

# FOURTEEN ANGELS FOUNDATION, INC

501(c)(3) Non-profit Organization



## SLED DOG SPORTING AND FUNDRAISING EVENTS

on behalf of

Search & Rescue, Support, Therapy,  
Assistance, and Working Dogs

## VOLUNTEER AND AFFILIATE HANDBOOK

- Volunteers are the heart of any successful organization
- Volunteers determine the ultimate success or failure of any organization & event
- Volunteers are the best public relations firm for any organization
- Volunteers can make a difference

## Foundation History

The concept for Fourteen Angels Foundation was conceived by the founder and Executive Director, Eileen Burke-Trent, after the horrific natural and man-made disasters of the new millennium—including the Oklahoma City Bombing, the crash of the Columbia Space Shuttle, and the Twin Towers tragedy of 9/11.

The role of the Foundation was predicated on the understanding that Search and Rescue and other working dog teams, take enormous risks and contribute greatly, in the course of their service to the public welfare in both wartime and in peacetime. They serve their local communities with equal distinction, and participate in lost person, Alzheimer patient, and missing children searches, as well as in victim recovery efforts.

In forming the Foundation, Mrs. Burke-Trent's goal was to support k-9s and canines in the working and helping professions, by highlighting both their historical and current contributions to society, and the contributions and commitment of the highly trained and selfless individuals "at the other end of the leash."

After the natural and man-made disasters of the new millennium, the needs and difficulties experienced by working dog teams became evident. According to recent research by IAMS and Penn State, 14 monitored k-9 SAR dogs, from the 9/11 search site have died as of this writing. At least one other, "Git Anders", was shot 11 times in the line of duty.

Mrs. Burke-Trent understood that the public had limited knowledge of the huge commitment of time, resources, and energy it takes to train and replace working dogs of this caliber and the cost to local residents when they have inadequate teams to serve their safety and working needs.

In the 1980's The Trent Family hosted a Riding For the Handicapped Program in their university affiliated riding academy. During this time, they came to clearly recognize the therapeutic and physical benefits available to students and adults of all abilities, when they have close, working relationships with animals. Working and assist canines of all types help the disabled, farms, businesses, and households in a host of ways. Historically, these animals have not only contributed to the growth, security, and welfare of our communities and our countries, but also contribute on a more immediate level to the adults and children they work to serve and protect. The k-9s at the disaster sites mentioned above, also served as therapy dogs for their human counterparts. By doing so, they made a difference on many levels.

In 2002, Mrs. Burke-Trent began working with close family and friends, and her old friends in the sled-dog racing community, and asked for their help, advice and support in creating an entity that might address these needs. "Mushers" from throughout the country and from Canada and France, and friends and family on the West Coast particularly, provided time, energy and resources to lay the groundwork for the formation of Fourteen Angels Foundation. With their help, her efforts were successful.

In 2004, Fourteen Angels Foundation, Inc. was recognized as a public, charitable, non-profit organization, under tax-exempt 501(c)(3) guidelines, and approved as such from its corporate formation date of May 22, 2002. Concerned and committed volunteers and friends were the fuel that powered the engine of this achievement.

## Mission

**The Foundation's goal is to support k-9s and canines in the working and helping professions, by highlighting both their historical and current contributions to society and the people they serve and protect. Those contributions are made in wartime and in peacetime.** The value of the contributions canine companions and guardians make to our health, welfare, and success in host of endeavors, cannot be understated. They do not recognize racial, geopolitical, religious, or cultural boundaries, and support and protect us all willingly and selflessly.

**Through media worthy, sled-dog sporting events and other fundraising activities, the Foundation works to educate and raise public awareness and support for those canines and handlers who work selflessly in serving us.** This includes but is not limited to the needs of k-9 Search and Rescue programs and training; our own work with therapy dogs in elder care facilities; the promotion and participation of educational outreach and media events (rescued and rehabilitated Foundation therapy dogs, pull Santa in a "sled" in a local parade); and in efforts to develop public support for other non-profit organizations involved with therapy and assistance dogs (Asperger's Syndrome therapy dogs, seizure alert dogs, dogs for the hearing and sight impaired, wheelchair assist dogs, etc.)

**The Foundation supports the value of rescuing, rehabilitating and retraining abandoned and abused dogs** for these purposes. Mrs. Burke-Trent promotes this practice by sharing the skills and abilities of her personal working and therapy dogs, which also comprise her own "sled dog team" of rehabilitated, abandoned, and abused dogs from all breeds.

**The Foundation works closely to involve local and regional governments; local schools, museums and libraries; regional and local businesses and Chambers of Commerce; interested community members; humane and dog training organizations; public safety officers; the American Red Cross; and other service and non-profit organizations** in the planning and execution of their highly publicized, family-friendly, fundraising and sporting events.

## Statement of Beliefs and Service

Through our efforts, and because of our strong commitment to local, national and international human service, the Foundation believes that success is based on cooperation and mutual respect among all peoples, at all times, and adheres to core service beliefs and principals, derived in large part from our common beliefs and respect for other important national and international service organizations:

- We believe we should contribute to prevent and alleviate suffering, in our goals and in our work
- We believe in equal opportunity and do not discriminate as to national origin, color, race, mental disability, medical condition, age, sex, marital status, physical disability, ancestry, sexual orientation, gender, political opinions, class, or creed.
- We believe we should not take sides in hostilities or engage at any time in controversies of a racial, religious or ideological nature
- We are a voluntary service organization, with few staff members. No one involved in our organizations should be prompted in any manner by a desire for personal gain
- We believe we should work with other like-minded organizations whenever possible, to achieve our goals and mission
- We believe we have a responsibility for community education, outreach, and support in the practice of our work and in light of our service beliefs

## Volunteer Involvement and Responsibilities

Now that you have read a little of the history and philosophy of our organization, this brief handbook is being developed to help volunteers understand the roles, responsibilities and obligations of being a volunteer with the Fourteen Angels Foundation, Inc., as part of the specific roles or responsibilities one might assume in any event planning or other ongoing efforts, as carried out by the Foundation.

A volunteer is defined as a person who contributes time and services to assist the Fourteen Angels Foundation, Inc, and its paid and other volunteer staff, in the accomplishment of our goals and mission.

### Some volunteer positions include:

- **Fundraising**-volunteers assist in the Foundation financial development, and work in ongoing fundraising campaigns, as well as on special projects and events
- **Liaison**-volunteers work with other agencies, organizations, educational, and community groups in implementing Foundation outreach and educational activities, and in event planning
- **Logistics**- during major event planning, volunteers work to secure locations and materials, and work on and with the ground operations crews, in our efforts and programs.
- **Office Volunteers**-volunteers are unpaid office staff members and can act as receptionists, do computer data entry, draft word processing, file, and help assist project coordinators in the day-to-day operations of the Foundation and in their event and fundraising planning. In addition, office volunteers help *process and route "requests for funds" from volunteer k-9 SAR handlers, to help offset their expenses for searches*, as well as process requests from other worthy individuals and organizations
- **Public Relations**-volunteers are needed to assist the PR coordinator and Executive Director in writing press releases, make presentations, take photographs, and provide public information. Public information spokespersons are also needed to answer media inquiries under the direction of the PR coordinator and/or the Executive Director (see Public and Media Relations section of this manual.)
- **Special Events**-volunteers assist and help plan special events throughout Northern California. Planned events for 2005 include a major long-distance sled dog race and public education day, gourmet dog biscuit sales, a winter sports fashion show for both people AND their canine companion, a Celtic Music Concert, and a host of other "envisioned" events for 2005. A wide range of talents and experience is needed for our many efforts.

Volunteers form partnerships and work in concert with paid or other volunteer staff, to help in Foundation projects and events.

Like volunteers from other humanitarian and service organizations, Foundation volunteers and staff have guidelines to which they must adhere. These will also help create a clear understanding of each other's shared and individual responsibilities and roles, and help develop good personal relationships in light of responsibilities.

The responsibilities of volunteers and paid staff include:

- Maintaining a commitment to and support of the aims of the Foundation and its activities
- Encouraging mutual respect for co-workers and "team captains", and develop a clear understanding of your role within a framework of assumed and delegated responsibilities.
- Practicing good and respectful communications at all times
- Preplanning for work assignments, including a willingness to update "task leaders" on a regular basis.
- Working on assignments according to skill, interest, availability and training, and have a willingness to "grow and learn" when assuming new responsibilities.
- Obtaining guidance and support from experienced task leaders or mentors, and offer advice and support in a respectful manner.
- Working on assignments in a manner that will create respect and support in the team and within the community, while working to develop personal growth and development.
- Taking the opportunity to participate in planning meetings, while helping to set task goals and objectives
- Accessing training and mentorship in the fulfillment of tasks and for growth.
- Participating in group responsibility for excellent achievement, and in a way that promotes feelings of fellowship and respect among all involved.
- Offering "thanks" on a regular basis, in both formal and informal expressions of appreciation, to co-workers and others involved in our efforts, while express gratitude for their contributions in daily interactions.

## **Media and Public Relations Policies**

Volunteers with the Fourteen Angels Foundation must be highly committed to the efforts and outreach of all Foundation activities. We work toward the recognition and support of those humans and canines in the helping professions, as they give of themselves, in service to others. Volunteers are expected to conduct themselves in a manner that reflects this philosophy and our respect.

As a volunteer, you may be approached by the media about Foundation activities and our mission. Because of the delicate nature of our work and relationships, the complex planning of events and services, and the importance of appropriate timing and wording of media releases and other public disclosure, only designated spokespersons are to speak in an official capacity for the Foundation, issue press releases, or interface with the media in any way. That person is the Media-PR coordinator, who acts in concert with and with the approval of the Executive Director.

Likewise, all media inquiries should be referred to the Executive Director, or to the Foundation's designated Media-PR/Public Information Officer, who will make the determination of how best to handle them.

As a volunteer, if you have a suggestion, or believe there are important populations who might benefit from information about an event, our committee needs, etc., you should contact the Foundation and the appropriate party.

We sincerely desire that you share your enthusiasm about our events and mission with others in the community, and in your service organizations,. Your work and support is central to our success. We need you to help us "get the word out" to your friends and neighbors in every way possible. However, in more formal matters, we need to closely observe appropriate channels of communication.

## Miscellaneous Policies

**Expenses:** If you are asked to attend a training or function/meal on behalf of the Foundation, arrange with the office for reimbursement of expenses, or payment of tickets in advance.

**Financial Contributions:** Volunteers should refer all major inquiries to the Foundation office

**Harassment:** we desire to maintain an atmosphere free of abuse, and disruptive or intimidating conduct

**Hours:** Normal business hours are 9AM-5PM Monday through Friday. Calls will be returned the next business day, or as soon as possible. Emergency calls will be returned as soon as possible, no matter the hour.

**Identification:** Volunteer and paid staff are required to wear identification at all functions. Make arrangements with PR and Media for you name badge.

**No smoking:** For health safety and courtesy, we carefully observe the smoking laws of California.

**Substance abuse:** Volunteers or staff who appear to be under the influence of alcohol or drugs, will be asked to leave any event or meeting. If it is determined this is a regular problem, the volunteer or staff member will be encouraged to undergo counseling for difficulties they might have, and their continued involvement with the organization will be reviewed accordingly.

**Job injuries or losses:** All volunteers work at or with the Foundation and attend events and meetings at their own risk. They agree to hold harmless from all claims the Fourteen Angels Foundation, Inc., its Directors and their families, other volunteers and paid staff; and any personal, service, government or business entity involved in any Foundation event or meeting.

**Dress:** Especially when attending meetings or representing the organization in any way, volunteers shall strive to present a neat and clean appearance and dress appropriately for the function they are attending.

**Personal Property:** The Foundation is not responsible for personal belongings. Any losses should be reported to the person in charge of the meeting or event location, and a lost and found notice can be included on our website, if desired.

**Recognition:** All volunteers are a vital part of our organization. Recognition will be given monthly to a valued volunteer and contributor, and annually all volunteers will be given special recognition.

**Volunteer Photographs:** Volunteers and staff are frequently photographed at events and during meetings. These photographs may be used in publications. Photos taken by individuals at events, shall not be used for personal or financial gain, unless with the express permission of the organization.

**Volunteer Speeches or Articles:** Volunteers are sometimes the best public relations vehicles for any organization. Written speeches or articles do require prior approval of the content by the Executive Director of the Foundation, or designee. Any property or stipend provided as a result should be forwarded onward to the foundation.

**Tax Implications:** The Foundation is a non-profit organization. If you have questions about tax implications associated with volunteer duties or in-kind contributions, you should consult your individual tax consultant or the Internal Revenue Service.

## **Code of Conduct**

The Fourteen Angels Foundation is a charitable, non-profit organization. As such, we need to ensure the highest ethical performance of our volunteers and paid staff. Accordingly, we operate under the following code of conduct, applicable to all volunteers and paid staff:

No volunteer or staff member will:

- Publicly use the Foundation affiliation in connection with the promotion of partisan politics, religious matters, or positions on any issue not in conformity with the Foundation's mission and beliefs.
- Use the name or their affiliation with the organization for personal advance, endorsement, or services.
- Accept or seek any financial advantage or gain from their affiliation with the organization.
- Disclose any confidential information that is available solely as a result of the paid staff member's or volunteer's affiliation with the Foundation to any person not authorized to receive such information, or use any information to the disadvantage of the Foundation without the express permission of the Executive Director. *(example: if something controversial should happen that needs to be addressed, this is accomplished in concert with the Executive Director.)*
- Take any action or make any statement knowingly, that would provide personal gain or financial benefit to any person, business, corporation, or entity, in which the individual has significant interest or affiliation.
- Operate in any manner that is contrary to the best interests of the Foundation.

## **Thank You**

As a volunteer or affiliate, we thank you for your interest in and commitment to the goals and mission of Fourteen Angels Foundation, Inc. We sincerely hope you will experience a highly enjoyable and mutually fulfilling relationship with our organization.

Fourteen Angels Foundation, Inc.  
**Code of Conduct**  
Volunteers and Paid Staff

I, \_\_\_\_\_, certify I have read the volunteer manual of the Fourteen Angels Foundation, Inc. and understand my responsibilities, and agree to abide by the code of conduct and volunteer/paid staff guidelines contained herein.

I also certify I do not have interests, or appear to have interests personally or with any company or organization, which would appear to conflict with the best interests of the Fourteen Angels Foundation, Inc.

If such interests become apparent, I agree to refrain from any deliberations, decision, and voting relation to the matter, and remove myself from the room for such discussion and deliberations as it may relate to effective decision-making.

I also agree to report promptly any conflict-of-interest to the Executive Director, or designee, which may arise in the future.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

**---Cut, fill out, and return to Fourteen Angels Foundation, Inc. 738 Justeson Rd. Gridley, CA 95948-----**

I, \_\_\_\_\_, certify I have read the volunteer manual of the Fourteen Angels Foundation, Inc., understand my responsibilities, and agree to abide by the code of conduct and volunteer/paid staff guidelines contained herein.

I also certify I do not have interests, or appear to have interests personally or with any company or organization, which would appear to conflict with the best interests of the Fourteen Angels Foundation, Inc.

If such interests become apparent, I agree to refrain from any deliberations, decision, and voting relation to the matter, and remove myself from the room for such discussion and deliberations as it may relate to effective decision-making.

I also agree to report promptly any conflict-of-interest to the Executive Director, or designee, which may arise in the future.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_