hoses. This will allow for an easier time in refilling the waterers in the morning.

All water troughs must be visually inspected each day.

## **108 Health Maintenance**

### **108.1 Worming**

Donkeys should be wormed upon arrival and then placed on a six month worming schedule. PVDR donkeys are dewormed when the weather changes in the Spring and again in the Fall. Fecal studies will be performed during the summer months. Ivermectin is the primary product used as it attacks lung worms, Once the donkey has been moved into a herd the schedule worming should rotate products with Ivermectin, Strongid and Anthelcide. All wormers are given based on weight. A typical donkey weighs 500 pounds. Use this a measuring stick to estimate the weight of smaller and larger than average donkeys.

Donkeys with a heavy parasite load should be given the product Quest. Contact a veterinarian in these cases prior to the commencement of treatment.

For very sick donkeys, the starting dose should be set at 200 pounds. After two weeks, a full dose can be given.

### **108.2 Vaccine Protocol**

Vaccines are administered when a donkey arrives into the PVDR system. Annual boosters are given every 12 months.

The preferred product is a combination vaccine containing: Influenza, Rhino, Tetanus and West Nile. Vaccines must be refrigerated upon arrival. Heat will kill the vaccine and render it useless. Only take the amount of product that you will use that day. Keep extra vaccine in an ice chest during the vaccination process.



Vaccines are given in the neck. It is important to aspirate the syringe to ensure that you are in the muscle and not in a blood vessel. Vaccines are given using a 3 cc syringe and a 1" 24 gauge needle.

Use a new needle and syringe for each donkey. Dispose of needles in an appropriate sharps container.

All incoming, outgoing and adoptable donkeys are given the 5-way +West Nile vaccine. All residents are given annual Tetanus Toxoid vaccines and jacks under going castration must be given Tetanus Antitoxin on the day of the procedure.

The rabies vaccine is to be administered to all sanctuary bound donkeys and boosted annually. Also, any donkeys traveling to states where rabies vaccine is required by law shall also be vaccinated. Rabies vaccines are administered where required by law, recommended by veterinarian or entering our sanctuary program.

This policy is to be reviewed annually.

### **108.3 Allergies**

A certain percentage of donkeys suffer from allergies during certain times of the year. Watery eyes and raw patches of skin are a few of the indicators of allergies. "Fly Strike" along the front legs is caused by an allergic reaction to flies. Most allergies can be treated and the donkey's suffering alleviated. Claritin "Reditabs" (Loratadine 10 mg) is the preferred product. Two tablets placed on the tongue through the interdental once per day is the preferred method of administration.

### **108.4 Teeth**

Dental care is a vital part of maintaining a donkey's health long term. All donkeys should be provided prophylactic dental care to allow early diagnosis and treatment of any oral health issues. Poor dentition is the second most common health problem reported in donkeys and can be catastrophic to their quality of life.

A comprehensive dental plan should be created for each animal and entered in Lightspoke along with any other dental records and charts. The following standard of care should be followed unless more frequent treatments are required to address an individual's needs.

#### **Foals**

Newborns should be examined at 2 weeks of age to ensure no significant issues exist. Then at 6 months of age a bi-annual schedule should begin and continue until the age of 5.

#### **Adults**

Donkeys from 5 years of age to 19 years of age should be seen by a dental provider a minimum of every 12 months.

#### **Seniors**

Aging and elderly donkeys are at the greatest risk for developing life threatening dental malocclusions. Every donkey over 20 years of age should be examined a minimum of every 6 months.



## Intake

Once a donkey has completed the intake Intake an initial dental assessment, any necessary treatments, and a dental plan should be completed before the donkey is placed in a herd.

## Dental Disease Symptoms

Any donkey displaying symptoms of dental issues should be seen by a dental provider the same day if possible.

Some of the most common symptoms of dental pain in donkeys include:

- weight loss
- quidding (dropping balls of food)
- difficulty chewing
- rubbing their teeth on fences or troughs
- chipmunking (packing feed in cheeks)
- excessive saliva (drooling)
- foul smelling mouth

Also be aware that many donkeys never show any symptoms until their teeth are irreversibly damaged. Donkeys with poor dental health will have various supplemental dietary requirements. An individualized diet should be included in the dental plan of any donkey with compromised dentition. These animals should reside in special feed pens to ensure their nutritional needs are met.

## 108.5 Hoof Care

Upon arrival, the donkey's hooves should be evaluated. Many donkeys come into the PVDR system with overgrown hooves. The most severe cases must be handled by a qualified farrier and should not be attempted by staff or volunteers. Permanent damage can be done.

The growth of a donkey's hooves is affected by many things. Quality of feed, air temperature, overall health and the amount of pen space all can speed up or slow down the hoof growth. Because of this, it is impossible to create a policy based on a timed interval. Each donkey herd/group should be checked regularly for hoof growth.

Donkeys should be placed on a hoof trimming schedule that best suits their individual needs. Usually this will be between 8-10 weeks based on the factors discussed above.

Chutes, Tilt Chutes and Squeeze Chutes are all used to facilitate hoof trimming. Whenever possible, it is the best practice to allow the donkey to give into the trimming process rather than to sedate them. Sedation should be a last resort, not an "automatic".

## 108.6 Low Body Score/Under-Weight Donkeys

All donkeys at the PVDR Facility are to be evaluated daily by the Yard Manager as well as the feed crews using the University of Edinburgh Body Condition Score of Donkeys.

Those donkeys found to have a body score of 3 or less are placed into a special feed pen. Upon arrival donkeys are evaluated for any health issues effecting their weight loss. Temperature, respiration, gut sounds and gum color are all recorded and documented on each donkeys medical sheet. Any conditions present are treated by our in-house medical staff or our veterinarian depending on severity.



All donkeys in the “Special Feed Pens” have free choice grass hay.

All donkeys are continually monitored and evaluated while in these pens. Those that require more attention, due to the severity of their condition or due to competition, are to be isolated into individual pens and their feed is increased to include one quarter pound of alfalfa along with the 4 pounds supplemental feed and free choice grass hay.

Once the donkeys have returned to a body score of 4+, they are returned to the main paddocks.





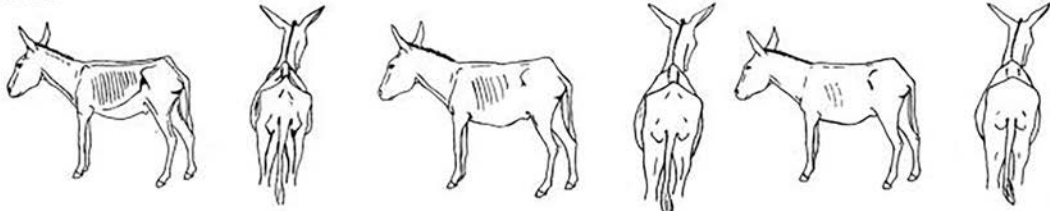
## Body condition score of donkeys

Three main categories, thin, medium and fat are first defined:

thin - frame is obvious; fat - the frame is not as visible as the covering; medium - in between, neither one more obvious than the other.

Examine the donkey more closely - subdivide your main category into one of three and give it a score 1-3 thin; 4-6, medium; 7-9 fat.

### Thin



**1**  
**Very Thin**

Markedly emaciated; bone structure easily seen; little muscle present; animal weak, lethargic.

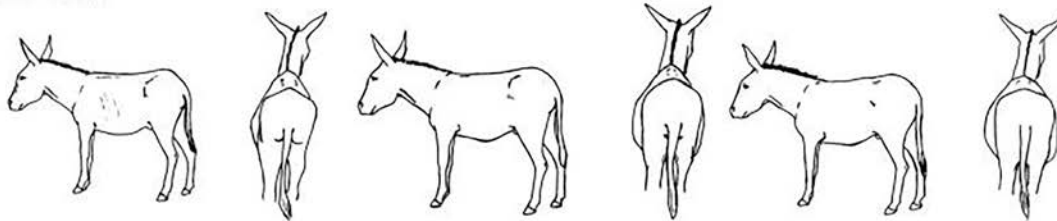
**2**  
**Thin**

Emaciated; individual spinous processes, ribs, hooks (tuber coxae), pins (tuber ischii), shoulder blades and spine sharply defined; some muscle development; neck thin; prominent withers and shoulders.

**3**  
**Less Thin**

Vertebral column prominent and individual spinous processes can be felt; little fat, but supraspinous muscle apparent over spinous processes; ribs, pins (tuber ischii) and hooks (tuber coxae) prominent; loin area and rump concave; little muscle or fat covering over withers and shoulders.

### Medium



**4**  
**Less than moderate**

Vertebral column visible; pins (tuber ischii) can be felt but not visible; hooks (tuber coxae) rounded but visible; rump flat not concave; ribs can be felt but not obvious; withers, shoulders and neck have some muscle and fat cover; shoulder blades less clearly defined.

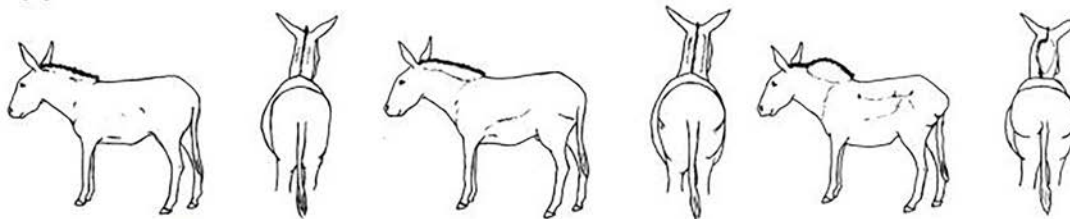
**5**  
**Moderate**

Supraspinous muscles developed and readily apparent; vertebral column can be felt; hooks (tuber coxae) rounded; rump rounded, convex; pins (tuber ischii) not visible; some fat in shoulder region and at base of neck; can feel ribs, but not visible.

**6**  
**More than moderate**

Cannot feel spinous processes easily; back becoming flat well covered; rump convex and well muscled; some fat can be felt on neck, base of neck and shoulder, neck filled into shoulder; hooks (tuber coxae) just visible.

### Fat



**7**  
**Less fat**

Back flat; cannot feel spinous processes; hooks (tuber coxae) just visible; fat on neck and shoulder beginning to expand over ribs; flanks filling; neck thickening.

**8**  
**Fat**

Animal appears well covered with body rounded with fat and bones not discernible; flanks filled; broad back.

**9**  
**Very fat (obese)**

Bones buried in fat; back broad or flat, in some cases crease along the backbone; large accumulations of fat on neck, over shoulder and ribs; flank filled with fat.

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## 109 Herd Assignment and Separation

Once a donkey has cleared Intake, it should be given a herd assignment. Dealing with large numbers of donkeys takes a great deal of man power. This task is made somewhat easier by grouping the donkeys into larger herds. Sexes are to remain separated unless they are in the adoptable herd or in a special needs assignment.

The typical herd assignments are:

- "A" Herd: Adoptable donkeys ready to go into the adoption system.
- Heavy Jennets: Jennets that are obviously pregnant and close to foaling.
- Moms and Babies: Jennets with foals less than 6 months old.
- Jennets: Healthy jennets of all ages
- Geldings: Herd can be split up based on age and personality
- Jacks: Whole jacks awaiting castration. (Must be kept separated from all other donkeys)
- Senior Jacks: Whole jacks that cannot be castrated
- Seniors: Jennets and gelding requiring special feed and supplements.
- Medical Cases: Any donkey requiring constant monitoring.

## 110 Castration

With very few exceptions, all male donkeys in the PVDR system must be castrated. Jack foals should be separated from their mothers at six months of age to ensure that they do not breed. Castrations are only performed during the cooler months when flies are not a problem. Because of this, great care must be taken to ensure that all whole jacks are identified, separated and kept in secure locations.

PVDR endorses two methods of castration:

- Emasculation with ligation (the crimping and tying of the blood vessels)
- The Henderson Method (the twisting of the testicle with a drill motor)

Swelling is a common side effect of castration and is usually worse for the older donkeys. Daily exercise is important in the healing process. The donkeys must be kept at a constant trot for 15 minutes, three times per day until swelling subsides.

The donkeys should also be monitored for fever and other signs of infection. The castration methods used call for an open incision. It is normal for some bleeding to occur for days after the procedure. Should the donkey's temperature reach 102 degrees or above, an antibiotic regime shall be started. If condition persists or worsens, call the veterinarian.

The exception to the castration rule involves very old donkeys and donkeys with chronic health problems. These donkeys, when it has been determined that they cannot tolerate the procedure, shall be identified with a neckband and kept separate from any jennets. All recently castrated jacks are still capable of impregnating a jennet for 45 days after the procedure. The date of castration must be recorded on Lightspoke.

## 111 Euthanasia

It is the goal of the Peaceful Valley Donkey Rescue to provide the utmost care to the donkeys within our system. We have made a commitment to long term care to every donkey that we rescue. A reality of this commitment is that some donkeys are suffering and there is no more that can be done for them.

Euthanasia is an important part of animal rescue, but it is a part that cannot be taken lightly. As a non-profit, we must use the funds entrusted to us in the best way possible. This means that we cannot spend many thousands of dollars on one donkey's life when that money could be used to save many, many more.

### Donkey Euthanasia Guidelines

Equine quality of life is defined as:

- Ability to interact with the herd in a normal manner without fear or pain
- Ability to eat and drink-without fear or pain
- Ability to move in a normal manner without fear or pain
- Ability to urinate/defecate in a normal manner without pain
- Ability to thrive, not just survive

When quality of life has degraded below 50% in one or more of the above defined areas with no long term solution, the animal should be euthanized. Signs include:

- Standing (or laying) alone / away from the herd due to pain or other issues
- Inability to eat / swallow forage or other feeds provided
- Inability to drink or maintain adequate hydration
- Laying down to the point where pressure sores develop and cannot heal
- Using the nose/head to stand or lay-down
- Where pain cannot be managed with gut safe methods long term
- The animal needs to eat laying down and/or drink on it's knees or other non-standard fashions
- Weight loss, BCS 2 or below, when adequate feed has been provided and all other causes ruled out
- Chronic lethargy and exhaustion

Based on a truthful assessment of these items, two senior staff members or one staff member and a veterinarian must agree that the donkey needs to be euthanized. The date of death must be recorded on a Morte Form and in Lightspoke.

Where it is possible to bury the donkey a minimum of six feet, the preferred method of euthanasia is a large dose of "Fatal Blue" a barbiturate based inter-venous drug. The donkey's remains must be disposed of immediately as any carrion eater can die from eating the carcass.

In emergency situations, a qualified shooter may use a large caliber hand gun to euthanize the donkey.

PVDR's Euthanasia Policy is inline with the American Association of Equine Practitioners Policy:

#### AAEP Equine Euthanasia Guidelines

- An Equine should not have to endure continuous or unmanageable pain from a condition that is chronic and incurable.
- An Equine should not have to endure a medical or surgical condition that has a hopeless chance of survival.
- An Equine should not have to remain alive if it has an unmanageable medical condition that renders it a hazard to itself or its handlers.
- An Equine should not have to receive continuous analgesic medication for the relief of pain for the rest of its life.
- An Equine should not have to endure a lifetime of continuous individual box stall confinement for prevention or relief of unmanageable pain or suffering.

AAEP Techniques for Euthanasia – The following techniques for performing euthanasia of horses by properly trained personnel are deemed acceptable:

1. Intravenous administration of an overdose of barbiturates
2. Gunshot to the brain
3. Penetrating captive bolt to the brain
4. Intravenous administration of a solution of concentrated potassium chloride (KCl) with the equine in a surgical plane of general anesthesia.
5. Alternative methods may be necessary in special circumstances.

## 112 Adoption

It is the goal of PVDR to place every donkey within our system into a loving home. Donkeys are social creatures and enjoy human attention. To ensure the safety and wellbeing of PVDR's donkeys, we have established an Adoption Policy. This policy is a minimum set of requirements that covers most adoptions. There may be special circumstances involved that require additional guidelines. These should be discussed with the Regional Managers during the application process.

All perspective adopters must begin the process by filling out the online adoption form found on our website at [www.donkeyrescue.org](http://www.donkeyrescue.org) and recorded on Lightspoke. The application is then screened by the main office for completeness and forwarded to the closest Regional Headquarters. The application is then forwarded to the closest Satellite Adoption Center or handled by the Regional Office. The adopter is contacted and screened over the phone. If the adopter passes the screening process, they are invited out to the facility to pick out their donkey(s).



The adoption fee as of May 2023 is \$350 for a single donkey and \$250 for any additional; Miniatures and Mammoths may be priced higher. Other special conditions may arise and must be approved by the Executive Director. The adoption fee is nonrefundable and it is not tax deductible.

Advertising of PVDR adoptable donkeys is encouraged as is a social media presence for all PVDR Satellite Adoption Centers. All Satellite Managers must abide by the terms and conditions set forth in the Adoption Policy.

### **Adoption Contract**

1. PVDR may evaluate each applicant and make a determination as to suitability of Applicant as an owner of a PVDR Donkey. The determination of whether an Applicant is suitable for adoption of a PVDR Donkey is in the sole discretion of PVDR.
  - a. PVDR may consider the following criteria for determining suitability of an applicant. The list is non-exhaustive and PVDR may consider other criteria in its sole discretion.
    - i. Animal ownership history
    - ii. Criminal history
    - iii. Financial ability to care for a PVDR Donkey
    - iv. Equine experience
    - v. Property size/condition
2. Prohibitions: No PVDR Donkey shall be used for cinematographic or commercial use without the prior written consent of PVDR. No PVDR Donkey shall be used for breeding purposes; used for roping/rodeo or other cruel sports; or be leased or loaned for same.
3. Applicant shall keep the PVDR Donkey on the Applicant's property listed in the Application, and shall not keep the PVDR Donkey in a boarding facility. A PVDR Donkey must not be moved to a new property without the prior written consent of PVDR.
4. Applicant shall be the primary caregiver for the PVDR Donkey. A PVDR Donkey shall not be "gifted" to another party.
5. Applicant shall own at least one other animal from the equine family to provide companionship for the PVDR Donkey. If the Applicant does not own another equine animal, PVDR may deny Applicant's application to adopt from PVDR unless Applicant agrees to adopt a second PVDR Donkey.
6. Applicant shall provide PVDR Donkey with year-round access to clean, unfrozen water.
7. A PVDR Donkey shall be regularly groomed and hooves maintained.
8. Applicant shall not breed a PVDR Donkey. PVDR Donkeys shall not be in a home with an uncastrated animal from the equine family. If a PVDR Donkey is pregnant at the time of adoption, Applicant shall castrate any male offspring and provide proof of said castration to PVDR within six months after the birth of the foal.
9. If there is any change in the health of a PVDR Donkey, PVDR must be notified immediately. PVDR must be notified before a decision to euthanize an adopted animal is made.
10. Applicant shall not sell, trade or loan the PVDR Donkey for any reason.
11. Upon the death of Applicant, the PVDR Donkey shall be returned to PVDR.
12. If PVDR deems an adoption to be unsuccessful at any time, the animal must be returned. If there is a conflict with another animal, the adopted donkey can be traded for another.
13. Applicant shall immediately return a PVDR Donkey to PVDR if the Applicant is no longer capable of caring for a PVDR Donkey for any reason.
14. Applicant is financially responsible for a PVDR Donkey, including feed, farrier, dental and medical expenses.



15. PVDR reserves the right to deny Applicant the opportunity to adopt a Donkey from PVDR for any reason.

16. Right of Reverter: An Applicant obtains ownership of a PVDR Donkey upon adoption; however, PVDR retains the exclusive right of reverter, in its sole discretion, with regard to any PVDR Donkey adopted by Applicant. PVDR may exercise said right of reverter in the following circumstances:

a. Significant change in the health of the animal. A significant deterioration in health shall be determined in the sole and absolute discretion of PVDR.

b. If Applicant cannot care for the animal or for any reason does not desire to care for the animal.

c. If Applicant attempts to sell, trade or loan the PVDR Donkey for any reason.

d. If neglect or abuse of the PVDR Donkey is suspected. Determination of neglect or abuse is in the sole and absolute discretion of PVDR.

17. PVDR Donkey Adoption Disclaimers

a. The Applicant understands that the information provided regarding the PVDR Donkey being adopted might have been received by third parties and that information may be educated estimates of unknown facts about the PVDR Donkey; therefore PVDR does not warrant accuracy or correctness of such information.

b. The Applicant hereby indemnifies and saves harmless PVDR, their directors, employees and volunteers, from all losses, damages, costs, expenses, liability, claims, actions and judgements of any kind whatsoever, including without limitation, attorney's fees and litigation costs arising out of or caused by any damage or injury inflicted by the PVDR Donkey once the adopter has taken possession.

c. The Applicant understands that upon taking possession of the PVDR animal, he/she assumes all liability for the animal and any injury or damage, which may occur to or because of the PVDR donkey, and that PVDR is absolved of all liability.

d. The Applicant understands that there are laws in regard to equine ownership which vary by State, and agrees to comply with the laws of the State in which he/she resides.

e. The Applicant understands that he/she will be responsible for all legal fees and/or court costs incurred by PVDR in an effort to enforce that portion of the contract that requires the sterilization of all male offspring as provided for in Paragraph 8 of this Agreement.

f. The Applicant understands that PVDR Donkeys are Donkeys with unknown medical histories and, as such, may have been exposed to a variety of diseases, including diseases that may be transmitted from animals to humans. These diseases can have an incubation period of up to several weeks, that the PVDR Donkey may show no signs of illness at the time of adoption. If an adopted PVDR Donkey shows signs of illness, the Applicant is responsible for seeking veterinary care for the PVDR Donkey and is also responsible for all medical expenses.

### **112.1 Satellite Adoption Centers**

Satellite Adoption Centers (SACs) are volunteer operated facilities that cover the United States. These SACs are directly managed by PVDR and are required to follow all of PVDR's rules, codes and ethics.

PVDR will reimburse feed and medical expenses that the donkeys incur while in the SACs care. Unusual expenses must be cleared by the Executive Director or the Operations Director before purchase.



The Satellite Managers are to use their best judgement when evaluating a perspective adopter. If an adopter fails to meet our criteria and is denied a donkey, a note should be made on the application in Lightspoke.

### **112.1a Satellite Adoption Center Guidelines/Agreement**

Peaceful Valley Satellite Adoption Center (SAC) Agreement The SAC caregiver agrees to:

- 1 House a minimum of 6-10 donkeys at any one time
- 2 Act as a layover site for Peaceful Valley donkeys being transported through the area
- 3 Screen potential adopters and perform home checks
- 4 Feed, water and clean daily
- 5 Enlist adequate help to care for donkeys during vacations
- 6 Monitor health and call veterinarian as needed
- 7 Evaluate hoof conditions and schedule trimming as needed.
- 8 Administer de-worming agent according to PVDR's schedule
- 9 House PV approved surrenders/rescues and prepare to transport
- 10 Provide assistance to donkey rescue cases in your area

The SAC must have:

1. Suitable fencing and shelter for the donkeys
2. Truck and trailer (or access to them) for transporting donkeys. \*Alternatives apply

SAC Caregiver cannot:

- 1 Accept any donkey surrenders/rescues without pre-approval from the Regional Office.  
(This does not include personal donkeys purchased on your own, but does include any donkey that results from the fact that you are a representative of Peaceful Valley.)
- 2 Deviate or make exceptions to the Adoption Policy without approval.
- 3 Loan donkeys for any reason
- 4 Remove donkeys from SAC unless to transport them to their adoptive home  
\*Without prior approval

Peaceful Valley agrees to:

- 1 Cover all travel expenses from the main sanctuary to the satellite location
- 2 Cover all veterinary costs while the donkeys are under the care of a SAC
- 3 Cover all farrier costs while the donkeys are under the care of a SAC
- 4 Supply all de-worming agents and vaccines
- 5 Purchase all feed and salt.
- 6 Cover Peaceful Valley approved advertising costs

Limitations and Liabilities

- 1 SAC Caregiver receives no monetary compensation
- 2 Peaceful Valley provides no liability coverage to the SAC
- 3 Agreement can be terminated for any violation
- 4 Donkeys remain the property of Peaceful Valley
- 5 Each SAC caregiver agrees to an agreement term of 12 months

### **112.1b Other Donkeys Brought Onto a SAC**

Should the SAC Manager decide to bring onto their property donkeys obtained outside of PVDR's control, they are to have these donkeys quarantined for a period not less than three



weeks and tested for Equine Infectious Anemia (Coggins) as well as brought current on all vaccines and deworming prior to co-mingling them with PVDR's adoptable donkeys.

### **112.1c Satellite Adoption Monthly Summary**

At the conclusion of each month, but prior to the first, all SAC Managers must submit an End Of Month Summary. This summary includes facility code, number of donkeys on hand, number of adoptions, number of donkeys received in and total volunteer hours for the month. The information can be submitted by email, text or by using the form on PVDRforms.org

See Section 4 for sample forms

## **113 Sanctuary**

Donkeys that are placed on sanctuary are the responsibility of the Sanctuary Manager under the supervision of the Chief Operations Officer. These donkeys will receive all of the same medical care and health maintenance as do the donkeys at the main PVDR facility.

### **113.1 Sanctuary Locations**

The sanctuaries should be located where there is sufficient rainfall to replenish the native grasses as they are grazed. Sandy and rocky locations are preferable as they help to maintain the donkeys hooves better than soft soil.

### **113.2 Sanctuary Contract**

The contracts between PVDR and the land owners shall have a 2 week cancellation clause. This allows PVDR to remove donkeys from locations with insufficient forage and it allows the land owner to protect his pastures from overgrazing.

### **113.3 Inspections**

In most cases it is ideal to have the land owner look in on the donkeys on a consistent basis. PVDR's inspector shall inspect the herds 3-4 times per year.

### **113.4 Donkey Selection**

Older wild burros and those that are less inclined to be people friendly should have the first opportunity to go to sanctuary.

### **113.5 Health Issues**

Any donkey displaying a medical condition that cannot be treated on site must be immediately removed from the sanctuary and returned to PVDR's main facility for observation and treatment. Fecal studies Should be performed as needed to ensure the donkeys health.

### **113.6 Hooves and Dental**

Sanctuary donkeys must be placed and the same dental and hoof schedule as the donkeys on all the facilities.

## **114 Escaped Animals**

In most cases, escaped animals are easily returned to their paddock. DO NOT PANIC! Assess the situation, ensure that all perimeter gates are closed and then make a plan. Involve as many on-site employees as is necessary to quickly and safely catch the animal(s) and return them to





their paddock. In extreme cases (floods, high winds, etc.) it may not be possible to immediately catch the loose animals. Notify the Ranch Manager immediately and await instruction.

### **114.1 Approved Catch Methods**

1. People on foot.
2. People on 4-wheelers
3. Corral Panels to make a trap.

## **200 Ranch Operations**

### **201 Water systems**

Water is one of the most important features of the PVDR properties. In most cases, water is pumped from underground wells and usually stored in above ground tanks. To ensure a consistent water supply, the water systems are designed with redundancy, allowing for an uninterrupted water supply at all times.

All well pumps and pressure pumps should be tested monthly. All storage tanks should be checked weekly to ensure that they are at their maximum capacity.

All ranch personnel should be instructed on how the water system works and what to do in the event of a line break, pump failure or any other possible event.

An emergency generator will be kept on hand to handle the water distribution to the animals if there is a lengthy utility outage.

Water quality must be tested every 12 months by an independent laboratory.

### **202 Feed Storage**

PVDR consumes vast amounts of hay each day. Keeping up with the demand is a difficult and never ending task. It is important to care for the hay and other feeds that are stored in quantity on the facility.

Hay should be stored under cover at all times. If the supply is larger than our storage areas can hold, it may be stored outdoors. Any hay stored unprotected should be used first, saving the stored hay for later use.

Bagged feed must be kept indoors in a varmint proof room. Bags that have been opened must be stored in plastic bins with secure lids. Feed should be rotated monthly to ensure that the oldest feed is fed first. Any bags found to contain mold should be reported to the facility supervisor for credited return to the supplier.

### **203 Manure Management**

Manure management is essential for the health of our donkeys as well as the protection of the environment. All pens where the donkeys are kept in confined conditions should be cleaned every two days or sooner if labor is available. Larger paddocks should be raked by a tractor every 3-5 days.



When cleaning a pen, either by hand or tractor, care should be taken to remove only the manure.

The preferred method of manure disposal is raking and removing the manure from each yard to be taken to a composting facility or a local dump.

## 204 Fencing

PVDR facilities utilize a large array of fencing types. All fences should be monitored daily for any breaks, stretching or other problems. If a "quick fix" is necessary, a more permanent repair must be made as soon as possible.

Any fencing system that is dangerous or continually failing should be brought to the attention of the ranch supervisor immediately.

All gates must have a locking mechanism: latch with clip, chain, etc. Gates and their latches must be "donkey proof". All paddocks will be equipped with color coded locks. These locks will be accessible as follows:

Green: Ranch hand gates used for feeding  
Red: Supervisor gates used to release donkeys onto grazing or alleyways.  
Black: Jack Pens and Fields

Fencing types should be taken into account when placing donkeys. Jennets with very young foals should be given a fenced area that protects them from predators. Blind donkeys should be kept in hard pipe panels to prevent them from falling through and getting snared. Dangerous animals should be kept behind welded wire panels to prevent them from biting. All T-Post must have safety caps in place.

### 204.1 PVDR's Fence Specifications for New Construction

Fencing will be installed in a professional manner using the latest techniques to ensure a straight, secure enclosure.

- T-posts will be 6' tall, green in color and be installed with the ridges facing towards the animals.
- T-posts will be spaced at 10' with a 2-7/8" pipe installed every 50'.
- T-posts will be driven to a height of 53" above ground.
- All T-posts shall be capped with a T-post safety cap.
- 5 T-post wire clips to be installed per T-post.
- Prefabricated Corners and "H"s will be constructed of 2-7/8" pipe.
- On long fencing lengths, "H"s will be installed every 330'.
- Field Fence will be Silver Steel Woven Wire Rolled Fencing (Red Brand 330-ft x 4-ft or equivalent).
- 2-strand 12.5 gauge barbless wire shall be stretched along the top of fence just below safety caps, wire clipped to each T-post.
- Heavy Duty pipe gates with bolt hinges and chain latches. (Tarter Item #: SCGBR12 or equivalent)
- Premixed concrete will be used for all pipe installations, 3-5 bags per corner hole and 2-3 bags per post and "H"s. (Quickcrete Concrete Mix 60# or equivalent).



## 205 Tools and Equipment

PVDR keeps an array of hand tools, power tools and other equipment for use on the PVDR facilities. This equipment is only to be used for rescue related business and should not be removed from the property without prior authorization from the facility supervisor.

Tools and equipment must be returned to the tool crib after each use. Report any broken tools to the supervisor. The tool crib should be locked at all times with access only to approved PVDR employees and volunteers.

Equipment, such as generators, power washers, etc. must be maintained in order for them to remain in peak operating condition. Maintenance logs are to be kept in the tool crib. It is the facility supervisor's job to ensure the maintenance is performed on time and recorded in the log as well as in Lightspoke. No volunteers are allowed to operate PVDR equipment without the express authorization of the Regional Manager.

## 206 Facility Security

PVDR is a closed facility with access to the public by appointment and on predetermined days. The facility will have a "Sanctuary Closed To The Public" sign displayed on the days when the facility is closed. All entrance gates are to be kept closed and locked during nighttime hours.

Public access will be conducted with guided tours to only designated areas.

A phone number of the On-site Security, Facility Manager, Regional Manager and Chief Operations Officer will be placed on the entrance sign for after hours emergencies. The safety of our donkeys is of utmost importance. Anyone jeopardizing the safety of the donkeys or caught trespassing are to be removed from the premises immediately.

All PVDR facilities will maintain recorded video surveillance.

## 300 Vehicles and Trailers

### 301 Maintenance

PVDR trucks will be serviced as follows:

- Oil and oil filter changed every 7500 miles (diesel) and 5000 miles (gasoline)
- Fuel filter changed every 15000 miles
- Air filter changed as needed
- All other scheduled maintenance per the owner's manual
- Tire tread and air pressure should be checked regularly

PVDR Trailers will be serviced as follows:

- Bearing checked and packed annually
- Flooring, lighting and gates will be inspected by an accredited shop annually
- Tire tread and pressure must be checked prior to each trip
- Stop lights and markers must be checked prior to each trip
- All maintenance must be recorded in Lightspoke.



### **302 Repairs**

All repair issues are to be addressed as soon as possible. The repairs, when not fixable by a staff member, should be taken to a pre-approved repair facility. Check with the Chief Operations Officer, Regional Manager or Yard Manager for a list of approved vendors. All repairs must be approved by the Chief Financial Officer prior to their commencement.

Repairs requiring immediate attention are:

- Dashboard warning lights on truck
- Strange noises or vibrations
- Excessive exhaust smoke
- Temperature running hot
- Lights not working
- Poor or uneven tread wear

### **303 Cleanliness**

All PVDR equipment is to be kept in a clean and orderly condition. Trucks are to be washed and vacuumed regularly. Trash is to be removed daily. Failure to maintain the vehicle in a professional state will result in the termination of your privileges.

All PVDR trailers should be washed to remove any mud or dirt accumulated on the exterior. The inside of all stock trailers must be power-washed with bleach after each use.

### **304 Operation and Usage**

PVDR trucks and trailers are to be operated in a legal and courteous manner at all times. The equipment bears the name of our organization and it is the organization that is judged by our actions on the road. Speed limits will not be exceeded for any reason. Turn indicators will be used for all turns and lane changes. PVDR drivers are delegated to the far right lane except to pass. Headlights will be used at all time.

PVDR drivers are limited to 11 hours drive time for long, state to state hauls. If at anytime a driver feels that they are too tired to continue, they are expected to pull off at a safe location and rest until they feel refreshed.

Only approved staff members are covered on the organization's insurance. Allowing family members, friends or volunteers to drive a PVDR vehicle will result in the termination of your privileges and the organization will hold you civilly liable for any damage caused by non-PVDR staff.

PVDR trucks and trailers are to be used in accordance with the PVDR Code of Conduct.

It is against PVDR Policies to use a handheld device while operating a commercial vehicle. Any accident, even if the PVDR driver is not at fault, that happens during the use of a handheld phone will result in immediate termination.

All trucks are outfitted with GPS trackers that are inserted into the OBD-II port under the dash. These are often removed when the trucks are taken into the mechanics for service and repairs.



It is the driver's responsibility to make sure the trackers are reinstalled when the trucks are picked up. Removing the trackers for any reason other than repair or diagnostics is an offense punishable by immediate termination.

### **305 Trailing**

Only approved PVDR personnel are permitted to haul PVDR trailers. All haulers must have a clean driving record and prove the skill to back long trailers in narrow conditions.

Drivers are responsible to check the trailer each time they hook up. Safety Inspections must be performed before each driving day. Brakes, lighting and safety equipment must be in place and fully operational. If any problems are found they must be fixed prior to using the trailer.

Maintenance records and scheduling is the responsibility of the Transportation Captain.

When two or more trailers are used in convoy, all drivers must maintain visual contact with each other at all times.

### **400 Wild Burro Project Management**

Wild Burros are a symbol of our heritage and should be treated with the utmost respect. PVDR uses only the most humane methods and must insist that any outside contractors do the same. The preferred capture method is a steel "finger" self catching trap with feed and water as bait. Once caught, it is difficult for the burros not to panic once approached by humans. Slow deliberate movements are our best practice.

#### **401 Trap Locations**

Peaceful Valley must ensure that our trap sites fall within the jurisdictions of the governing authority of the agency that we are contracting with. As the Bureau of Land Management and US Forestry often have lands adjacent to these properties, some of their donkeys may be very close to the donkeys we are contracted to capture.

#### **402 Outside Contractors**

It is always in the donkeys best interest to have PVDR employees handle all of the capture work. Contractors rarely share our compassion and gentleness towards the donkeys. Contractors should never be allowed to operate with our direct supervision of PVDR personnel. Cattle prods and other severe devices are never to be allowed to be used.

#### **403 Creativity**

Do not be afraid to alter your methods of capture. Sometimes the bait, trap location or even trapping method must be altered to obtain the desired effect.

#### **404 Holding facility**

Each capture project must have its own holding site for the donkeys to be held until a sufficient quantity has been reached to summon the vet to draw blood to obtain a negative EIA. Once obtained the donkeys can then be transported to one of Peaceful Valley's other facilities. Donkeys must not be left unguarded at these holding facilities.



#### **405 Bureau of Land Management/US Forestry Service**

All donkeys brought into PVDR from the BLM and USFS are to be considered part of the Wild Burro Project and handled accordingly. Often these donkeys have been mistreated by contractors and might act out against our employees. Extra patience should be extended to them until they are individually assessed.

End of Section 1



## Section 2 PVDR's Corporate Policies

### Peaceful Valley Donkey Rescue's Code of Ethics

We are committed to:

- Acting honestly, truthfully and with integrity in all our transactions and dealings;
- Avoiding conflicts of interest;
- Appropriately handling actual or apparent conflicts of interest in our relationships;
- Treating our supporters fairly;
- Treating every individual, both human and animal, with dignity and respect;
- Treating our employees with respect, fairness and good faith and providing conditions of employment that safeguard their rights and welfare;
- Being a good corporate citizen and complying with both the spirit and the letter of the law;
- Acting responsibly toward the communities in which we work and for the benefit of the communities that we serve;
- Being responsible, transparent and accountable for all of our actions; and
- Improving the accountability, transparency, ethical conduct and effectiveness of the nonprofit field.

### 500 Trustees, Employees and Volunteers

The "Executive Staff" shall be comprised of the current executive officers including Executive Director (CEO), Chief Operations Officer, Chief Financial Officer (Treasurer), Corporate Secretary. These officers will be nominated and approved by a majority vote by the Board of Trustees. The Executive Staff will be paid by salary and work from the San Angelo, Texas corporate office. It shall take a vote of the Board of Trustees to add or remove any person from the Executive Staff.

The Senior Staff shall be comprised of Regional Managers, Sanctuary Manager and Wild Burro Manager. These positions are hired and can be fired by the Executive Director and or Chief Operations Officer but must be approved by the Board of Trustees at their next regular meeting. The Senior Staff will be paid by salary.

"Ranch Hands" and "Trainers" are those employees that are paid hourly. These positions can be hired and fired the Executive Staff and the Senior Staff. For full time hourly employees, on their one year anniversary of their start date, they will receive an additional paycheck for 10 days at their current rate of pay. This check represents 5 paid vacation days and 5 paid sick days. The Executive Director sets all hourly pay with regular review by the Compensation Committee. At the discretion of the Executive Director, some employees may be transferred to salary. If this occurs, said employee will receive their prorated share of vacation/sick leave pay that they have acquired.

After a 60 day waiting period, all full time employees will have the option to join in the company health insurance plan. PVDR will pay one half of the insurance premium for the employee. The employee will have the option to add their family at their expense.



“Volunteers” are considered any person donating their time to the organization without expectation of remuneration. All volunteers are subject to the same governing policies and procedures as are the employees.

## 501 Code of Conduct

The purpose of this Code of Conduct (the Code) is to let you know the standards of conduct and business ethics we expect from employees, trustees, and volunteers of Peaceful Valley Donkey Rescue (PVDR).

If you violate any portion of the Code, or you let someone else violate the Code, or you fail to report someone violating the code, you will be subject to disciplinary action and in extreme cases you will be fired.

The Code applies to immediate family and in-laws as it relates to PVDR business. While we know you may not be able to control or influence what they do, it is the responsibility of trustees, volunteers and employees to fully disclose any matter that would violate the Code.

This Code of Conduct isn't designed to cover every possible situation. It does, however, clearly lay out the principles and ethics we expect from PVDR employees, volunteers, and trustees. You are responsible for reading and understanding everything in this document. If you have questions please contact the Fraud and Risk committee for clarification.

### Communications

We expect all communications to be accurate and complete. This includes phone calls, emails, voicemail, Social Media, and any other way of communicating we end up using.

Only the Executive Director and persons appointed by the Executive Director are authorized to publicly communicate information about the operations and business conditions of PVDR. When they do so their communications must be complete, fair, accurate, and timely.

Communications with the press are only to be done by the Executive Director or by employees with prior authorization from the Executive Director.

### 501.1 Confidential Information

Summary: See Confidentiality Agreement for full agreement

Certain information is confidential and is never to be communicated to anyone outside of PVDR. This includes but is not limited to:

- Undisclosed financial information related to the operation of the rescue.
- Employee salary information.
- Donor names and their contribution amounts.

The Executive Director may, at their discretion, disclose the names and donation levels of donors if they have documentation ensuring that the donor will allow them to do so. Donor lists may only be used for PVDR- related business.





### **501.2 Playing Fair**

We treat our donors, fellow employees, volunteers, suppliers, contractors, trustees, and anyone else we do business with fairly. We do not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresenting the truth, or any other unfair practice.

### **501.3 Conflicts of Interest**

Summary: See Conflict Of Interest Policy for full policy

A conflict of interest occurs when your private interests interfere or appear to interfere with the interests of PVDR. Employees, volunteers, and Trustees may not conduct PVDR business when there is a conflict of interest. Specifically:

1. Employees, volunteers, and Trustees may not do business with any individual, company, or organization in which they have a financial interest. This includes individuals, companies, or organizations in which your friends or relatives have an interest.
2. There may be times when it is in the best interest of PVDR to do business with someone you are related to or are friends with. In those cases employees must:
  - A. Get authorization from the Executive Director before entering into any business arrangement.
  - B. Ensure that PVDR is receiving competitive pricing and competitive products/ services.

### **501.4 Gifts**

PVDR employees, volunteers, and Trustees may receive non-monetary gifts of nominal value (less than \$20) from vendors and contractors. Gifts of greater value must be declined, returned, and reported to the Executive Director.

### **501.5 Electronic Mail and Internet Use**

All electronic mail, Internet and Intranet facilities provided by PVDR are the property of PVDR and are to be used primarily for business purposes. Limited personal use of electronic media is acceptable, as in the case of personal telephone calls, but only when used responsibly and when the privilege is not abused.

- You should not expect anything you do on a PVDR computer/device to be private.
- You should not expect any emails using your PVDR email address to be private.
- PVDR reserves the right to monitor, review and disclose your emails.

Additionally, you may not use PVDR computers or your PVDR email address for viewing pornography, sending hate mail, participating in political discussions or any other non-PVDR business (with the exceptions noted above).

### **501.6 Use of PVDR Assets**

PVDR assets (for example vehicles, trailers, and computers) are to be used for PVDR business and may not be used for personal business. This includes:

1. Using PVDR assets (trucks, trailers, computers, etc.) for side jobs, side businesses, or any other non-rescue related activity.
2. Running personal errands with PVDR vehicles. It is permissible to combine personal errands with PVDR-related errands as long as the personal errands are reasonable and do not make up the majority of the trip.



## 502 Expense Policy

The purpose of this policy is to define PVDR's policy specific to business travel, employee accountability for PVDR funds and expense reimbursement. This policy applies to all PVDR employees and volunteers. The head of the Fraud Committee is responsible for the final interpretation of this Corporate Expense and Travel Policy.

### 502.1 What is Business Travel?

Business travel is any trip directly related to the operation of PVDR that takes an employee or volunteer away from their regular place of work and meets one of the below criteria:

- Requires air travel
- Requires driving more than 250 miles round trip

Things not considered business travel and therefore not eligible for reimbursement:

- In-town trips for feed, supplies, or other PVDR-related "errands"
- Other travel similar to the above

All business travel on behalf of PVDR (including mileage reimbursement, airfare, car rental and lodging) must be approved in advance by the Executive Director. PVDR policy requires purchasing the least expensive gas; booking the lowest airfare, room rate, or rental car rate whenever possible.

### 502.2 Use of PVDR Credit Cards

For PVDR-related travel PVDR credit cards may be used for hotels, airline tickets and rental cars. They may not be used for meals. Employees should use either cash or personal credit cards for meals. Certain PVDR employees are entrusted with company credit cards to make company related purchases. These purchases are limited to \$250 per day, amounts over \$250 per day must be preauthorized by the Executive Director. All purchase receipts must be photographed and coded in the banking app at the time of purchase.

### 502.3 Expense Reports

To request reimbursement for expenses incurred in the normal course of business, expenses must be itemized on the PVDR expense report form. Receipts are required for all expenses in excess of \$15. Receipts must be original and must include sufficient information to establish the amount, date, place and the essential character of the expenditure.

- Expense reports must be approved by the PVDR Controller
- Expenses over the limit set by the Audit Committee must also be approved by the Executive Director.
- Employees are responsible for any delinquent charges incurred due to late submission of expense reports.
- Employees should always make and retain copies of submitted expense reports.

### 502.4 Reimbursable Expenses

The following types of expenses, if incurred in compliance with this policy and while on PVDR business, are eligible for reimbursement:

- Car rental
- Hotel accommodations
- Laundry services (for trips greater than 6 working days)
- Meals \*See 502.7 Personal Meal Policy



- Gasoline for PVDR or, when pre-approved by the Executive Director, personal vehicles
- Other transportation (railroad, bus, taxi/shuttle, limousine)
- Reasonable tips/gratuities
- Business telephone calls
- Tolls and parking

### **502.5 Non-Reimbursable Expenses**

Certain expenses incurred while traveling or conducting company business are not eligible for reimbursement by the company. Examples include:

- Fines for traffic violations while on company business
- Damages to an employee's vehicle while on company business
- Loss of personal property while on company business
- Loss of cash advance, or personal funds
- Cost of personal credit cards
- Purchase of life insurance during travel
- Purchase of clothing and other personal items such as haircuts, shoe shines, newspapers, magazines, tobacco, alcohol, etc.
- Purchase of in-room movies and entertainment
- Medical expenses (other than emergency care)

### **502.6 Lodging**

With regards to hotels, PVDR wants our employees to stay in clean, safe hotels while being mindful of controlling costs. Employees traveling to conferences or meetings may book at the conference/meeting hotel with prior approval from the Executive Director.

### **502.7 Personal Meals**

PVDR has a standard Per Diem rate for not travel situations. Meals attended by multiple employees should be paid for and submitted for reimbursement by the most senior employee present. The names of attending parties must be made apparent on the receipt or expense report.

#### Domestic Per Diem Rate

Travel up to 4 hours:	\$20.00	Overnight Travel:	\$50.00
Full Day Travel:	\$40.00	International:	\$90.00

### **502.8 Meals and Entertainment**

Expenses incurred for meals attended by non-employees (i.e. donors, vendors, business associates, etc.) are eligible for reimbursement within reasonable limits. "Reasonable" is a matter of judgment as the cost of meals will vary by location.

Meals should be paid for and submitted for reimbursement by the most senior employee present. Per IRS regulations, the names, titles and organizations of attending parties must be made apparent on the receipt or expense report in order for the company to deduct the expense for tax purposes. As such, meal expenses lacking these supporting details may be denied for reimbursement.



### **502.9 Laundry Expense**

Laundry expenses are normally not permitted for trips of five working days or less. However, if laundry expense is justified for business reasons in connection with trips of five working days or less, an explanation should be enclosed with the expense report.

### **502.10 Policy Exceptions**

Any exceptions to this policy will be evaluated on a case-by-case basis. If travel plans deviate from the policy as outlined above, or if there are concerns regarding the policy as written, please contact Compliance Committee Chair to discuss any issues.

Sample Reimbursement Form  
See Section 4

### **503 Confidentiality Policy and Agreement**

I recognize that any and all information shared with me as part of my duties as a volunteer/employee is confidential and shall not be divulged to unauthorized individuals, agencies, or organizations.

I will not copy, transcribe, record, or memorize confidential information in any manner, nor disclose or use such information for any purpose other than for the limited purpose of providing the assigned services at the Peaceful Valley Donkey Rescue (PVDR).

I hereby absolutely and unconditionally release and discharge PVDR, including its employees, successors, assigns, directors, officers and agents, from and against any and all claims, obligations and liabilities, of every nature and kind whatsoever, relating to or arising from my participation with the PVDR volunteer program including, but not limited to personal injury.

Only serve as agency representative in the community or media spokesperson when authorized to do so by the Director of Volunteer Services.

Correct, when possible, misleading or inaccurate information and representations made by others concerning PVDR policies, practices and procedures.

Maintain and safeguard the confidentiality of all business, donor, employee, volunteer and animal records, credit and financial information and/or any information relating to the operation of the agency that is not known or readily accessible to the public.

Avoid engaging in any conduct that is or could be perceived as a conflict of interest. Refrain from using PVDR property, services or supplies for personal reasons unless given prior permission by the appropriate staff member.

Contact a member of the Executive Staff if I have any questions or concerns about PVDR's policies, procedures, interpersonal communications or my volunteer responsibilities.

In order to remain in good standing, I understand that I am required to consistently adhere to the Code of Conduct.



I understand that any unauthorized release of photographs taken in or around PVDR facilities can result in dismissal from my employment or the volunteer program and legal action may occur.

I understand that any unauthorized release or carelessness in the handling of this confidential information is considered a breach of the duty to maintain confidentiality.

I further understand that any breach of the duty to maintain confidentiality could be grounds for immediate dismissal and/or possible liability in any legal action arising from such breach.

## **504 Grievance Procedure**

If an employee feels that inappropriate corrective action has been taken against him/her, and the employee has been unable to resolve the matter informally by speaking with the supervisor, the employee may file a written grievance with the Executive Director within 10 business days of the taking of the action. The Executive Director will conduct an investigation of the incident, where appropriate, and will generally provide a written response to the employee within 20 business days. If more time is needed to respond to the complaint, the person filing the complaint will be so notified. The decision of the Executive Director is final.

If the Executive Director is the employee's immediate supervisor, the written complaint must be submitted to the Compliance Office on the Board of Trustees who will follow the same procedures outlined above. In such cases, the decision of the Compliance Officer is final.

The filing of a grievance does not operate to suspend the action being complained of. For instance, if the employee is complaining that he/she was unfairly suspended without pay, he/she will remain suspended without pay for the period initially determined, unless and until the Executive Director reverses the decision leading to the suspension. Similarly, Peaceful Valley Donkey Rescue has no obligation to keep a terminated employee on the payroll or enrolled in any benefits not ordinarily available to terminated employees, pending completion of the grievance process.

## **505 Conflict of Interest Policy**

### **505.1 Purpose**

PVDR is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of PVDR as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between PVDR and its Board, Officers, and management employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The Board, Officers, and management employees have the responsibility of administering the affairs of PVDR honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of PVDR. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with PVDR or knowledge gained therefrom for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.



### **505.2 Persons Concerned**

This statement is directed not only to Trustees and Officers, but to all employees and volunteers who can influence the actions of PVDR. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning PVDR.

### **505.3 Areas In Which Conflicts May Arise**

Conflicts of interest may arise in the relations of Trustees, Officers, and management employees with any of the following third parties:

1. Persons and firms supplying goods and services to PVDR.
2. Persons and firms from whom PVDR leases property and equipment.
3. Persons and firms with whom PVDR is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting PVDR.
6. Agencies, organizations, and associations which affect the operations of PVDR.
7. Family members, friends, and other employees.

### **505.4 Nature Of Conflicting Interest**

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with PVDR.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with PVDR.
3. Receiving remuneration for services with respect to individual transactions involving PVDR.
4. Using PVDR's time, personnel, equipment, supplies, or good will for other than PVDR approved activities, programs, and purposes.
5. Receiving personal gifts or loans from third parties dealing or competing with PVDR.
6. Receipt of any gift is disapproved except gifts of a value less than \$20, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

### **505.5 Interpretation Of This Statement Of Policy**

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the Trustees, Officers, and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of PVDR.

However, it is the policy of the Board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, officers, and management employees to scrutinize their transactions



and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

### **505.6 Disclosure Policy And Procedure**

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The [board or a duly constituted committee thereof] has determined that the transaction is in the best interest of the organization.

Disclosure in the organization should be made to the Executive Director (or if she or he is the one with the conflict, then to the Compliance Officer), who shall bring the matter to the attention of the [board or a duly constituted committee thereof]. Disclosure involving directors should be made to the board chair, (or if she or he is the one with the conflict, then to the board vice-chair) who shall bring these matters to the [board or a duly constituted committee thereof].

The [board or a duly constituted committee thereof] shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to PVDR. The decision of the [board or a duly constituted committee thereof] on these matters will rest in their sole discretion, and their concern must be the welfare of PVDR and the advancement of its purpose.

## **506 Whistleblower Policy**

### **506.1 General**

Peaceful Valley Donkey Rescue's Code of Ethics and Conduct ("Code") requires Trustees, Officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **506.2 Reporting Responsibility**

It is the responsibility of all Trustees, Officers, and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

### **506.3 No Retaliation**

No Trustee, Officer, or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

### **506.4 Reporting Violations**

The Code addresses the organization's open-door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them



properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with someone in the human resources department or anyone in management who you are comfortable approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to the organization's compliance officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the organization's open-door policy, individuals should contact the organization's compliance officer directly.

### **506.5 Compliance Officer**

The organization's compliance officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his or her discretion, shall advise the Executive Director and/or the audit committee. The compliance officer has direct access to the audit committee of the board and is required to report to the audit committee at least annually on compliance activity. The organization's compliance officer is the chair of the audit committee.

### **506.6 Accounting and Auditing Matters**

The audit committee of the board shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The compliance officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

### **506.7 Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### **506.8 Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **506.9 Handling of Reported Violations**

The compliance officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within 5 business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

## **507 Anti-Harassment Policy**

Peaceful Valley Donkey Rescue is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All employees, including supervisors and other management personnel, are expected and required





to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.

All complaints should be brought to the attention of the Executive Director. If the Executive Director is involved in the complaint, the Board of Trustees should be contacted.

## **508 Anti-Discrimination Policy**

Peaceful Valley Donkey Rescue (PVDR) is an “equal opportunity employer”. PVDR will not discriminate and will take “affirmative action” measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, color, national origin, or sex.

## **509 Work Place Violence Policy**

### **Objective**

Peaceful Valley Donkey Rescue (PVDR) is committed to preventing workplace violence and to maintaining a safe work environment. Peaceful Valley Donkey Rescue has adopted the following guidelines to deal with intimidation, harassment or other threats of or actual violence that may occur onsite or offsite during work-related activities.

### **Scope of Policy**

All full- and part-time, active employees are covered under this policy.

### **Prohibited Conduct**

All employees, customers, vendors and business associates should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay” or other conduct that may be dangerous to others. Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. PVDR’s resources may not be used to threaten, stalk or harass anyone at or outside the workplace. Peaceful Valley Donkey Rescue treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, security personnel, human resources (HR), PVDR Trustees, threat management team or any member of senior management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the HR department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. Peaceful Valley Donkey Rescue will not retaliate against employees making good-faith reports. Peaceful Valley Donkey Rescue is committed to supporting victims of intimate partner violence by providing referrals to the company’s employee assistance program and community resources and providing time off for reasons related to intimate partner violence.



## Investigations and Enforcement

Peaceful Valley Donkey Rescue will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. Peaceful Valley Donkey Rescue will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation, Peaceful Valley Donkey Rescue may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Peaceful Valley Donkey Rescue encourages employees to bring their disputes to the attention of their supervisors or the HR department before the situation escalates. Peaceful Valley Donkey Rescue will not discipline employees for raising such concerns.

## 510 Public Event Policy

When attending a public event as a representative of PVDR, with or without donkeys, we must put our best foot forward to ensure a professional and positive impact to those we encounter.

### Setting up the booth:

Employees in attendance of the event must ensure they are equipped with all necessary set up equipment, current publications, and merchandise. This shall include:

Tables

Chairs

PVDR Tablecloth

PVDR Flags (if feasible)

PVDR Pop Up Shader (easy up)

General Information Brochures

Adoption Brochures

Freebie Merchandise (Bracelets, keychains, pens, koozies)

Brochure Holders

Business Cards (of relevant people)

Donation Receptacle

Cash if merchandise is being sold (refer to cash policy)

Locking Cash Box

Sufficient selection of available sizes for any clothing merchandise

Sufficient inventory of non-clothing merchandise (books, calendars, mugs, bags, etc)

Event appropriate signage

### Events with donkeys:

Often times, donkeys are invited to attend public events. There are several factors to keep in mind when traveling to public events with donkeys. Special consideration should be given to which donkeys attend a public event. Donkeys should be easily trailered, healthy, visually pleasing with a good body score, clean, brushed, friendly, easy to handle, have a current negative coggins, and be up to date on deworming and vaccinations. Standard size donkeys are preferred to attend public events.



The trailer being used for the event will be cleaned before loading. When attending an event with donkeys, it is necessary to bring at least four panels to set up a holding space. If the event space can accommodate a bigger temporary pen, more panels should be included.

Other equipment that is required for public events:

- Water and Water Trough – clean water must be offered to the donkeys for the entirety of the event
- Halters and Lead Ropes
- Hay
- Hay Net or Feed Container
- Muck Bucket and Rake/Shovel
- Brushes

In all situations, the health and safety of the donkeys and employees comes first. If for any reason, employees feel a situation is unsafe for the donkeys or not in the best interest of the animals to be in attendance you have the right to leave the event immediately.

Employees should schedule themselves so that they are in attendance early enough before the event begins to completely set up a holding area for the donkeys as well as the PVDR booth. Hourly employees should be scheduled so that they do not incur overtime.

Volunteers:

If any volunteers are in attendance, they must have a volunteer form filled out and on file before participating in the event. Volunteers must also present themselves in a professional, positive way.

All PVDR employees and volunteers actively representing PVDR must wear Peaceful Valley Donkey Rescue attire.

Media at Events:

Please refer to the following Peaceful Valley Donkey Rescue Employment Policies when engaging with the public or any media:

- Communications
- Gifts
- Political Policy
- Implied Endorsement Policy

Refrain from political or religious debates while representing Peaceful Valley Donkey Rescue.

All special event teams must contain a minimum of two PVDR staff or volunteers. The event team leader will be given the change bag containing the following:

- (20) \$1.00 bills
- (10) \$5.00 bills
- (5) \$10.00 bills

Total Starting Cash: \$120.00

An accurate inventory will be maintained throughout the course of the event. At the conclusion an accounting will be made of items sold and written on the inventory sheet under the heading



“Total Sales”. Whenever possible a Shopify iPad will be used at all events when merchandise is sold.

All cash and check donations will be counted with the two PVDR representatives present. Any money exceeding the sales figure will be listed on the inventory as “total donations”. BOTH PVDR team members must sign the inventory sheet acknowledging that the figures are accurate. The cash/check will be wrapped in the inventory sheet and placed in the cash bag. Upon return to PVDR, the cash bag will be given to the CFO and all counts verified and initialed. The above change bills will be placed in the cash bag and made ready for the next event. When not in use, the cash bag will be secured in the CFO’s locked file cabinet behind a locked office door.

### **511 Employee Compensation Policy**

The Executive Director will be responsible for setting the salary/hourly wage for all employees. The wages will be based on knowledge, experience and the going rate for similar positions in both the non-profit as well as the for-profit sectors. These wages will be reviewed and approved by the Board of Trustees each year.

The Executive Director’s salary shall be determined by the unpaid members of the Board of Trustees. This committee shall review the current salaries of other non-profit executive directors, Presidents, CEOs, etc from other similarly sized equine rescues as well as other organizations of equal financial size.

In addition, the entire Board of Trustees shall evaluate the performance of the Executive Director annually.

PVDR shall employ both hourly and salaried employees, the distinction is at the sole discretion of the Executive Director.

### **512 Employee Vacation Policy**

All full time hourly employees will receive 10 days pay (80 hours at their current hourly rate) on their one year anniversary and every anniversary thereafter. These 10 days represent 5 vacation days and 5 sick days. All vacation days must be scheduled with your supervisor one month prior to the days you are requesting off.

Hourly employees working on Thanksgiving, Christmas Day, and New Years Day shall receive 1-1/2 times their regular pay. Salaried employees may take these days off unless a time critical event has occurred.

### **513 Drug-Testing Policy**

All new hire employees must submit to a pre-employment drug screening prior to their first day on the job.

This policy describes Peaceful Valley Donkey Rescue's procedures for conducting random drug testing of employees in its efforts to maintain a safe and drug-free workplace.



### Random Selection

PVDR will randomly drug-test employees for compliance with its drug-free workplace policy on a quarterly basis. Random testing means employees will be selected for testing using a computer-based random-number generator. This will result in an equal probability that any employee from the entire group of employees will be tested. On the first day of each quarter the human resources department will pull a random selection of employee names and immediately notify the employees selected for testing. Testing must be completed on the same workday the employee is selected, absent extenuating circumstances such as out-of-town travel. In all circumstances, testing must be completed within 24 hours of selection. Selected employees will immediately be taken for testing by a Senior Staff Member. Employees will be able to retrieve identification from their vehicles under the supervision of the Senior Staff Member.

If an employee selected for testing is unavailable for a legitimate reason such as an extended medical absence, human resources will document the circumstances for failure to test.

### Substances Covered by Drug and Alcohol Testing

Employees will be tested for their use of commonly abused controlled substances, which include amphetamines, barbiturates, benzodiazepines, opiates, cannabinoids, cocaine, methadone, methaqualone, phencyclidine (PCP), propoxyphene and chemical derivatives of these substances. Employees must advise the testing lab of all prescription drugs taken in the past month before the test and must be prepared to show proof of such prescriptions upon request.

### Testing Methods and Procedures

All testing will be conducted by a licensed independent medical laboratory, which will follow testing standards established by the state or federal government. Testing will be conducted on a urine sample provided by the employee to the testing laboratory under procedures established by the laboratory to ensure the privacy of the employee, while also protecting against tampering with or alteration of the test results. Employees will be considered to be engaged at work during the time spent taking a drug test and will be compensated for such time at their regular rate of pay, with the exception of retesting at the request of the employee.

PVDR will pay for the cost of the initial testing, including the confirmation of any positive test result by gas chromatography. The testing lab will retain samples in accordance with state law, so that an employee may request a retest of the sample at his or her own expense if the employee disagrees with the test result.

### Refusal to Test

Employees who refuse to submit to a test or who adulterate, dilute or otherwise tamper with a test specimen will be subject to immediate discharge.

### Consequences of Positive Test Results

If an employee tests positive on an initial screening test, the employee will be temporarily suspended while the confirmation test is being conducted.

## **513.1 Positive Drug Test Policy**

Should an employee test positive for a controlled substance the following will occur:

A. If the employee tests positive for marijuana, either as a new hire or during a random screening, that employee may continue working but must test again in two weeks. If that test



comes back positive in two weeks, the employee will be terminated. This is regardless of the legality of marijuana in the employee's state of residence.

B. If the employee tests positive for any other controlled narcotic, either as a new hire or during a random screening, that employee may not continue to work and will be immediately terminated.

## 514 Succession Plan

### 1. Rationale

In order to ensure the continuous coverage of executive duties critical to the ongoing operations of the Peaceful Valley Donkey Rescue and its services, the Board of Directors is adopting policies and procedures for the temporary appointment of an Acting Executive Director in the event of an unplanned and extended absence of the Executive Director. While the Board acknowledges that such an absence is highly improbable and certainly undesirable, it also believes that due diligence in exercising its governance functions requires that it have a succession plan in place. It is expected that this plan will ensure continuity in external relationships and in volunteer functioning.

### 2. Priority functions of the Executive Director position at Peaceful Valley Donkey Rescue

The full Executive Director Position description is;

- Appointed by the Board of Directors
- Will report to and be accountable to the Board of Directors for taking the necessary actions to ensure proper management of Peaceful Valley Donkey Rescue
- Will also be a second authorized signer on all savings and checking accounts held in the name of Peaceful Valley Donkey Rescue

Among the duties listed in the position description, the following are the key functions of the Executive Director to be covered by an acting director:

- Serve as the organization's principal leader, representative, and spokesperson to the greater community
- Support the Board of Directors
- Ensure integrity and strength of Board leadership and address issues around clarity of role, governance, bylaws/policies, corporate structure, and membership
- Assist with recruitment and orientation of new Board members
- Prepare Executive reports to Board of Directors and Executive Committee
- Convene and lead the Management Team
- Participate in recruitment of volunteers
- Strategize organizations' short-range and long-range program and project goals, particularly in Organizing and Planning
- Identify overall resource development goals and fund raising plan
- Establish, maintain and cultivate relations with donors, foundations and other resources to support organizational programs and activities
- Maintain accountability for current year operating budget and for financial performance of portfolio

### 3. Succession plan in event of a temporary, unplanned absence -- SHORT-TERM

#### a) Definitions

- A temporary absence is one in which it is expected that the Executive Director will return to his position once the events precipitating the absence are resolved



- An unplanned absence is one that arises unexpectedly
- A short-term absence is 3 months or less

b) Who may appoint the Acting Executive Director

- The Board of Directors authorizes the Executive Committee to implement the terms of this succession plan in the event of the unplanned absence of the Executive Director
- In the event of an unplanned absence of the Executive Director, a member of the Executive Staff shall immediately inform the Chair of the Executive Committee of the absence
- As soon as is feasible, the Chair shall convene a meeting of the Executive Committee to affirm the procedures prescribed in this plan or to make modifications the Committee deems appropriate

c) Standing appointee to the position of Acting Executive Director

The position description of the Chief Operations Officer specifies that he/she shall serve as Acting Executive Director in the absence of the Executive Director

- First and second back-ups for the position of Acting Executive Director should the Chief Operations Officer be unable to as Acting Executive Director
  - o The first back-up appointee will be the Chief Financial Officer
  - o The second back-up appointee will be Corporate Secretary
- In the event the standing appointee, the Chief Operations Officer, is new to the position and fairly inexperienced with Peaceful Valley Donkey Rescue, Inc. the Executive Committee may decide to appoint one of the back-up appointees as the acting executive director
- The Executive Committee may also consider the option of splitting executive duties among the designated appointees.

d) Cross-training plan for appointees

The Executive Director, with assistance from the Chief Operations Officer, shall develop a plan for training the three potential appointees in each the priority functions of the Executive Director are listed above (section 2).

e) Authority and restrictions of the appointee

The person appointed as Acting Executive Director shall have the full authority for decision making and independent action as the regular Executive Director.

f) Compensation

The acting executive Director shall remain at his/her current pay rate.

g) Board committee responsible for oversight and support to the Acting Executive Director

As with an Executive Director, the Executive Committee of the Board will have responsibility for monitoring the work of the Acting Executive Director. The Executive Committee will also be alert to the special support needs that of the executive in this temporary leadership role.

h) Communications plan

As soon as possible after the Acting Executive Director has begun covering an unplanned absence, Board members and the Acting Executive Director shall communicate the temporary leadership structure to the following key supporters

- Government officers
- Foundation program officers
- Civic leaders
- Major donors

#### 4. Succession plan in event of a temporary, unplanned absence -- LONG-TERM

a) Definitions

- A long term absence is one that is expected to last more than 3 months

b) Procedures



- The procedures and conditions to be followed shall be the same as for a short-term absence with one addition:

The Executive Committee will give immediate consideration, in consultation with the Acting Executive Director, to temporarily backfilling the management position left vacant by the Acting Executive Director. This is in recognition of the fact that, for a term of more than 3 months, it may not be reasonable to expect the Acting Executive Director to carry the duties of both positions. The position description of a temporary manager would focus on covering the priority areas in which the Acting Executive Director needs assistance.

#### 5. Succession plan in event of a PERMANENT unplanned absence.

##### a) Definitions

- A permanent absence is one in which it is firmly determined that the Executive Director will not be returning to the position.

##### b) Procedures

- The procedures and conditions shall be the same as for a long-term temporary absence with one addition:

The Board of Directors shall appoint a Transition and Search Committee to plan and carry out a transition to a new permanent executive director.

## **515 Executive Officer Duties and Responsibilities**

### **515.1 Executive Director**

Executive Director is the top ranking employee in the company and is responsible for the organization's overall health, direction and fundraising. The Executive Director, along with the Board of Trustees, sets the overall direction of the organization and makes decisions with the long-term success of the organization in mind. The Executive Director also reports regularly to the Board of Trustees. The Executive Director writes the annual budget and submits the budget for approval at the Fall Trustee Meeting each year. The Executive Director has the Boards approval to make individual purchases up to \$25,000 without prior consent of the Board. These purchases are then presented at the next regular Board Meeting.

### **515.2 Chief Operations Officer**

Chief Operations Officer (COO), reports to the Executive Director and is the second top ranking individual and is in charge of implementing and overseeing the day-to-day operations, processes and strategies towards the overall mission and vision of the organization. The COO oversees and audits the performance of all Senior Managers and provides those reports to the Executive Director on a quarterly basis.

### **515.3 Chief Financial Officer**

Chief Financial Officer (CFO), reports to the Board of Trustees and oversees the financial health of the organization and all of its many accounts. The CFO is responsible for the annual audit and for reporting its results to the Trustees for their review.

### **515.4 Corporate Secretary**

Corporate Secretary is responsible to attend all Trustee, Executive and Senior Staff meetings and to keep accurate notes. Securing the corporate seal and acting as the corporations notary public.





## 516 Senior Staff Duties

### 516.1 Regional Managers

Regional Managers (RMs) work directly for the Chief Operations Officer. Regional Managers will oversee operations in their predetermined area of the country. They are responsible for the actions of the employees on their yard. They are expected to maintain a professional management relationship with their employees and enforce PVDR's Code of Conduct at all times. RMs are responsible for the maintenance of all of the trucks, trailers, tractors and other equipments assigned to them. They may appoint another employee to oversee these operations but they still hold the ultimate responsibility. Regional Managers should ensure that the employees in their region have the equipment necessary to perform their duties as efficiently and safely as possible. RMs should also provide appropriate equipment training (tractor, skid steer, gator) to all employees. RMs will ensure that all drivers are properly trained and experienced before hauling livestock trailers or performing rescue cases.

Regional Managers are responsible for monitoring, scheduling and conducting rescue cases in their region.

Regional Managers should conduct monthly safety meetings in their region, and ensure all employees receive first aid and CPR training.

Regional Managers are responsible for employee scheduling and time-off approval in their region.

Regional Managers will attract and screen potential new Satellite Adoption Centers (SACs). They will work closely with their SACs keeping in close communications. Regional Managers are responsible for filtering screened adoption applicants to the appropriate SACs.

Regional Managers are responsible for auditing training grades of adoptable donkeys, ensuring only truly adoptable donkeys are delivered to SACs for adoption. RMs should also keep close communication with SAC Managers to schedule adoptable deliveries and ensure SAC and adopter needs are met. RMs must ensure that all donkeys traveling from facility to facility have the appropriate health certificates, bloodwork, and vaccinations. RMs must be up to date on health certification requirements of all states in their region.

Regional Managers are responsible for the overall health and well being of all donkeys held at their facilities, including SACs. RMs will keep accurate health logs, vaccine schedules and trim schedules for all donkeys in their region. RMs are also responsible for ordering appropriate feed/hay for their facilities. RMs will keep accurate transport logs of all donkeys in or out of their facilities.

Regional Managers are responsible for keeping Lightspoke up to date on all aspects of their operations.

Regional Managers will work in support the Wild Burro Project and Project Sanctuary when asked.



### **516.2 Sanctuary Manager**

The Sanctuary Manager (SM) works directly for the Chief Operations Officer. The Sanctuary Manager is responsible for the well being and safety of all donkeys while in transport and on sanctuary. The donkeys, pasturage and fencing must be checked on a regular basis. Donkeys on sanctuary will receive the same health care as all PVDR donkeys and it is the sole responsibility of the Sanctuary Manager to schedule vaccines, hoof trimming and to remove any under weight or sick donkeys. The SM is responsible for communicating with all property owners and scheduling Sanctuary Team work with property owners. The SM is responsible for attracting and on-boarding new Sanctuary facilities. The SM must ensure that all donkeys traveling to a Sanctuary location have the appropriate health certification, vaccinations, and bloodwork. The SM must keep accurate transport logs. The SM also must provide accurate information to the CFO monthly for payment to property owners. The SM is ultimately responsible to see that Lightspoke is up to date on the “Care” records of all donkeys in and out of the Sanctuary Program.

The Sanctuary Manager is responsible for the safety of the employees involved with the Sanctuary Project addressing any potential safety issues including snakes, wild hogs, heat exhaustion and proper hydration. The SM is responsible for reporting the time for all employees involved with the Sanctuary Project to the main office while they are away from the main year either Tuesday Evening or Wednesday Morning.

The Sanctuary Manager is responsible for all assigned equipment including but not limited to Trucks, Trailers, Portable Corrals and Tilt Chutes. This includes all maintenance, tires and the appropriate entries into Lightspoke.

### **516.3 Wild Burro Project Manager**

The Project Manager (PM) works directly for the Chief Operations Officer. The Project Manager oversees all wild burro traps sites and determines PVDR’s best practices, trap site locations and when the traps will be placed. The Project Manager will be the primary liaison with all agency officials. The Project Manager is responsible for the well being of the trapped donkeys until they leave the holding facilities. The PM is responsible for scheduling and assisting in obtaining appropriate health care and bloodwork, “processing”, of all donkeys captured and being transported. The PM will keep accurate logs of all captured donkeys, capture sites, and transportation information.

The PM will be responsible for monitoring all employees currently participating in WBP operations, ensuring they have accurate direction and understanding of duties/tasks and the location(s) which they are stationed. The PM should ensure all WBP employees/hands are aware of the risks involved with working in a desert environment for each season, and the dangers of working with wild burros. The Project Manager is responsible for contacting the main office and submitting each employee’s time each Tuesday evening or Wednesday morning.

Wild Burro Project Manager is responsible for all assigned Wild Burro Project Assets including but not limited to Trucks, Trailers and Traps. This includes all maintenance, tires and the appropriate entries into Lightspoke. Some items, including the portable generator, are shared with PVDR-West, WBP will take priority for usage during the height of capture season.



### **517 Dress Code/Uniform Policy**

All Peaceful Valley Donkey Rescue employees must wear a PVDR shirt while working. Each new employee will be issued 3 PVDR herd shirts at the start of employment and 2 additional shirts after 2 weeks. Employees are allowed to request up to two new PVDR herd shirts each calendar year after their start date. Any other Peaceful Valley garments should be purchased at the employee discounted rate. If an employee is terminated or resigns from their position with the company, all shirts provided by Peaceful Valley must be returned to the appropriate Regional Manager for their area.

### **518 Implied Endorsement Policy**

Peaceful Valley has a 20 year reputation of providing professional rescue services and giving our animals the very best care. We, as an organization, must protect PVDR from alignment with other causes or rescues. The Trustees are responsible for determining which alliances PVDR will make.

Employees are prohibited from wearing logos of other organizations/causes during working hours or while representing PVDR.

Employees are prohibited from signing any petition if it can be implied that you are representing PVDR and PVDR is endorsing your actions.

Employees are prohibited from referencing PVDR while engaging in social media arguments.

### **519 Political Policy**

Employees are encouraged to be involved in the political process and will be accommodated to vote on election day [before, during or after work hours].

Employees are prohibited from campaigning for a candidate or specific party during work hours.

Employees cannot use their position within the company to coerce or pressure subordinates, staff members, vendors, or suppliers to support and/or make contributions to a particular candidate or political cause.

Employees may not use company assets or equipment (bulletin boards, copy machines, telephones, computer, email) to support a particular candidate or party.

Employees are prohibited from harassing coworkers, vendors and customers for their political beliefs.

Employees who choose to participate in political activities during work hours must ask for time off in advance and use available [vacation, PTO, or non-paid leave] for their absence.

No person can engage in any form of political activity on company premises during work hours at any time. Any political activity outside of work hours on company premises must receive written consent by [the executive team].



In the event a company facility is used as a campaign ground for a political figure, employees are not required to attend.

Employer-sponsored social media accounts will not be used to post political viewpoints or opinions. Any such misuse may be subject to disciplinary action.

Employees may not wear political paraphernalia (logos, buttons, t-shirts, hats, etc.) to work, especially in positions that frequently interact with the public.

Employees may not wear work-related paraphernalia to political rallies or functions that may imply the Company's support for that candidate and/or party.

## **520 Maternity/Paternity Policy**

Employees that have been employed by PVDR for a minimum of six months qualify for paid maternity/paternity leave of up to two weeks (10 days) at 4 hours per day at the employee's current rate of pay.

Employees that have been employed by PVDR for a minimum of 24 months qualify for paid maternity leave of up to six weeks (6 weeks) at 4 hours per day at the employee's current rate of pay. Paternity remains at two weeks.

## **521 Record Retention and Destruction Policy**

The Peaceful Valley Donkey Rescue ("PVDR") takes seriously its obligations to preserve information relating to litigation, audits, and investigations.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records the Peaceful Valley Donkey Rescue may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the Executive Director.

From time to time, the Executive Director may issue a notice, known as a "legal hold," suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the Executive Director.

### **1. Electronic Documents and Records.**

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

### **2. Emergency Planning.**

The Peaceful Valley Donkey Rescue's records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping the Organization operating in an emergency will be duplicated or backed up at least every week and maintained off-site.



### 3. Document Destruction.

The Executive Director is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

### 4. Compliance.

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Peaceful Valley Donkey Rescue and its employees and possible disciplinary action against responsible individuals. The President and Board Chair will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

File Category	Item	Retention Period
<b>Corporate Records</b>	Bylaws and Articles of Incorporation	Permanent
	Corporate resolutions	Permanent
	Board and committee meeting agendas and minutes	Permanent
	Conflict-of-interest disclosure forms	4 years
<b>Finance and Administration</b>	Financial statements (audited)	7 years
	Auditor management letters	7 years
	Payroll records	7 years
	Check register and checks	7 years
	Bank deposits and statements	7 years
	Chart of accounts	7 years

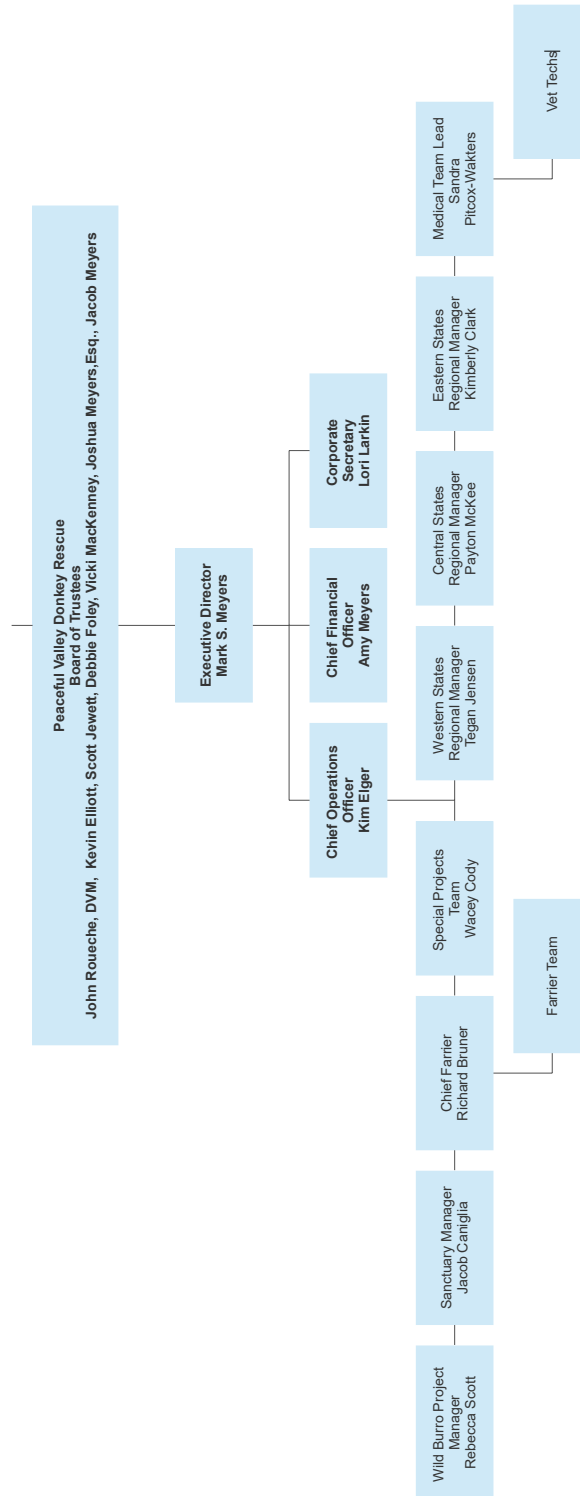
	General ledgers and journals (includes bank reconciliations)	7 years
	Investment performance reports	7 years
	Equipment files and maintenance records	7 years after disposition
	Contracts and agreements	7 years after all obligations end
	Correspondence — general	3 years

<b>Insurance Records</b>	Policies — occurrence type	Permanent
	Policies — claims-made type	Permanent
	Accident reports	7 years
	Safety (OSHA) reports	7 years
	Claims (after settlement)	7 years
	Group disability records	7 years after end of benefits
<b>Real Estate</b>	Deeds	Permanent
	Leases (expired)	7 years after all obligations end
	Mortgages, security agreements	7 years after all obligations end
<b>Tax</b>	IES exemption determination and related correspondence	Permanent
	IES Form 990s	7 years

	Charitable Organizations Registration Statements (Filed with Minnesota Attorney General)	7 years
<b>Human Resources</b>	Employee personnel files	Permanent
	Retirement plan benefits (plan description, plan documents)	Permanent
	Employee handbooks	Permanent
	Workers comp claims (after settlement)	7 years
	Employee orientation and training materials	7 years after use ends
	Employment applications	3 years
	IRS Form 1099 (does separate from personnel file)	Greater of 1 year after end of service, or three years
	Withholding tax statements	7 years
	Timecards	3 years
<b>Technology</b>	Software licenses and support agreements	7 years after all obligations end



## 522 Organizational Chart







## **600 Safety**

### **601 First Aid**

PVDR will maintain a written First Aid Plan. This plan will be reviewed and updated annually as needed.

All PVDR Senior Staff has be First Aid Certified and at least one First Aid Certified employee will be on-site during all work shift. This can include resident employee who are not currently working.

### **602 Material Safety Data Sheets**

All new products brought onto the ranch regardless of use (i.e. chemicals for cleaning, veterinary supplies) must have a MSDS printed and placed in the master MSDS binder located in the office of the On-Site Manager. This book must be accessible by all employees on all shifts without the need for a key or combination. A memo will be placed on the employee bulletin board whenever a never before used product is brought onto the rich so that all employees are made aware.

### **603 Safety Meetings**

Regular safety meetings will be help once per month. The exact date/time will be established by the On-Site Manager or other officer of the organization that is hosting the meeting. All ranch hands and those managers who regularly work with the animals or equipment shall be in attendance. Common topics include:

- Tractor Safety
- Driving/Trailering
- Safe Handling Wild or Stressed Animals

All meeting minutes will be recorded on PVDR's form "Safety Meeting Minutes" and will be kept in a binder that is available to the employees at all times for reference.

### **604 Staff Training and Supervision Protocol**

New team members will shadow the most qualified existing team member for 1-2 weeks to learn their new role. Then, the rolls will be reversed with the trainer shadowing the new team member to make sure they are doing things correctly.

Once the trainer feels the new team member is ready, they will be given assignments that the supervisor will follow up on daily for 1 to 2 weeks. During the first month, this training/supervision process allows for some autonomy while ensuring that the new hire gets the support and follow up they need.

### **605 Firearms**

Employees must pass the hand gun safety course and qualify on PVDR's gun range if they wish to carry a handgun on PVDR's property. The course can be taught by any PVDR team member that possess a valid Texas License To Carry. Employees must show that they understand proper handgun safety and handling. They must be able to shoot 185 points out of a possible 200 points on an A-29 target. Rounds shot will be from: 15 rounds at 3 yards, 20 rounds at 7 yards and 15 rounds at 15 yards.

Once qualified, an employee may open carry a handgun to:



Protect themselves from predators/snakes  
Protect themselves and the animals from intruders

Every shift shall have no less than one qualified person on site at all times, this may include the resident employees even if they are not currently scheduled to work. Any employee that holds a State of Texas License To Carry does not need to re-qualify on the PVDR range and may conceal carry at all times. As per the laws of the state of Texas, all employees may keep loaded handguns in their personnel vehicles. For employees outside of Texas, local gun laws apply. If your state does not issue licenses for the concealed carry of firearms, that employee can obtain a Texas Non-Resident License to Carry and conceal carry on PVDR property in other states.

All PVDR owned handguns that are used for euthanasia will be stored, unloaded, in the Executive Director's office. The firearm will remain in a locked box with access by only the Executive Director and the Operations Manager.

No non-Peaceful Valley personnel may open carry on any PVDR facility.

### **606 Dangerous Animals**

No Peaceful Valley employee or volunteer shall be placed in a situation where they must handle a dangerous animal that is beyond their skill level. Should anyone find themselves in close proximity to an animal that they are uncomfortable with, they must remove themselves from the situation immediately and contact their supervisor.

### **607 First Aid Plan**

- |                                   |                           |
|-----------------------------------|---------------------------|
| 1. Policy                         | 6. How to Obtain Training |
| 2. Scope                          | 7. Documentation          |
| 3. Responsibility                 | 8. First Aid Supplies     |
| 4. General First-Aid Plan         | 9. Good Samaritan Act     |
| 5. Individual Unit First-Aid Plan | 10. Blood-borne Pathogens |

#### **1. Policy**

PVDR must make sure that first-aid trained personnel are available to provide quick and effective first-aid.

#### **2. Scope**

This policy applies to all locations including the San Angelo, TX facility as well as the various sanctuaries that are under the control of Peaceful Valley operations and staff.

In general, employees identified as first-aid trained for the purposes of meeting this requirement do so as a collateral duty in that providing first-aid or other medical assistance is not their primary job assignment.

#### **3. Responsibility**

Each unit supervisor is responsible for the health and safety performance in their respective units. This responsibility can neither be transferred nor delegated.

The Regional Manager is responsible for:

- The scheduling of annual First Aide courses and they they be made available to all staff at no cost.
- Keeping the supply levels in all first aid kits up to date and in adequate supply.



#### 4. General First-Aid Response Plan

a. Peaceful Valley provides these First-Aid Plan Guidelines to accommodate the wide variety of work types, locations, and environments shared by the Organization employees. Supervisors can consult these guidelines to determine if they are required to have first-aid certified employees and how many, and to determine what first-aid supplies they should stock and how to obtain them.

b. The majority of PVDR's employees work in typical ranch related activities and also in administrative office environments. While the plan addresses the differing needs of these work environments for first-aid response, it also takes into consideration the common elements shared by organization work areas. The following applies to all PVDR work areas:

1) Peaceful Valley work locations are served by municipal or county enhanced 911 Emergency Medical Services. Where there might be exceptions, such as sanctuaries or remote capture cases, the first-aid response plan for the unit or activity requires more rigorous first-aid coverage and emergency planning.

2) PVDR's policy requires that emergency access phone numbers be posted on all first aid kits.

3) Units are required to identify first-aid certified employees including contact information, phone number and location, on or near first-aid kits.

#### 5. Individual Unit First-Aid Plans

Employing units must choose from the following options for meeting the first-aid training requirements to determine the method that best suits their work environment. Units are required to document how first-aid requirements will be met in their unit health and safety plan.

##### Option 1. Any Work Environment

Compliance may be achieved for any type of work environment if each supervisor (or their designee) is trained and certified in first-aid. It is strongly recommended that an alternative person also be trained and certified in first-aid to assure coverage during absences.

##### Option 2. Office Environments

Office work environments can comply with the first-aid training requirement by having at least one first-aid certified employee.

##### Option 3. Laboratories (Research, Clinical, Teaching, etc.)

Work environments that are primarily laboratory facilities are required to have at least one first-aid certified employee present at all times where employees are working.

##### Option 4. Medical/Clinical Environments

Work environments that are primarily medical facilities are required to have at least one first-aid certified employee present at all times where employees are working.

##### Option 5. Sanctuaries

In order to assure that first-aid certified employees are available at all times employees are present, every one traveling to assist with the sanctuary donkeys must be first aid certified.

##### Option 6. Remote Locations



Many of our larger projects are in back country areas. All away team members must each be First Aid Certified.

## 6. How to Obtain First-Aid Training

a. The Office Manager will schedule annual First Aide Certification courses through a local instructor. This date will be placed on the organizations calendar and made available. Two weeks prior to the course, written reminders will be distributed.

b. Should the need arise (a project requiring the use of additional staff that all need to be certified) additional courses can be scheduled.

- First-aid training provided by Sav-A-Life Training Center covers the following required subjects: Role and responsibilities of the first-aid provider
- Assessing a scene
- Performing an initial and ongoing assessment of an injured or ill person
- Scene safety
- Body substance isolation/blood-borne pathogens • Performing an emergency move
- Placing an ill person in the recovery position • Opening and maintaining an airway
- Providing rescue breathing
- Managing an obstructed airway
- Performing adult/one-rescuer CPR
- Recognizing the warning signs and symptoms of medical problems
- Recognizing and caring for an injured or ill person with decreased levels of responsiveness
- Controlling external bleeding and recognizing internal bleeding
- Recognizing and caring for victims of shock
- Recognizing and stabilizing spinal injury
- Recognizing and manually stabilizing suspected skeletal injuries • Knowledge of voluntary provisions of first aid, consent and confidentiality

c. First-aid training acquired through other approved providers must be documented within the employing unit.

d. First-aid training must be repeated every two years to maintain a valid first-aid certificate.

## 7. Documentation of First-Aid Training

Each employee who completes the PVDR sponsored first-aid course will receive a first-aid card which serves as documentation.

## 8. First-Aid Supplies

First-aid supplies must be readily available to all employees, stored in clean, clearly marked, fixed or portable containers. Post name, location and phone number of first-aid certified employees on first-aid kit or where first-aid supplies are stored. Fixed First Aide Kits will be located in The Shop and The Feed Room. Portable First Aid Kits will be maintained in the Visitor Center, The Hydroponics Room, The Medical/Intake Facility and in each pickup truck.

## 9. Good Samaritan Act

Employees who obtain first-aid training to comply with this regulation do so as a collateral duty and not as a primary job assignment. Employees who may render first-aid to another employee in the work place are covered by the Good Samaritan Statute § 74.151.



## LIABILITY FOR EMERGENCY CARE.

(a) A person who in good faith administers emergency care, including using an automated external defibrillator, is not liable in civil damages for an act performed during the emergency unless the act is willfully or wantonly negligent.

(b) This section does not apply to care administered:

- for or in expectation of remuneration, provided that being legally entitled to receive remuneration for the emergency care rendered shall not determine whether or not the care was administered for or in anticipation of remuneration; or
- by a person who was at the scene of the emergency because he or a person he represents as an agent was soliciting business or seeking to perform a service for remuneration.

(c), (d) Deleted by Acts 2003, 78th Leg., ch. 204, § 10.01.

(e) This section does not apply to a person whose negligent act or omission was a producing cause of the emergency for which care is being administered.

## 10. Blood-borne Pathogens

a. PVDR employees who are first-aid trained as a collateral job duty are not required to have annual blood-borne pathogen training nor are they required to be offered a Hepatitis B immunization.

b. In the event that a PVDR employee is exposed to human blood or body fluids during the administration of first-aid or any other activity in the work place, the employee should notify their supervisor immediately so that they can be referred to the appropriate health clinic for post exposure follow-up. In addition, a PVDR incident/injury/illness report must be completed.

## 608 Disaster Plan

### 608.1 Barn Fire

#### Safety Measures:

- Verify that all volunteers are trained in the use of Fire Extinguishers, that Fire Extinguishers are located in the appropriate and conspicuous space, and that they are inspected monthly by the VP of On-site Operations.
- Store machinery and flammable materials well outside the barn or any area where animals may be located.
- Inspect electrical systems regularly and immediately correct any problems. Rodents can chew on electrical wiring and cause damage that quickly becomes a fire hazard.
- Keep appliances to a minimum in the barn. Use stall fans, space heaters, and radios only when someone is in the barn.
- Store only two days worth of hay in the stabling area, and make sure the hay is clean and dry before placing it in the barn. Sweep up all hay fines at each replacement.
- Prohibit smoking in or around the barn. A discarded cigarette can ignite dry bedding or hay in seconds.
- Avoid parking tractors and vehicles in or near the barn. Engine heat and backfires can spark a flame.



- Store other machinery and flammable materials outside the barn.

Preparation:

- Keep aisles, stall doors, and barn doors free of debris and equipment.
- Mount fire extinguishers around the stable, especially at all entrances, and have them clearly marked.
- Post emergency telephone numbers at each telephone and at each entrance. Emergency telephone numbers should include those of the Executive Director, of VP On-Site Operations, Veterinarian, emergency response, and the full address of the barn for emergency dispatch.
- Be sure the address at the entrance to the rescue is clearly visible from the main road.

In the event of a barn fire:

- Immediately call 911 or your local emergency services.
- If the fire is small or contained, use Extinguishers or water to extinguish or prevent spread.
- Apply Extinguisher or water from an open area toward the fire source, never from the fire source to an open area which can spread flames further.
- Do not enter the barn if it is already engulfed in flames.

If Evacuation Occurs:

- If it is safe for you to enter the barn, evacuate animals one at a time starting with the most accessible ones.
- Never let animals loose in an area where they are able to return to the barn.
- Place a minimum of a lead rope on each horse when you open the stall door.
- Move them to the paddocks in front of the barn.
- Call Veterinarian for emergency exam of all exposed animals.

## 608.2 Tornado

Safety Measures:

- As much as possible, store all moveable debris or equipment in a secure area following daily use.
- Inspect buildings, windows, roofing, and gutters every six (6) months for safety.
- Annually assess stream, bridge, and culvert drainage for proper function, blockage, and stability.
- Maintain a 4000 gallon water tank filled at all times.
- Maintain fuel powered portable generators and safety check once monthly.

Preparation:

- Clear outdoor areas of any unsecured machinery, supplies, and debris.
- Secure all indoor supplies well away from windows, doors, or aisle ways.
- Fill fuel tanks of all vehicles, tractors, generator, and portable fuel tanks.
- Start all generators and chain saws and inspect for performance and safety.
- Verify two weeks of feed, hay, and medications are stocked.
- Notify volunteer staff of potential increased need.
- Post emergency telephone numbers at each telephone and at each entrance. Emergency telephone numbers should include those of the Executive Director, VP of On-Site Operations,



Veterinarian, emergency response systems, and the full address of the barn for emergency dispatch.

- Be sure the address at the entrance to the rescue is clearly visible from the main road.

In the event of a Tornado

- Place all donkeys in pastures, preferably with no trees or potential debris.
- Document herd count of any fields prior to start of storm and immediately at end.
- Visually check each donkey for injury or stress, and call Veterinarian if required.

Evacuation:

Evacuation would not be practical.

### **608.3 Electrical Outage**

Safety Measures:

- Move the emergency generator to Well #1 and plug into the well cord.
- Maintain fuel powered portable generators and safety check once monthly.

Preparation:

- Fill fuel tanks of all vehicles, tractors, generator, and portable fuel tanks.
- Start all generators and chain saws and inspect for performance and safety.
- Notify volunteer staff of potential increased need.

In the event of an electrical outage:

- Utilize generators to power well pumps as a primary priority, and refrigerated drugs as a secondary priority.
- Fill all available water tanks.
- In the event of generator and/or well pump failure, use the backup emergency generator.
- Document herd count of any fields daily and monitor for appropriate water supply.
- Visually check each donkey for injury or stress daily, and call Veterinarian if required.

Evacuation:

Evacuation is impractical.

### **608.4 Flood**

Safety Measures:

- Inspect buildings, windows, roofing, and gutters every six (6) months for safety.
- Annually assess stream, bridge, and culvert drainage for proper function, blockage, and stability.
- Maintain all roadways entering and exiting the rescue in good condition with adequate aggregate.
- Maintain fuel powered portable generators and safety check once monthly.

Preparation:

- Verify all stream crossings and drainage areas are clear of debris.
- Clear outdoor areas of any unsecured machinery, supplies, and debris.
- Secure all indoor supplies well away from windows, doors, or aisle ways.
- Fill fuel tanks of all vehicles, tractors, generator, and portable fuel tanks.
- Start all generators and chain saws and inspect for performance and safety.
- Verify two weeks of feed, hay, and medications are stocked.
- Notify volunteer staff of potential increased need.



- Remove donkeys from fields laying in flood channels.
- Post emergency telephone numbers at each telephone and at each entrance. Emergency telephone numbers should include those of the Executive Director, VP of On-Site Operations, Veterinarian, emergency response systems, and the full address of the barn for emergency dispatch.
- Be sure the address at the entrance to the rescue is clearly visible from the main road.

In the event of a flood

- Determine by forecasts if donkeys will shelter inside or outside.
- Move donkeys to paddocks, do not leave any in Fields 4 or 5.
- Document herd count of any fields prior to start of storm and immediately at end.
- Visually check each horse for injury or stress, and call Veterinarian if required.

Evacuation:

Evacuation is Impractical

## **700 Volunteer Program**

### **701 Satellite Adoption Centers (SACs)**

SACs are volunteers who take between 10-20 trained donkeys onto their property and adopt them locally into their community. They are prescreened by the Regional Managers. The Regional Managers assume all responsibility for the actions of the SACs in their regions and are expected to remain in frequent contact with them. SACs are representatives of Peaceful Valley and are expected to follow all of PVDR's Policies.

### **702 Release of Liability**

All volunteers must sign a release with the following verbiage prior to the beginning of work. Minors must have a parent or guardian sign.

### **703 Galaxy Digital**

All volunteer operations will be recorded through Galaxy Digital's online portal.

### **704 Volunteer Training and Supervision**

The volunteer coordinator hosts a one hour orientation for new volunteers, then shows them specifically where to find the tools they will need, how to use them, and what to do upon arrival, during shifts, and prior to departing.

Volunteers check in with the onsite volunteer supervisor to get assignments and further direction for their shift. The onsite volunteer supervisor will get volunteers started, monitor their progress, and be available to assist as needed.

End of Section 2



### Section 3 PVDR's Corporate Documentation

#### 801 Articles of Incorporation



**State of California**  
2241546  
OFFICE OF THE SECRETARY OF STATE

**SECRETARY OF STATE**

I, *BILL JONES*, Secretary of State of the State of California, hereby certify:

That the attached transcript of 2 page(s) has been compared with the record on file in this office, of which it purports to be a copy, and that it is full, true and correct.

*IN WITNESS WHEREOF*, I execute this certificate and affix the Great Seal of the State of California this day of

DEC 01 2000

*Bill Jones*  
Secretary of State

SecState Form CE-107 (rev. 3/99)

OSP 38 11524

2241546  
ENDORSED-FILED  
In the Office of the Secretary of State  
of the State of California  
DEC 01 2000  
BILL JONES, Secretary of State

**ARTICLES OF INCORPORATION  
OF  
PEACEFUL VALLEY DONKEY RESCUE, INC.**

I

The name of this corporation is Peaceful Valley Donkey Rescue, Inc.

II

A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation law for public and charitable purposes.

B. The specific purpose of this corporation is to provide non-profit rescue to seek out and obtain unwanted and abused donkeys. Once in our possession, these donkeys are given medical treatment and training to make them suitable pets. Once this has been completed, the donkeys are made available for adoption.

III

The name and address in the State of California of this corporation's initial agent for the service of process is Amy Lynn Meyers, 34515 Peaceful Valley Rd., Palmdale, CA 93551.

IV

A. This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

B. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

V

The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any

Page 1 of 2

director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

  
\_\_\_\_\_  
Anne Lynn Meyers  
  
\_\_\_\_\_  
Mark Steven Meyers



Page 1 of 1



## 802 Non\_profit Determination Letters

### 802.1 IRS Initial Determination

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **JUN 28 2001**

Employer Identification Number:  
77-0562800

DLN:  
17053053058001

PEACEFUL VALLEY DONKEY RESCUE, INC.  
34515 PEACEFUL VALLEY RD  
PALMDALE, CA 93551

Contact Person:  
ELSIE YEE ID# 95203

Contact Telephone Number:  
(877) 829-5500

Accounting Period Ending:  
December 31

Foundation Status Classification:  
170(b)(1)(A)(vi)

Advance Ruling Period Begins:  
December 1, 2000

Advance Ruling Period Ends:  
December 31, 2004

Addendum Applies:  
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

Letter 1045 (00/02)



## 802.2 IRS Final Determination Letter

INTERNAL REVENUE SERVICE P. O. BOX 2508 CINCINNATI, OH 45201	DEPARTMENT OF THE TREASURY
Date: MAR 23 2005	Employer Identification Number: 77-0562800
PEACEFUL VALLEY DONKEY RESCUE INC PO BOX 223 ACTON, CA 93510-0000	DLN: 17053057791085 Contact Person: GREGORY K OLWINE ID# 31382 Contact Telephone Number: (877) 829-5500 Public Charity Status: 170(b)(1)(A)(vi)

Dear Applicant:

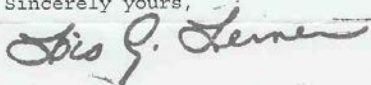
Our letter dated JUNE 2001, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:30 a.m. - 5:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,  
  
Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1050 (DO/CG)

## 802.3 California Determination Letter



STATE OF CALIFORNIA  
FRANCHISE TAX BOARD  
PO BOX 1286  
RANCHO CORDOVA CA 95741-1286

In reply refer to  
755:G :EMM

November 9, 2001

PEACEFUL VALLEY DONKEY RESCUE INC  
34515 PEACEFUL VALLEY RD  
PALMDALE CA 93551-8015

Purpose : CHARITABLE  
Code Section : 23701d  
Form of Organization : Corporation  
Accounting Period Ending: December 31  
Organization Number : 2241546

You are exempt from state franchise or income tax under the section of the Revenue and Taxation Code indicated above.

This decision is based on information you submitted and assumes that your present operations continue unchanged or conform to those proposed in your application. Any change in operation, character, or purpose of the organization must be reported immediately to this office so that we may determine the effect on your exempt status. Any change of name or address must also be reported.

In the event of a change in relevant statutory, administrative, judicial case law, a change in federal interpretation of federal law in cases where our opinion is based upon such an interpretation, or a change in the material facts or circumstances relating to your application upon which this opinion is based, this opinion may no longer be applicable. It is your responsibility to be aware of these changes should they occur. This paragraph constitutes written advice, other than a chief counsel ruling, within the meaning of Revenue and Taxation Code Section 21012(a)(2).

You may be required to file Form 199 (Exempt Organization Annual Information Return) on or before the 15th day of the 5th month (4 1/2 months) after the close of your accounting period. Please see annual instructions with forms for requirements.

You are not required to file state franchise or income tax returns unless you have income subject to the unrelated business income tax



## 803 Corporate By-Laws

# BYLAWS OF PEACEFUL VALLEY DONKEY RESCUE, INC.

### ARTICLE I NAME

The name of this non-profit corporation is Peaceful Valley Donkey Rescue, Inc. It is hereinafter referred to in these Bylaws as the Corporation.

### ARTICLE II Board OF TRUSTEES

1. General Powers. The property, affairs, and business of the Corporation shall be managed and controlled by its Board of Trustees. The Board of Trustees may by general resolution delegate to officers of the Corporation and to committees such powers as provided for in these Bylaws.

2. Number. The number of Trustees shall be no less than three and no more than eleven, the number of which shall be decided by the trustees from time to time.

3. Terms. The initial Trustees shall serve terms of two years or until their successors are elected and qualified. Trustees may succeed themselves in office.

4. Chairman. The Board of Trustees will elect one of their members as Chairman of the Board. The Chairman will serve two year terms with no limit. The Board chair shall preside at all meetings of the organization, and of the executive committee and Board of the organization. The Board chair shall exercise general supervision over the affairs of the organization and shall be an ex officio member of all committees of the Board. He or she shall have the power to sign with the chief executive, in the name of the organization, all contracts authorized either generally or specifically by the Board. The Board chair shall appoint the chairs of all committees and task forces of the Board and perform other duties as may be assigned by the Board.

5. Resignation. Any Trustee may resign at any time by giving written notice to the Chairman of the Board. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance thereof as determined by the Board of Trustees.

6. Removal. The vote of a majority of the number of the Trustees established by these bylaws shall be required to remove a Trustee from office prior to the expiration of the term



for which that Trustee has been elected. A two thirds majority is required to remove the Board Chairman from his office.

7. Vacancies. Vacancies among the Trustees, whether caused by resignation, death, removal, or expiration of a term, may be filled by the remaining Trustees at any regular or special meeting.

8. Meetings. (a) The Board of Trustees shall convene, in person, on or about the first weekend of June and December of each year. The Board of Trustees may provide by resolution the time and place, whether within or without the State of California, for the holding of additional regular meetings of the Board.

(b) Special meetings of the Board of Trustees may be called by the Chairman or the Executive Director, or by a majority of the voting Trustees then in office, who may fix any place, whether within or without the State of California, as the place for holding any special meeting, or by conference call or by any digital means.

9. Notice. Notice of any special meeting of the Board of Trustees shall be given at least seven days previous thereto by written notice delivered personally or sent by mail or emailed to each Trustee at his address as shown by the records of the Corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. Any Trustee may waive notice of any meeting. The attendance of a Trustee at any meeting shall constitute a waiver of notice of such meeting, except where a trustee attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board of Trustees need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these Bylaws.

10. Quorum. The presence in person of sixty percent (60%) of the Board of Trustees shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a quorum of the Trustees are present in person at said meeting, a majority of the Trustees present may adjourn the meeting from time to time without further notice.

11. Manner of Acting. The act of a majority of the Trustees present at a meeting at which a quorum is present shall be the act of the Board of Trustees, unless the act of a greater number is required by law or by these Bylaws. Trustees may attend a meeting by telephonic or digital equipment by means of which all persons participating in the meeting can hear/read each other. Each Trustee and each Officer/Trustee shall have one vote. Votes may be made in advance and given by proxy to the Chairman if said Trustee is given the opportunity to review all matters that are to be presented for a vote. Said Trustee's proxy vote is only valid for those items presented before the meeting.

12. Informal Action. Any action required by law to be taken at a meeting of Trustees, or any action that may be taken at a meeting of Trustees, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Trustees. 3





13. Compensation. Trustees shall not receive any stated salaries for their services as such, but by resolution of the Board of Trustees expenses of attendance may be allowed for attendance at each regular or special meeting of the Board.

14. Composition. The Executive Director, Vice President, Secretary, and Treasurer shall each have one vote as is equal to the Board of Trustees. All trustees and officers shall be elected by the Board of Trustees at the annual meeting. At least one of the Trustees elected shall be a resident of the State of California and a citizen of the United States. Fifty One Percent (51%) of the Board must be comprised of non-compensated Trustees, this majority may not be filled with spouses, parents, children or siblings of compensated employees.

### ARTICLE III OFFICERS

1. Officers. The officers of the Corporation shall be an Executive Director (CEO), Vice Executive Director, a Secretary, a Treasurer (CFO), and such other officers as may be elected in accordance with other provisions of this Article. The Board of Trustees may elect such other officers or agents, including one or more Assistant Secretaries, and one or more Assistant Treasurers, as it shall deem desirable, and such officers shall have the authority and perform the duties prescribed from time to time by the Board of Trustees. Any two or more offices may be held by the same person, except the offices of Executive Director, Treasurer and Secretary.

2. Selection. The officers of the Corporation shall be elected biennially by the Board of Trustees at the regular meeting of the Board. If the election of these officers shall not be held at such meeting, such election shall be held as soon thereafter as convenient. New offices may be created and filled at any meeting of the Board of Trustees. Each officer shall hold office until his successor shall have been duly elected and shall have qualified.

3. Removal. Any officer, except for the Executive Director, elected or appointed by the Board of Trustees may be removed by the Board whenever in its judgment the best interests of the Corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer so removed.

4. Vacancy. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Board of Trustees for the unexpired portion of the term.

5. Executive Director (Chief Executive Officer). The Executive Director shall be the principal executive officer of the Corporation and shall exercise general supervision over the affairs of the Corporation, its officers, and personnel, consistent with policies established by the Board of Trustees. The Executive Director may sign any deeds, mortgages, bonds, contracts, or other instruments, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Trustees or by these Bylaws or by statute to some other officer or agent of the Corporation; and in general shall perform all duties incident to the office of the Executive Director and such other duties as may be prescribed by the Board of Trustees. The Executive Director may authorize and approve expenditures and take such other steps he or she shall deem necessary to advance the purposes of the Corporation, provided such steps do not exceed the scope of authority granted him by the Board of Trustees.



6. Vice President. The Vice President shall perform such duties as may be assigned by the Executive Director or the Board of Trustees.

7. Treasurer (Chief Financial Officer). The Treasurer shall have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for monies due and payable to the Corporation from any source whatsoever and deposit all such monies in the name of the Corporation in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of Article VII of these Bylaws; and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the Executive Director or by the Board of Trustees. The Treasurer shall be responsible for the administration and oversight of the Corporation's financial records, initiation of an annual audit, compliance with statutory reporting requirements, tax returns, and tax payments. If required by the Board of Trustees, the Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Board of Trustees shall determine. The Treasurer shall cause to be deposited in a regular business bank or trust company. The Executive Director shall have the sole authority to sign checks unless otherwise agreed to by the Board of Trustees.

8. Secretary. The Secretary shall keep the minutes of the meetings of the Board of Trustees and shall oversee the keeping, preparation, and filing of all other records required by law or by the policies of the Board; be custodian of the corporate records and of the seal of the Corporation and see that the seal of the Corporation is affixed to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized in accordance with the provisions of these Bylaws; keep a register of the post office address of each Trustee which shall be furnished to the Secretary by such Trustee; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Executive Director or by the Board of Trustees.

9. Assistant Treasurers and Secretaries. The Assistant Treasurers and Assistant Secretaries, in general, shall perform such duties as shall be assigned to them by the Treasurer or the Secretary or by the Executive Director or the Board of Trustees. If required by the Board of Trustees, the Assistant Treasurers shall give bonds for the faithful discharge of their duties in such sums and with such sureties as the Board of Trustees shall determine.

10. Paid Officers. The Board of Trustees will confirm the employment of the paid officers. Paid officers will be paid a salary as determined by the compensation committee.

#### ARTICLE IV COMMITTEES

1. Authority. (a) The Board of Trustees, by resolution adopted by a majority of the Trustees in office, may designate and appoint one or more committees of its members, each of which shall consist of two or more persons, which committees, to the extent provided in said resolution, shall have and exercise the authority of the Board of Trustees in the management of the Corporation; provided, however, that no such committee shall have the authority of the Board of Trustees in reference to amending, altering or repealing the Bylaws; electing, appointing or removing any member of any such committee or any Trustee or officer of the Corporation; amending the Articles of Incorporation; adopting a plan of merger or adopting a



plan of consolidation with another corporation; authorizing the sale, lease, exchange or mortgage of all or substantially all of the property and assets of the Corporation; authorizing the voluntary dissolution of the Corporation or revoking proceedings therefore; adopting a plan for the distribution of the assets of the Corporation; or amending, altering, or repealing any resolution of the Board of Trustees which by its terms provides that it shall not be amended, altered, or repealed by such committee. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board of Trustees or any individual Trustee of any responsibility imposed upon it or him by law.

(b) Other committees not having and exercising the authority of the Board of Trustees in the management of the Corporation may be designated and appointed by resolution adopted by a majority of the Trustees at a meeting at which a quorum is present, or by the Chairman as authorized by a like resolution of the Board. Membership on such committees need not be limited to Trustees.

2. Term. Each member of a committee shall continue for a period of one year as such until the next annual meeting of the Trustees of the Corporation and until his successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

3. Chairman. One member of each committee shall be appointed chairman by the person or persons authorized to appoint the members thereof.

4. Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

5. Manner of Acting. Unless otherwise provided in the resolution of the Board of Trustees designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee. Each committee may adopt rules for its own governance not inconsistent with these Bylaws or with rules adopted by the Board of Trustees.

6. Permanent Committees. Permanent committees shall be a Finance Committee, a Volunteer Committee, an Event Committee, a Fraud Committee and a Compensation Committee, and the purposes of each shall be determined by the Board of Trustees.

## ARTICLE V CONTRACTS, CHECKS, DEPOSITS, FUNDS AND SALARIES

1. Contracts. The Board of Trustees may authorize any officer or officers, agent, or agents of the Corporation in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation and such authority may be general or confined to specific instances.

2. Checks. All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent, or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Trustees. In the absence of such determination



by the Board of Trustees, such instruments shall be issued by the Treasurer or an Assistant Treasurer and signed by the Executive Director of the Corporation.

3. Deposits. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Trustees may select.

4. Funds. The Board of Trustees may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Corporation.

5. Salaries. The Board of Trustees shall hire and fix the compensation of all Officers. Staff salaries shall be fixed by mutual agreement of the Executive Director and the Chief Financial Officer which they in their discretion may determine to be necessary for the conduct of the business of the organization. Staff compensation will be reviewed by the Compensation Committee annually.

#### ARTICLE VI BOOKS AND RECORDS

The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Board of Trustees and committees having any of the authority of the Board of Trustees.

#### ARTICLE VII FISCAL YEAR

The fiscal year of the Corporation shall begin on the first day of January and end on the last day of December. 7

#### ARTICLE VIII SEAL

The seal of the corporation shall be round with the name of the organization around its perimeter. The original date of incorporation will lie in its center.

#### ARTICLE IX INDEMNIFICATION

Any present or former Trustee, officer, employee, or agent of the Chapter, or other such persons so designated in the discretion of the Board of Trustees, or the legal representative of such person, shall be indemnified (including advances against expenses) by the Chapter against all judgments, fines, settlements, and other reasonable costs, expenses, and counsel fees paid or incurred in connection with any action, suit, or proceeding to which any such person or his legal representative may be made a party by reason of his being or having been such a Trustee, officer, employee, or agent, to the extent authorized by the Board of Trustees. No



indemnification or advance against expenses shall be approved by the Board or paid by the Chapter until after receipt from legal counsel of an opinion concerning the legality of the proposed indemnification or advance.

## ARTICLE X PROCEDURE

The rules contained in the most recent edition of Robert's Rules of Order shall provide the rules of procedure for the Corporation where they are not inconsistent with the provisions of the Articles of Incorporation or these Bylaws.

## ARTICLE XI AMENDMENTS TO BYLAWS

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority of the Trustees present at any regular meeting or at any special meeting, if at least seven days' written notice is given of intention to alter, amend, or repeal, or to adopt new Bylaws at such meeting.

## ARTICLE XII ORDER OF BUSINESS

1. Roll Call.
2. Reading of the Minutes of the preceding meeting.
3. Reports of Committees.
4. Reports of Officers.
5. Old and Unfinished Business.
6. New Business.
7. Adjournments.

End of Section 3



# Section 4 PVDR's Forms

## 901 Satellite Adoption Center Reimbursement Form

### Satellite Adoption Center Expense Report

EXPENSE PERIOD: From [ ]  
To [ ]

SAC INFORMATION:

Name [ ] City [ ] Zip [ ]  
Address [ ] State [ ] Phone [ ]

Date	Description	Feed	Vet	Hooves	Equipment	Fuel*	Hotel*	Misc.	Total
									\$
									\$
									\$
									\$
									\$
									\$
									\$
									\$
									\$
									\$
									\$
									\$
									\$
									\$
									\$
									\$
									\$
									\$
		\$	\$	\$	\$	\$	\$	\$	\$

Office use only  
APPROVED: [ ] NOTES: [ ]  
Subtotal \$  
Total \$

Please Attach Receipts  
\* Fuel & Hotel are for preauthorized rescue business only

Remit to:  
Peaceful Valley Donkey Rescue  
Attention: Amy Meyers  
PO Box 216  
Miles, TX 76861



## 902 Monthly Summary

PVDR Monthly Summary		Month of:						
	DATE	Adopt	Gender	Gender SAOs	Color	Ear SAOs	Coloration	UMN
QUANTITY OF SAOs								
Coloration								
Gender								
Transfer to:								
Rescue								
Foster								
Transfer								
Other								
Transfer Out:								
Facility Exchange								
SAO Deletion								
Adoptions								
Facility Relocation								
Volunteer Hours								
<b>WILD BURRO PROJECT</b>								
	CAPTURE SITE		CAPTURE SITE		CAPTURE SITE		CAPTURE SITE	
Total Captured								
	CAPTURE SITE		CAPTURE SITE		CAPTURE SITE		CAPTURE SITE	
Total Gender								
	CAPTURE SITE		CAPTURE SITE		CAPTURE SITE		CAPTURE SITE	
Total Gender								
Total Adopted								
Total Released								



### 903 Travel Expense Form

#### Travel Expense Form rev2020

Employee Name:			
Date	RC#, Facility or Project	Expense Type	Amount
Total			
	1+ Hour Trip	Full Day	Overnight
Domestic Rate if Hotel	\$20.00	\$40.00	\$50.00
Domestic Rate if Camper	n/a	n/a	\$70.00
Salaried Rate if Rough	n/a	n/a	\$90.00
Hourly Rate Per Day if Rough including pay and per diem	n/a	n/a	\$250.00
International Rate no Kitchen	n/a	n/a	\$80.00
International Rate with Kitchen			\$250.00 per week
Signature:			





## 904 Incident Report

### Peaceful Valley Donkey Rescue, Inc.

#### INCIDENT REPORT



REPORT MADE BY: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_

PARTIES INVOLVED: \_\_\_\_\_

Please describe in detail what occurred: \_\_\_\_\_

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I affirm, that to the best of my knowledge, these facts are correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Non-Profit Charitable Organization  
PO Box 216. Miles, TX 76861  
Ph 866-366-5731 Em info@pvdr.org Wb www.donkeyrescue.org



### 905 Donkey Transport Form

## PEACEFUL VALLEY DONKEY RESCUE

Po Box 216 Miles, TX 76861 www.donkeyrescue.org 866-366-5731

### Donkey Transportation Form

Date of Travel:

Rescue Case #

Box#

Stall#

Donkey Information	Name	Hgt	Color	Sex	DOB	AVID#
1				Jk Jn Gld		
2				Jk Jn Gld		
3				Jk Jn Gld		
4				Jk Jn Gld		
5				Jk Jn Gld		
6				Jk Jn Gld		

### Donkey Origin

Name/Facility:

Phone:

Address:

City

State:

Zip:

### Donkey Destination

Name/Facility:

Phone:

Address:

City

State:

Zip:

Responding Facility:

Driver(s):

I CERTIFY THAT I AM LEGALLY ENTITLED TO SURRENDER THESE DONKEYS AND RELEASE ALL OWNERSHIP RIGHTS TO THE PEACEFUL VALLEY DONKEY RESCUE

Signature

Date



## 906 Intake Form

INTAKE CHECKLIST	FACILITY:
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Name/Pen#: \_\_\_\_\_ / \_\_\_\_\_      Rescue Case #: \_\_\_\_\_

IN: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      OUT: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Hgt: \_\_\_\_\_      Color: \_\_\_\_\_      Sex: \_\_\_\_\_      Age: \_\_\_\_\_      BCS: \_\_\_\_\_

Intake	Date	By	Notes
Microchip			#
Eartag			#
Branded			
Deloused			type
Fecal			
Dewormed			type
5 Way + West Nile			
Booster Due: _____			
StrepVax			
Booster Due: _____			
Booster Due: _____			
Rabies			
Pregnancy Test			Yes No N/A Result:
Palpated for testicles			Yes No N/A Result:
Dental			
Farrier			
Coggins			
Bonded Pair			AVID of partner:
NOTES:			



# 907 Grazing Lease Agreement

## Peaceful Valley Donkey Rescue, Inc.



### Pasturage Agreement Between

**Lessee**

Peaceful Valley Donkey Rescue (PVDR)  
PO Box 216  
Miles, TX 76861  
866-366-5731

**Lessor**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, St ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_

1. Address or GPS coordinates where the donkeys will be kept: \_\_\_\_\_
2. The initial number of donkeys is expected to be: \_\_\_\_\_
3. PVDR will pay \$15.00 per donkey, per month.
4. For donkeys on hand for less than a month, the fee is \$0.50 per head per day.
5. The subsequent grass lease payments should be made on or before the first of each month. Checks are mailed on the first of each months for the previous month grazed.
6. Donkeys are expected to begin arriving: \_\_\_\_\_
7. Lessor will supply fresh, clean water for the donkeys.
8. Lessor will be responsible to provide trace mineral blocks as needed and submit the receipts for reimbursement.
9. Lessor will maintain pasture fences to keep the donkeys confined to their assigned pasture. If the donkeys somehow escape, Lessor will be responsible for the round-up of the donkeys.
10. PVDR assumes responsibility for the health and well-being of the donkeys. Lessor is not responsible for the health or well-being of the donkeys, except for furnishing them with water. Lessor should contact PVDR immediately if they find a dead donkey or a suspected illness.
11. Any medicine or veterinary services for the donkeys are 100% the responsibility of PVDR
12. To the best of his knowledge, Lessor affirms that the pastureland is safe for donkeys. There are no open oil pits or other dangerous hazards.
13. PVDR will have a representative inspect the donkeys. PVDR  will  will not need to seek permission to gain access. Access code (if applicable) is: \_\_\_\_\_
14. Both parties enter this agreement in good faith. Both sides are hopeful of a successful venture that will last a long time. However, if unanticipated problems arise, either party can terminate this agreement with two weeks' notice to the other party.
15. Supplemental hay is the responsibility of the lessor. Grazing numbers can be reduced during colder months.

This is the total of our agreement. We have affixed our signatures below.

Mark S. Meyers, Executive Director	Date
	Date

**Accounts Payable: Amy Meyers 325-276-1174 Sanctuary Director: Jacob Caniglia 325-276-1676**

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## 908 Volunteer Release



### PEACEFUL VALLEY DONKEY RESCUE, INC.

856-365-5731  
Info@pvdr.org

Mail:  
PO Box 218  
Miles, TX  
79861

Ranch:  
8317 Duckworth Rd  
San Angelo, TX 76905

[www.donkeyrescue.org](http://www.donkeyrescue.org)

#### Volunteer Release Form

Volunteer Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I hereby agree to release the Peaceful Valley Donkey Rescue from any and all liability related to working with animals on the rescue facility. I understand that working on a ranch and being around large, hooved animals can be dangerous and that extra care should be taken to prevent personal injury. I give Peaceful Valley Donkey Rescue my permission to seek any necessary medical attention in the event of an emergency and I will assume full financial responsibility for that treatment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

#### Emergency Contact:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Medical Condition/special needs to be aware of:

\_\_\_\_\_  
\_\_\_\_\_

PVDR is a recognized 501(c)(3) charitable organization Tax ID #77-0562800



# 909 Morte Form

## Peaceful Valley Donkey Rescue, Inc.

Morte Form



Date: \_\_\_\_\_

AVID: \_\_\_\_\_

Ear Tag: \_\_\_\_\_

Color: \_\_\_\_\_ Sex: \_\_\_\_\_ DOB: \_\_\_\_\_

Cause of Death: \_\_\_\_\_

\_\_\_\_\_

Euthanized or Natural?: \_\_\_\_\_

Postmortem disposal: \_\_\_\_\_

Under immediate Vet Care?            Yes            No

Attached treatment Sheet:            Yes            No

How long in PVDR's custody?: \_\_\_\_\_

Completed By: \_\_\_\_\_ Signature: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Signature: \_\_\_\_\_

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End of Section 4