

Policies & Procedures

A Guide for Operations and Management

Board of Directors – STAR St. Louis Avian Rescue, Inc.

November 01, 2012

Contents

1 Code of Ethics	
1.1 Preamble	1
1.2 Mission Statement	1
1.3 Personal and Professional Integrity	2
1.4 Legal Compliance	2
1.5 Confidentiality	2
1.6 Governance	2
1.7 Fundraising	2
1.8 Responsible Stewardship	2
1.9 Process and Afterword	2
2 General Statements	
3 Conflicts of Interest	
4 Confidentiality	
5 Governance	
5.1 Officers	3
5.2 Directors	3
5.3 Coordinators and Committees	3
6 Incoming: Surrender & Rescue	
6.1 Surrender Processing Policy	4
6.1.1 Goals	4
6.1.2 Procedure	4
6.2 Intake Procedure	4
7 Population	
7.1 Veterinary Guidelines	5
7.1.1 Veterinary Coordinator	5
7.2 Aggressive Bird Policy	6
7.3 Sick Bird Policy	6
8 Outgoing: Adoption & Sanctuary	
8.1 Adoption Procedures	6
8.1.1 Adoption Application	6
8.1.2 General Adoption Policies	6
8.1.3 Out of Area Applicants	6
8.1.4 Adoption Donations (Fees)	7
8.1.5 Adoption Coordinator	7
8.1.6 Foster Discount and Payment Options	7
9 Volunteer Policies	
9.1 General Volunteer Statements	7
9.2 Volunteer Applicant Processing	7
9.2.1 Minimum Requirements	7
9.2.2 Application Processing Procedure	8
9.3 General Volunteer Protocols	8
9.4 Foster Home Specifics	8
9.5 General Bird Care Procedures	9
10 Appendix	
10.1 Documents	9

1 Code of Ethics

1.1 Preamble

This Code of Ethics was compiled by a committee of experienced rescuers and established under the authority of the St. Louis Avian Rescue Board of Directors. It is intended to assert the guiding principles and minimum standards of practice to which the Board would have all officers and volunteers adhere.

Introduction

Nonprofit organizations are “public benefit” corporations by definition. The purpose of their existence is to benefit the public as opposed to the private interests of their board members, staff or donors. Fundamentally, we must adhere to the highest of ethical standards simply because it is right to do so. It is also absolutely essential to our core missions. Donors and volunteers support charitable organizations because they trust them to carry out their missions, to be good stewards of their resources, and to uphold rigorous standards of conduct. Public trust in our performance is the foundation of our ability to effectively educate and promote the ethical treatment of companion animals.

1.2 Mission Statement

It is the sole purpose of St. Louis Avian Rescue to help companion birds transition to competent, nurturing homes. In order to fully service this goal we must strive for competence in several key fields:

- Educating the public regarding the unique needs of intelligent, social birds in the home environment. Focusing particularly on helping people make educated decisions regarding the suitability of their home for a companion bird.
- Assisting distressed owners with scientifically valid, effective management and training techniques.
- Providing rescue and adoption services for birds who lose their homes.
 - Providing nurturing foster environments. Focusing always on improving the birds chances of successful transition through proper veterinary care, nutrition, socialization and training.
 - Thorough screening of adoption applicants.
 - Careful matching of home and bird. Ensuring both bird and adopter are prepared for a successful transition.
- Striving always to be a resource that works to unite avian researchers, veterinarians, breeders, behaviorists/trainers and owners in the promotion of a culture

for the ethical treatment of animals in the greater companion bird community.

1.3 Personal and Professional Integrity

STAR board members, officers and volunteers shall act with honesty, integrity and openness in all their dealings as representatives of the organization. STAR promotes a working environment that values respect, fairness and integrity.

1.4 Legal Compliance

STAR will be vigilant in compliance with laws, regulations and applicable conventions that govern and regulate our organization.

1.5 Confidentiality

Respecting the privacy of our clients, donors, volunteers and of St. Louis Avian Rescue itself is a basic value of STAR. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

1.6 Governance

STAR shall have an active governing body, the Board of Directors, which is responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations, and policies of the organization.

The Board of Directors:

- Ensures that its members understand and fulfill their governance duties acting for the benefit of STAR and its public purpose;
- has a conflict of interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means;
- Ensures that the organization conducts all transactions and dealings with integrity and honesty;
- Ensures that policies of the organization are in writing, clearly articulated and officially adopted.

1.7 Fundraising

STAR shall raise funds from the public and from donor institutions and be truthful in solicitation materials. STAR will respect the privacy concerns of individual donors and expend funds consistent with donor intent. STAR shall

disclose important and relevant information to potential donors.

1.8 Responsible Stewardship

STAR shall manage its funds responsibly and prudently. This should include the following considerations:

- STAR ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization.
- STAR will spend a reasonable percentage of its annual budget on programs in pursuance of its mission and will not accumulate excessive reserve funds.
- STAR will spend an adequate amount on administrative expenses to ensure effective accounting systems and internal controls.
- STAR will maintain reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs.
- All financial reports are factually accurate and complete in all material respects.

1.9 Process and Afterword

The Code of Ethics for St. Louis Avian Rescue was drafted by a subcommittee charged with review and updating of the STAR Policies & Procedures Manual in November of 2012. Its members included:

Justin Reis, Kelly Coyle, Janet Draper,
Amanda Fuquay, Jennifer Kennah

While the STAR Board of Directors has given its approval to this document, it will continue to be reviewed and revised as necessary.

A code of ethics is, by necessity, general in outlining broad ethical principles. It is not a detailed set of recommended practices on specific issues. In many cases, more specific recommended practices are provided elsewhere in the Policies & Procedures Manual.

2 General Statements

- St. Louis Avian Rescue (hereafter referred to as STAR) is a 501(c)(3) corporation dedicated to assisting in the rescue and placement of companion birds.
- STAR does not breed or place birds with people who breed.
- STAR does not purchase birds — even to remove them from unfavorable circumstances.

- STAR does not sell, trade, or use birds in care for commerce.
- STAR promotes responsible guardianship of all captive birds.
- STAR is dedicated to education on issues of avian welfare.
- STAR opposes the sale of un-weaned baby birds and production breeding methods.

3 Conflicts of Interest

STAR is committed to maintaining a high standard of integrity in rescuing, caring for and placing companion birds. It is essential that both its members and the general public recognize and have confidence in this commitment. Thus, even the appearance of a conflict of interest should be avoided.

Definition of Conflict of Interest: A situation in which judgment or behavior concerning a primary interest has been improperly influenced by a different interest (such as for personal financial gain). The prompt disclosure of possible conflicts of interest or of those situations where such a perception could reasonably be anticipated to arise helps to avoid injury to an agreed upon primary interest.

4 Confidentiality

Any information about STAR business, the Board of Directors, donors, volunteers, finances, placement decisions, illnesses/injuries, legal action, etc. obtained as a STAR Volunteer/Representative is CONFIDENTIAL. All STAR bird histories and medical information is CONFIDENTIAL. Breach of confidentiality is subject to termination of volunteer status/activities and could be subject to legal action.

5 Governance

5.1 Officers

President

Vice-President

Treasurer

Secretary

5.2 Directors

Director of Operations

Director of Educational Events and Shows

Director of Strategic Planning

Director of Development

5.3 Coordinators and Committees

Adoption Coordinator Oversees processing of incoming adoption applications — See Section 8.1.5 on page 7 for specifics.

Surrender Coordinator Oversees the processing of all surrender applications and maintains a list of birds needing to come into the program — See Section 6.1.2 on the next page for specifics.

Foster Coordinator Oversees the processing of incoming foster applications. Point of contact for assessing fostering abilities and matching birds to fosters.

Volunteer Coordinator Oversees the processing of all incoming volunteer applications. Matches available volunteers to organization’s needs.

Veterinary Coordinator Coordinates general care, notifying fosters of required annual visits. Acts as primary contact point for veterinary offices, processing information on care received and recommended treatments for all rescue birds — See Section 7.1.1 on page 6 for specifics.

Community Outreach Manages public promotion of STAR, and STAR events. Cultivates opportunities for increased public and media exposure.

Records Coordinator Tracks pertinent paperwork, insuring that day-to-day operations produce all necessary records.

Communications Monitor Monitors email and postal mail receipts.

Education Coordinator Oversees the development and maintenance of teaching materials for basic care classes, foster education classes, as well as special events tailored to the needs for individuals or settings.

Fundraising Coordinator Oversees the identification of fundraising opportunities, as well as the planning and promoting of fundraising events.

Website Coordinator Maintains and updates website as needed.

Legal Representation

6 Incoming: Surrender & Rescue

Birds that have been surrendered to the organization are property of STAR until such time as an application has been made, approved and finalized – with an adoption contract in place. STAR will be financially responsible for these animals (approved veterinary work, feeding etc.).

All items that have been donated and turned over to STAR (such as a surrendered bird's cage, perches, toys, play stands, food, etc.) are property of STAR and cannot be sold or discarded, until such time as the Officers determine such action.

It is **STRONGLY** recommended to quarantine all new birds away from current birds in homes. While it is ideal to have a separate air system, volunteers shall be urged to do the best they are able. Hand washing, sanitation, and disinfecting are strongly recommended between interactions. Any questions regarding quarantine procedures should be directed to a STAR approved veterinary clinic or to a STAR Officer.

6.1 Surrender Processing Policy

6.1.1 Goals

It is important that the procedure for accepting surrenders:

- Free any individual volunteer from sole responsibility for deciding which birds are accepted. Placing such difficult decisions in the hands of a committee, the membership of which can rotate through available volunteers to help alleviate the strain of this difficult position.
- Insure transparency of the decision making process.
- Generate records of discussion.

6.1.2 Procedure

All incoming applications for surrender shall be first reviewed by the coordinator(s). The Surrender Coordinator shall follow the following sequence for all applications:

Call Received Surrender Coordinator determines if call qualifies for an “emergency” exception to normal procedures.

Emergency Exceptions

- Bird will come to physical harm if not removed from situation in the next 7 days. This includes any birds found out-of-doors.
- Person currently in possession of the bird has threatened to release the bird outside.

- Coordinator suspects the person currently in possession of the bird may be abusing the bird or other animals in the home.
- Bird is currently in an animal shelter which may euthanize unwanted occupants.

If call does not meet requirements for an emergency exception the Surrender Coordinator must make arrangements for the caller to submit a completed Surrender Form. No birds should be accepted without first receiving a completed Surrender Form—proceed as below once form arrives.

Surrender Form Received Coordinator informs surrendering party that approval process can take as long as 3 days.

Coordinator uses the STAR Apps Team email to send surrender form to committee members. This email should include any additional pertinent information not included in the Surrender Form.

Members have 3 days to reply with their vote to approve or deny (repeated failure to respond in time will result in removal from committee).

Once all committee members have weighed in or 3 days have passed:

- **IF DENIED** Surrender Coordinator should inform the surrendering party of the Rescue's decision.
- **IF APPROVED** Surrender Coordinator should begin contacting fosters until a willing foster can be found to take in the bird.
 - **IF A FOSTER IS FOUND:** Surrender Coordinator should begin intake procedures.
 - **IF NO FOSTER IS AVAILABLE:** Surrender Coordinator should inform the surrendering party that the bird was approved but that the rescue is currently full and that the bird is eligible to be added to our Waiting List.
Coordinator should add bird to the Official Waiting List.

Owner Surrenders

- All incoming birds are to have a surrender form filled out and signed by the surrendering party and the STAR representative.
- It is advisable to ask surrendering owners to have the bird vetted at their expense before they will be accepted for surrender by STAR.
- Please ask owner to provide any available records for the bird, including:

- Original sales contract
 - Any veterinary work
 - Microchip information
 - Certificates... (i.e. DNA sexing)
- It is also appropriate to ask the owner to provide the bird's cage, food, and other supplies.
 - Owner should also be asked politely for a donation to help care for the bird. This is especially true if the owner is not having the bird seen by a veterinarian prior to being surrendered. Asking for money is a difficult thing, but as a 501(c)(3) donations are an essential source of funding to sustain our work.

Accepting birds from shelters

All shelters are run differently. Generally, you will be asked to sign transfer or adoption applications and should do so with your name and indicating you are representing STAR as a volunteer. It is not unusual for birds coming from shelters not to have veterinary documentation or any items with them. Please send copies of any shelter paperwork to the Records Coordinator. It is advisable for volunteers take a crate and towel for the bird in case none are available.

At times volunteers may be asked to pay a small shelter fee – volunteers should obtain a receipt to submit to STAR for reimbursement.

6.2 Intake Procedure

1. Meet with surrendering party (in a neutral place if possible).
 - A member of the Board of Directors or an Officer should be present at the intake of the bird
 - A signed Surrender Form must accompany the bird
2. Inventory donated items that came with the bird (cage, play stand, toys etc).
3. Take pictures of the bird and any inventoried items.
4. Scan and send the surrender papers and inventory updates to the Records Coordinator.
5. Any funds donated with the bird must be sent to the Treasurer along any receipts.
6. Send photos and surrender form to the Website Coordinator along with as much info as possible for the description of the bird on Petfinder, etc.
7. Any paperwork, records, or notes regarding the bird should be sent Records Coordinator for the bird's permanent file within one week of bird's arrival in the program.

7 Population

7.1 Veterinary Guidelines

- Each bird will be vetted within 30 days of intake unless a previous visit to an approved vet has been documented within the prior 6 months. Each bird's medical records and known history will be reviewed and discussed with a STAR approved veterinarian to establish baselines.
- STAR approved veterinarians will determine testing to be performed on each bird according to history, species, and present condition.
- STAR fosters must arrange for veterinary care for STAR birds in their care as directed by STAR Directors, Officers or the Veterinary Care Coordinator.
- All veterinarian directives for care of the bird are to be followed – any questions about care should be directed to the attending clinic or to STAR Directors or Officers.
- In order to keep track of expensive veterinary expenditures, all procedures which may exceed \$250 in one time costs, or represent the first phase of a long term care plan whose total cost may exceed \$250 shall be authorized by a STAR officer.
- When medical emergencies arise, if the bird is not in immediate danger, contact a STAR Officer prior to making any decisions. If an Officer cannot be reached, volunteers are expected to exercise their own best judgment. If the bird is thought to be in immediate danger, volunteers should contact an approved clinic immediately and follow their advice. In such cases, a STAR Officer should be informed of the situation at the earliest opportunity.
 - Tri-City Animal and Bird Clinic has a vet on call 24 hours – please call them to page a vet. You will receive a call back: 636-227-4041.
 - Kersting Bird Medicine and Surgery (after hours pager): 314-569-5700
 - Animal Emergency Clinic – call ahead to make sure someone is on call for avian patients.
 - * Animal Emergency Clinic – North: 314-739-1500
 - * Animal Emergency Clinic – South: 314-822-7600
 - * Animal Emergency Clinic – St. Charles County: 636-240-5496
 - * Animal Emergency Clinic – Jefferson County: 636-464-2846

7.1.1 Veterinary Coordinator

- Coordinate care by acting as primary contact for veterinary clinics
- Track treatment status of all birds in rescue
- Notify fosters when birds in their care come due for annual checkups

7.2 Aggressive Bird Policy

A bird shall be considered aggressive if three experienced fosters either turn down fostering the bird or ask for the bird to be moved due to behavioral issues. Once a bird has exceeded this number of fosters the bird will qualify to be sent to sanctuary. If no sanctuary placement can be secured for the bird, STAR's active officers will vote on whether the bird should be humanely euthanized. This shall require a majority vote. If necessary (depending on the number of active officers) the designated alternate officer shall be asked to cast a deciding vote.

7.3 Sick Bird Policy

If a bird's prognosis (as determined by a qualified avian veterinarian) is such that recovery to a high quality of life is unlikely or that the treatment itself is expensive to a degree not financially sustainable for the rescue, the bird may be humanely euthanized by a qualified veterinarian. This shall require a majority vote of STAR's active officers. If necessary (depending on the number of active officers) the designated alternate officer shall be asked to cast a deciding vote.

8 Outgoing: Adoption & Sanctuary

When a bird is placed, euthanized, transferred or dies in rescue please send the Records Coordinator the following:

- Name of bird and species
- Date of event
- Contact information for the party taking the bird

8.1 Adoption Procedures

8.1.1 Adoption Application

All interested parties are required to fill out an adoption application. Applications are kept on file for one year. We reserve the right to refuse any applicant. STAR Officers or the Adoption Coordinator will review applications and home visit reports monthly for approval for adoption.

8.1.2 General Adoption Policies

- Applicants must be of age and legally independent, with preference given to applicants that are more than 25 years of age.
- Preference will be given to applicants who have a steady employment history.
- STAR will place birds in non-smoking homes only.
- All current pets in the home must have been vetted within the 12 months preceding the date of the application submission. Subject to the following exceptions:
 - Birds smaller than a cockatiel (i.e. lovebirds, parrotlets, parakeets, budgies, finches, etc.).
 - Reptiles
 - Small animals (i.e. mice, hamsters, gerbils, bunnies, chinchillas, ferrets, guinea pigs, etc.)
- Approved adoption applicants will be placed on a waiting list if no bird currently in our system are a good match for the approved adopter.
- Adopters are required to pay an adoption donation according to a schedule based on species.
- STAR must approve of any housing for the adoptive bird. STAR can provide an appropriate cage with reimbursement from the adopter. If the adopter wishes to purchase a cage from another source or has an existing cage, STAR has final approval for the housing of the adoptive bird.
- Adopted birds are to remain in the home and be treated as a member of the family.
- Adopted birds may not be sold, traded, given away, bred, or used for any type of commerce.
- If an adopted bird cannot, for any reason, stay with the adopter the bird shall be immediately returned to STAR even if there is a waiting list in effect.

8.1.3 Out of Area Applicants

In special circumstances STAR will consider out of area adoptions. Such placements are conditional on finding a rescue contact in the applicant's area to complete a home visit. Applicant must have a current avian vet and list two personal references. Applicant must be able to make several trips to meet and pick up the bird. We do not ship birds.

8.1.4 Adoption Donations (Fees)

STAR officers shall maintain a schedule of adoption fees for each species based on average care expenses and current retail competition. These are basic ranges to be quoted to potential adopters. Please consult a STAR Officer to confirm a particular bird's adoption fee.

Adoption fees must be paid in cash, via PayPal or credit card (credit card and PayPal fees will be added at a rate of 3%)

8.1.5 Adoption Coordinator

All incoming applications for adoption shall be first reviewed by the coordinator(s). The Adoption Coordinator shall follow the following sequence for all applications:

1. Check application for completeness
2. Acknowledge receipt with applicant
3. Check references
 - Background check
 - Apartment manager check if applicable
 - Vet Check
 - Personal Reference if out of area
4. Respond to those who don't make it through review at this point
5. Home Visit (it is recommended that volunteers not perform home visits alone for safety)
6. Adoption application and home visit records are submitted for final review
7. Respond to the applicant with results of Committee's decision
 - Denied — notify applicant why they were denied
 - Approved — set up meeting of birds of interest
8. Approval of bird of interest
9. Sign contract, pay fee, delivery of bird
10. Notification of bird adoption to website coordinator for removal on all lists

8.1.6 Foster Discount and Payment Options

STAR fosters in good standing may adopt a bird at half the adoption fee and/or make payments on a bird. Qualifications are as follows:

- Fosters must have fostered a bird (not necessarily the one they are currently adopting) for a minimum of one year and have had the bird present at 2 events per year.

- The foster or volunteer must make it known that they want to adopt a bird in writing (by filling out an application) before an outside application is received on that bird.
- The bird being adopted must be listed as "available" and truly be available for adoption for at least 1 year before the half price adoption fee or payment plan can be utilized.
- If the payment plan is utilized then the bird will be listed, as "adoption pending" and the bird will remain the property of the rescue until the final payment is made.
- If a new bird comes in and a foster wants to adopt it they cannot utilize the half price fee program and will be required to pay the full price. Payment plan program is available as indicated above.

The Officers reserve the right to reduce the adoption fee at their sole discretion.

9 Volunteer Policies

9.1 General Volunteer Statements

- Volunteers must participate in at least two events per year (fosters need not be personally present, but they must arrange for any rescue birds in their home to be at two events).
- Volunteers must attend an orientation (or refresher) class once per year.
- Volunteers must attend a STAR basic care class once per year.
- Volunteers must have signed a release stating that they understand and accept the risks associated with handling exotic birds.
- No volunteer will accept birds into the program without prior permission.

9.2 Volunteer Applicant Processing

9.2.1 Minimum Requirements

- All applicants must be at least 18 years of age, with preference given to foster applicants that are more than 25 years of age.
- All applicants must reside within a 100 mile radius of St. Louis, MO.
- All applicants must consent to a background check.

- All foster applicants currently owning animals must allow STAR to contact their veterinarians to verify status of care (date of last visit).
- All foster applicants must consent to a home visit.
- Volunteers will not attempt to place a bird independently or without pre-approval by STAR Directors or Officers. Birds will only be adopted under STAR adoption application and contract.
- Volunteers will not accept or bring a bird into the program unless pre-approved by STAR Directors or Officers.
- All volunteers should attend STAR's basic care class.

Please note:

Preference will be given to applicants having a steady employment history.

STAR will place foster birds in non-smoking homes only.

9.2.2 Application Processing Procedure

1. Check application for completeness
2. Acknowledge receipt with applicant
3. Check references
 - Background check
 - Apartment manager check if applicable
 - Vet Check
 - Personal Reference if out of area
4. Respond to those who don't make it through review at this point
5. Home Visit (it is recommended that volunteers not perform home visits alone for safety)
6. Volunteer application and home visit records are submitted for final review
7. Respond to the applicant with results of Committee's decision
 - Denied — notify applicant why they were denied
 - Approved
 - add to Foster/Volunteer database
 - send orientation packet to new foster/volunteer
8. for new fosters only, review birds on surrender waiting list for possible placement in new foster home.
9. Coordinate transfer of bird to new foster home
10. Update bird list with name of new foster

9.3 General Volunteer Protocols

- Any purchases made or expenses incurred by a volunteer, on behalf of STAR, must be pre-approved by the Directors or Officers in order to qualify for reimbursement. Documentation of each expenditure (receipts) will be required.

9.4 Foster Home Specifics

- All birds in our program are the sole property of STAR. A foster bird shall be returned to STAR with 24 hours upon request of the Board of Directors or Officers, or if the foster parent is unable to adequately care for the bird.
- Any paperwork pertaining to the bird must be kept on file with STAR, and must be in STAR's name only.
- Make STAR aware of your limitations. Consultation and training are available. Foster placements must match foster capability with the unique needs of each bird.
- STAR covers expenses for a bird's medical care. When necessary cage, food, and toys will also be provided to foster homes. STAR must be notified of any needs the foster bird may have.
- All foster homes must be screened and approved by STAR. Do NOT transfer a foster bird to another home without first getting approval from STAR Officers or Directors.
- If a behavior or training program is outlined for the foster bird it must be followed. If you have questions, concerns, or are unable to follow it, notify STAR.
- If your foster gets lost or stolen, call a STAR officer IMMEDIATELY! Begin to search right away and continue until help arrives. Concentrate search within a four-block radius from where the bird was lost.
- If you plan to go out of town and cannot make arrangements for care for your foster, contact STAR as soon as possible so arrangements for a temporary foster can be made.
- Foster insight and comments are particularly welcomed. Fosters are STAR's best source of information about our birds and foster insights can be essential to finding the best adoptive home for a bird.
- Fosters must vet their personal birds annually (excluding finches, canaries, lovebirds and budgies).

9.5 General Bird Care Procedures

- Bird shall be provided with fresh clean water daily. Water dishes will need to be cleaned throughout the day as needed.
- Bird shall be fed an appropriate diet to maintain an optimal health. Questions regarding proper feeding should be directed to STAR officers.
- Birds shall be housed in an appropriately sized cage with adequate room for movement. Cages must have appropriate bare spacing and be made from bird safe materials. Any questions about housing should be directed to a STAR officer.
- Cage substrate shall consist of newspaper or cage liner paper. Paper towels, corncob, and wood shavings should be avoided.
- Birds shall be observed daily. This includes checking to make sure they are eating and drinking, checking overall physical condition, looking for signs of illness, as well as checking for the presence of droppings and their condition. Any irregularities should be reported to STAR or an approved veterinarian for possible medical intervention.
- Birds shall be provided with a variety of toys (chewable, puzzles, etc.) that are appropriate to bird size.

Statement of Property

- Items purchased with STAR funds are the property of the organization and must be made available for use as the organization deems best.
- Birds that have been surrendered to the organization are property of STAR until such time as an application has been made and approved and the adoption contract is in place. STAR will be responsible for reasonable care of these animals (approved veterinary work, feeding, etc.).
- All items that have been donated and turned over to STAR (such as surrendered bird's cage, perches, toys, food, etc.) are property of STAR and cannot be sold or discarded, until such time as the Officers determine such action.
- All websites, documents, voicemail, e-mails, photographs, logos, seals, and other particulars used in STAR's operation belong to the organization.

10 Appendix

10.1 Documents

Current documents used by STAR include:

- Adoption Application
- Adoption Contract
- Adoption Donations (Fees) Schedule
- Foster/Volunteer Application
- Home Visit Check List
- Surrender Form
- Volunteer Release and Contract

To obtain current copies of these documents, please visit STAR's website, or contact the Secretary.