

An overview of Llama RescueNet

**Llama RescueNet is a 501(c)(3) nonprofit, tax-exempt corporation.
Llama RescueNet is composed entirely of volunteers**

- All money received will be used for operating expenses, such as veterinary care, sterilizations, and feed for llamas; expense reimbursements for one-on-one educational efforts, crisis assistance, intakes, and rescues; and “mundane” necessities like insurance, loan payments, and office supplies.
- NO money goes for taxes.
- NO money goes for salaries.

Llama RescueNet has a five-member Board of Directors.

- The BOD is responsible for keeping Llama RescueNet true to its mission and tax-exempt status.
- The BOD conducts or oversees national information dispersal, advertising, and fundraising.
- Some BOD members may also act in a hands-on capacity as Coordinators or other volunteers, but the BOD itself is not a hands-on entity.

Coordinators are Llama RescueNet’s nuts-and-bolts.

- Coordinators conduct or oversee actual RescueNet activities — one-on-one education, crisis assistance, intakes, and rescues — in their local area
- Coordinators are the liaison between Llama RescueNet and local volunteers, local media, and local humane organizations
- Coordinators agree to act within the basic Llama RescueNet guidelines, which give them the freedom to act with a great deal of independence and flexibility to suit individual situations without jeopardizing Llama RescueNet’s nonprofit status.
- Coordinators are provided with a handbook containing information sheets and master forms that make their jobs much simpler, and also contracts that clearly put legal burden on Llama RescueNet as an organization.
- Coordinators are given the option to operate individually, or to form a group and share tasks.

There are other extremely vital volunteer roles. Some will work with one or more Coordinators; others will network with the national office or the BOD. Volunteers can fill more than one role according to their talents and available time. Coordinators and BOD members may also act in one or more of these roles.

- Foster care provider
- Transporter
- Remedial trainer
- Rehabilitator
- Fundraiser (local and national)
- Information and law researcher (national, state, and local)
- Professional service donor (veterinarian, groomer/shearer)
- Crisis responder (may feed llamas for ill owners or help during natural disasters)
- Mentor (provides one-on-one educational assistance to llama owners)

**And, of course, Llama RescueNet could not exist without
llamas, adopters, and DONORS!**

Llama RescueNet

Policies

General policies

Scope of Llama RescueNet's activities

Llama RescueNet was formed to provide services to llamas and llama owners. Llama RescueNet will provide identical services for all other South American camelids (alpacas, guanaco, and vicuñas) and for crossbred llamas until separate rescue organizations have been formed for them. Llama RescueNet will cooperate and coordinate with other rescue organizations that serve llamas, equines, and farm animals whenever practical.

Possible actions that Llama RescueNet may take to remedy a situation that results in one or more compromised llamas, in order of preference, include:

- 1) Providing free consultation to the specific llama owner(s) and caretaker(s) on general llama care and needs at the owner/caretaker's request.
- 2) Providing free consultation to the specific llama owner(s) and caretaker(s) to correct or control problem behavior in a specific llama at the owner/caretaker's request.
- 3) Contacting the specific llama owner or caretaker to offer pertinent consultation after the llama(s) has/have been identified as compromised by a party not legally responsible for the llama(s).
- 4) Obtaining legal possession of the compromised llama(s) through owner relinquishment, purchase, or legal action.

It is preferable to avoid obtaining possession of a llama whenever practical.

Some actions and services are beyond the normal means of Llama RescueNet. They include:

- 1) Providing medical care for llamas whose owners are unable to finance such care. *This does not preclude Llama RescueNet from soliciting and administering funds to cover medical care for specific llamas.*
- 2) Accepting donation of healthy llama(s) in lieu of normal and acceptable marketing procedures by the current owner. *Owners or agents not versed in marketing will be referred to appropriate educational resources.*

- 3) Education on llama care, training, and behavior to the general public or to llama owners other than those in need of specific intervention. *This does not preclude Llama RescueNet from conducting or participating in educational activities for the purpose of fundraising.*
- 4) Intervention for compromised llamas who have been removed from the causative situation and are being rehabilitated by their current owners or caretakers. *This does not preclude Llama RescueNet from offering appropriate assistance.*

Approval for rescue and intervention actions

Any Llama RescueNet associate may offer no-cost actions such as consultation with no prior approval.

Rescue and intervention efforts that will require funding must be outlined to and approved by a majority of the BOD before funds can be made available.

Any Llama RescueNet coordinator may conduct intake of any eligible llamas for whom adequate foster care and/or rehabilitation slots have been arranged and confirmed in advance.

No person may take possession of a llama under RescueNet auspices without both approval from a Llama RescueNet coordinator and adequate foster care confirmed in advance.

Any situation that may conflict with or is not covered by existing policies and guidelines requires the approval of the BOD before action can be initiated under Llama RescueNet auspices.

All advice provided to a llama owner or caretaker will include a statement by the person acting on the behalf of Llama RescueNet that the choice to use or not use the advice provided and the responsibility for execution of recommended procedures is entirely the responsibility of the owner or caretaker.

Any person representing Llama RescueNet who is not a licensed veterinarian and who provides llama care or management advice or descriptions of standard practice will also include a statement that none of the information is intended as veterinary advice.

Interaction with owners, caretakers, and all other parties involved will be executed without judgment or threat, regardless of the Llama RescueNet representative's personal feelings.

Llama management policies

When Llama RescueNet becomes legally responsible for a llama, the following procedures will be followed with every animal:

Attempt to identify other valid legal claims

All llamas who have not been surrendered to Llama RescueNet by or seized from their legal owners are to be checked for the presence of tattoos and microchips. If any identification is found, Llama RescueNet will attempt to determine, locate, and inform both the animal's breeder and current owner as reported by the Llama RescueNet microchip registry and the International Llama Registry (ILR). Llama RescueNet will not authorize sterilization for any llama until it is determined that there are no valid legal claims to the llama.

Llama RescueNet will surrender upon request and without restriction any llama to its registered owner or other party who can produce proof of ownership unless the llama was seized from that owner for cause. Upon BOD approval, Llama RescueNet may surrender a llama to its breeder upon request and without restriction if the llama has no other legal owner. Llama RescueNet will request a donation to cover expenses.

Sterilization

It is the policy of Llama RescueNet to sterilize all llamas taken in under its auspices, with the following exceptions:

- 1) Llamas who are returned to their breeder or legal owner.
- 2) Llamas who are to be euthanized or donated to a research institution.
- 3) Purebred llamas who have been identified as exceptional breeding quality for a specific end-use, who pass appropriate internal screening (see Appendix twelve) and are placed under an pre-adoptive lease agreement within 90 days of intake. Llamas must then pass ILR screening if not registered. Screening applications will be entirely at the expense of the prospective adopter and must be submitted to the ILR by the President or the Secretary of the Llama RescueNet BOD. Intact llamas will have an adoption fee of \$1,000 each to avoid unfair market competition with breeders of these animals.
- 4) Llamas determined to be developmentally younger than 13 months. These llamas will be held in foster care or under lease and sterilized upon reaching an appropriate age (see Appendix eleven).
- 5) Llamas deemed too physically compromised to safely sedate or anesthetize. Those llamas will be held in foster care and sterilized upon returning to adequate health.
- 6) Female llamas accompanied by veterinary certification of infertility.
- 7) Female llamas determined to be, or who are suspected to be, pregnant. Those llamas will be sterilized only after they are determined not to be pregnant or after giving birth and suckling the resulting offspring until weaning.

- 8) All purebred vicunas, purebred guanaco, and registered alpacas who are behaviorally sound and who can be placed or relinquished to an appropriate breed-specific rescue organization within 60 days. Intact vicunas will have an adoption fee of \$1,500 each, intact guanaco will have an adoption fee of \$500, and intact alpacas will have an adoption fee of \$2,500 each to avoid unfair market competition with breeders of these animals. Vicunas, guanaco, and alpacas will be relinquished to breed-specific rescue organizations without charge.

The Llama RescueNet BOD will make periodic adjustments to the adoption fees for intact llamas as needed.

Llamas kept intact under temporary exemption or during screening for permanent exemption and for whom adoption is pending will be leased for the duration to the prospective adopter for the sum of \$1. Allowing the llama to breed during the lease period will result in termination of exemption proceedings, and adoption may be revoked. All crias born to Llama RescueNet llamas, regardless of when or how they were conceived, are the sole property of Llama RescueNet.

Basic health care and establishment of permanent identification

During the first thirty days and before a llama is placed into an adoptive home, the following basic health care and screening will be provided:

- 1) Establish record of age (actual or estimated), height, weight, wool type, and basic color (as outlined in Appendix ten)
- 2) Deworming for internal parasites as appropriate for the originating locale with a minimum of two treatments administered three weeks apart or at another appropriate interval as determined by a veterinarian
- 3) Inspection and, if necessary, treatment for external parasites
- 4) Canines inspected and disarmed if necessary
- 5) Toenails trimmed
- 6) Basic inoculations as recommended by local veterinarian (llamas with no medical records will be given both initial and booster vaccinations)
- 7) Assessment for behavioral anomalies
- 8) Medical examination and treatment for other existing problems if required
- 9) Sterilization if not already neutered, spayed, or under application for exemption.
- 10) Microchipping and listing, registration, or transfer of registration with the ILR; color photographs from two and preferably four sides

Placement

It is the intention of Llama RescueNet to locate suitable adoptive homes for each llama that comes under its auspices.

Llamas without current adoption prospects will be placed in foster care.

Sterile llamas with approved adoption applications will be leased for 90 days to the prospective adopter for the sum of \$1. After satisfactory completion of the 90 day lease and any other provisions stated in the lease agreement including receipt of the appropriate adoption fee, the llama will be signed over to the adopter.

Intact llamas with approved adoption applications may be leased indefinitely to the prospective adopter for the sum of \$1 with the provision that they never be allowed to breed. After the llama is sterilized, basic care procedures have been completed, and the appropriate adoption fee is received by Llama RescueNet, the llama will be signed over to the adopter. If an intact llama is granted permanent sterilization exemption, the llama will be signed over to the adopter after completion of basic care procedures and receipt of the appropriate adoption fee.

Adoption fees

The purpose of adoption fees is to recover the basic costs incurred by Llama RescueNet when it assumes ownership of llamas. Upon approval by the BOD, part or all of the adoption fee may be waived for foster care providers and rehabilitators in lieu of services rendered. Llamas that are difficult to place will have minimal adoption fees, and their costs will be subsidized by donations.

basic adoption fee	\$200
special needs llamas <i>(to approved retirement home only)</i> <i>includes severely physically compromised llamas, senior llamas, and llamas requiring special handling</i>	\$35
llama requiring behavioral rehabilitation <i>(to approved rehabilitator only)</i>	\$35

Research donation and euthanasia

Llama RescueNet recognizes that not all llamas will be suitable for adoption. In such cases, donating the llama for research or euthanasia will be considered.

Llamas may be donated to an accepting research program only after approval by the BOD.

Sometimes euthanasia may be the best or only humane means to help a specific llama. Llama RescueNet will authorize euthanization of llamas who:

- are in severe or intolerable pain that cannot be managed or relieved by other means
- require costly medical procedure(s), or extensive and ongoing care that cannot be undertaken due to of lack of funding
- have uncorrectable behavioral problems (such as those stemming from brain damage) that put the llama, other animals, and/or humans at risk
- have severe, correctable behavioral problems that put the llama, other animals and/or humans at risk, but for whom rehabilitation or qualified foster care cannot be immediately arranged.

Except upon the advice of licensed veterinarians in emergency medical situations, euthanasias must be approved in advance by the BOD.

The remains of euthanized llamas may be donated to a veterinary teaching facility if prior arrangements have been made.

Llama RescueNet

Coordinator Duties

Although these duties may appear overwhelming as they are presented below, most activities will be sporadic, and the paperwork provided by Llama RescueNet makes most actions simple and nearly foolproof.

Llama RescueNet allows (and even encourages) several coordinators to form a group and cooperate by dividing tasks according to available time and talents whenever possible. Llama RescueNet does not dictate how task sharing is to be done, but asks only that the effort be organized such that all appropriate paperwork and other information flow remains complete and reasonably expedient.

Maintain a network of foster care providers

Establish and maintain list of potential foster homes in your local area (some names may be forwarded to you by the national office)
Screen and inspect potential foster homes
Ensure that foster care providers:
 receive introductory packet
 fill out and sign application
 receive and sign contracts for each llama as it is placed in foster care
Coordinate llama movement between rescuers, foster care providers, and/or adopters

Facilitate adoption opportunities and appropriate llama placements

Solicit potential adopters (some names may be forwarded to you by the national office)
Screen and inspect potential adoptive homes
Ensure that potential adopters:
 receive introductory packet
 fill out and sign application
 receive and sign both lease and adoption contracts for each llama adopted
Compare llama attributes with needs and situations of potential adopters
Coordinate llama movement between foster care providers and adopters

Create a local volunteer network

Solicit and screen volunteers who can:
 transport
 give emergency care for llamas of temporarily disabled owners
 provide basic llama care and handling education
 conduct local fundraising
Ensure that volunteers:
 are aware of and agree to abide by Llama RescueNet policies where applicable
 receive copies of any pertinent guidelines, appendices, and forms

Make Llama RescueNet's presence known to appropriate local organizations

Establish contact with individuals and organizations that may require or benefit from Llama RescueNet's services, including local humane societies and animal regulation agencies

Act on behalf of llamas and owners in need

Conduct and/or coordinate interventions in your local area
provide sources of educational support
encourage owner marketing
recommend marketing sources outside Llama RescueNet

Conduct and/or coordinate intakes in your local area

Ensure that:

there is a foster care facility or rehab slot available before intaking any llama
a contract of relinquishment has been completed before taking possession of the llama
payment from Llama RescueNet is rendered (for surrendered llamas)
incoming llamas receive 30-day basic care
incoming llamas receive microchips and are registered with the Llama RescueNet microchip registry
llamas continue to have foster care available until finalization of adoption.

Execute paperwork necessary to maintain nonprofit status and high quality of llama care

Complete appropriate paperwork and forward contracts and information on potential foster care providers, interested adopters, intake and intervention llamas, donations of feed or goods, and other volunteers to the Llama RescueNet secretary.

Promptly relay financial information and requests to the Llama RescueNet treasurer.

Llama RescueNet solicits and ***disperses ideas to its Coordinators*** for seeking out volunteers, foster care providers, and adopters; for establishing a presence in the community; and for discouraging and/or changing practices that compromise llamas. ***Coordinators will also receive volunteer and prospective adopter information for their vicinity that comes to the RescueNet office.***

Llama RescueNet does *not* ask its coordinators to:

do more than they are reasonably able to do
foster, rehabilitate, adopt, and/or transport llamas if they are unable or unwilling to do so
perform tasks for which they do not have the requisite skills or licences.

Llama RescueNet was formed by llama rescuers and as such, recognizes that quality must come before quantity — both in care and volunteers' time — if rescue efforts will truly provide long-term help for llamas.

**For everyone's protection,
we must ask
that all Llama RescueNet Coordinators:**

— **Agree to abide by Llama RescueNet's policies**

— **Agree to contact a BOD member when questions, unique situations, or possible conflicts arise**

Llama RescueNet is a 501(c)3 nonprofit organization. To outside people, that means donations are tax-deductible. To the government, it means that Llama RescueNet is supposed to exist for a specific, *not-for-profit* purpose, and that nonprofit status can and will be revoked if Llama RescueNet does not adhere to the original terms under which it was incorporated. To RescueNet directors and officers, this means that *keeping the organization true to its purpose is of utmost importance to the organization's continued survival*.

When you, as a coordinator, have questions about whether an exception can or should be made to a policy, you must bring the matter to the Llama RescueNet Board of Directors. They in turn will consider the matter and take full responsibility to ensure that the organization is not endangered by their resulting decision.

— **Agree that, in the event of your resignation, you will surrender complete and up-to-date paperwork on all Llama RescueNet activities, llamas, and volunteers to the Llama RescueNet BOD or its designee as soon as practicable.**

A tremendously large part of substantiating that Llama RescueNet's activities are fully not-for-profit is achieved by keeping thorough records. In addition, complete records are in the best interests of the llamas that we serve, the foster care providers who have agreed to take the llamas in, and our llamas' future adopters. You may choose not to keep some records (such as mileage logs) if you also choose not to request reimbursement or receive a tax deduction. However, most records must be maintained.

The Llama RescueNet BOD has done its best to ensure that your paperwork is as complete and simple to use as possible. Suggestions for improvement are always welcome, and most can be implemented. However, please understand that when a suggestion is in conflict with maintenance of nonprofit status, we will not be able to adopt the suggestion.

— **Agree that, in the event of your resignation, any post-resignation inquiries and requests will be referred to an active Llama RescueNet representative.**

People who hold a contract with Llama RescueNet for any reason have a legal right to current contact information for Llama RescueNet.

People learn about Llama RescueNet and its services through announcements and advertising that was paid for with nonprofit donations of money and/or services. Deriving personal benefit from Llama RescueNet funds is against the law.

Llama RescueNet

Questions and answers about becoming a Llama RescueNet Coordinator

I've already been rescuing llamas on my own. How will Llama RescueNet help me?

Llama RescueNet can help you in numerous ways; how helpful that will be to you personally depends on your talents, your available time, and your access to financial support. The less you have, the more RescueNet can potentially help you so that you can concentrate on doing what matters most to you about rescuing llamas.

- You will have access to nonprofit funds — money that you won't have to pay taxes on.
- Fundraising will also be easier, and if you're just not the fundraising type, that responsibility can fall on the shoulders of someone who has the time and can do it well.
- You will gain access to volunteers, foster care providers, rehabilitators, and adopters that you otherwise would not know about.
- Your costs will be reimbursed. You do not have to worry about moving a rescued animal along quickly in order to break even, nor will you be spending your own time and money on a rescued animal that someone else will take in, leaving you to operate at a loss. Both of these issues are of particular importance to anyone who also operates a llama breeding, training, or sales business and cannot risk being classified as a "hobby" by the IRS. The freedom from monetary concerns is better for both you and the llamas you will help.
- Being a RescueNet Coordinator will give you significant added credibility with local organizations (including humane societies), potential adopters, and people who need help for their llamas but are reluctant to take advantage of others or do not want to be vulnerable to be used by someone wanting to turn a fast buck.
- Tasks will be dispersed throughout your area and the nation: Llama RescueNet can provide pamphlets, contracts, certain insurance, advertising, and other assistance directly to you.

I'm afraid that being a Coordinator for Llama RescueNet will just be a lot more work.

- There will indeed be some paperwork, but you will be relieved of many other responsibilities. Having a national office allows some duties to be centralized; having national exposure makes resource networking much easier among widely-scattered llama enthusiasts.
- You will always have the option to say NO to requests for help. Llama RescueNet understands that you can only do what you can do.
- Based on past experience, you can expect that most Llama RescueNet Coordinator activity will be sporadic.

I'm no good at finding adopters (or fundraising)...

I'm not able to rehabilitate llamas...

I have nowhere to keep a rescued llama...

That's where the RescueNet network comes in. National exposure definitely elicits volunteers of all kinds from all areas. Ultimately, spreading tasks around is better than doing it all yourself — you can then concentrate on what you do best. In the event that there are no volunteers meeting your needs in your local area, Llama RescueNet also has ideas gleaned from successful recruiters to help you find and/or cultivate the resources you need.

What if I want to keep one or more rescued llamas for myself?

There are many ways for you to do that:

- You can adopt one or more llamas outright after basic care and sterilization. Expenses you've incurred can be applied to the nominal adoption fee.
- You can provide foster care for a llama, get to know him or her, and then exercise your right of first refusal for adoption if the llama still appeals to you.
- You can bypass Llama RescueNet and simply take in or purchase rescue llamas that appeal to you personally or are suited to advanced training and resale. You simply would not be able to deduct any expenses involved with those llamas.

I want to have control of the rescued llamas' futures for their own best interest.

You WILL have a lot of control! The national office only requires that you keep paperwork in order, not spend funds without first confirming that Llama RescueNet has adequate funds available, follow some basic health care procedures, and comply with RescueNet's sterilization policies. There are even provisions for exceptions to the latter two when situations are appropriate.

If I'm going to spend time raising more funds than anyone else, I don't want some other area spending that money and then have my rescue efforts come up short of funds.

- You would not have every penny you collected privately, either — legally, you are required to pay tax on that income.
- Some of the funds you raise will be returned to you in the form of nationally generated benefits, something that you could not have done with privately collected funds.
- Although there will inevitably be some areas that contribute more funds than they spend and vice versa, the Llama RescueNet BOD will make every reasonable effort to make sure that funds are fairly allocated.
- Llama RescueNet does accept donations earmarked for specific animals and rescues.

I rescued a bunch of llamas this past year and I still haven't placed them. I don't see how I can place them and be a Coordinator, too.

Although you are not allowed to claim expenses that simultaneously serves your personal (or business) interests as well as those of Llama RescueNet, many people find that combining advertising (i.e., "llamas for sale, also rescues and adoptions available") brings more attention to their own marketing efforts. In addition, if you have any rescued llamas with special needs, you may enroll them in Llama RescueNet's Special Needs Placement Program, making their eventual placement much more likely.

Llama RescueNet

Application for Coordinator

Although there are obviously “ideal” answers to each question, nonstandard answers do not mean that your application will be denied. The information you provide will help Llama RescueNet to understand your strengths and abilities, and to help you coordinate with others who may have strengths in complimentary areas.

Basic Information

1. Legal name (as it appears on your driver’s license): _____

If different, name that you go by: _____

2. Have you or do you now own llamas?

3. Name of ranch (if applicable): _____

4. Physical address: _____

5. Mailing address (if different): _____

6. Home Phone: (____) _____
times that are best to contact you: _____

Work Phone: (____) _____
hours and days: _____ emergency calls only? _____

7. Home email: _____ Work email: _____

Coordinator Experience and Skill Survey

Llama-specific skills

9. Briefly summarize your experience (length of time and type) and activities with llamas. Include whether you have worked with other lama species.

10. Can you trim toenails?
 Yes No
11. Can you shear dense-coated llamas (fully for woollies; body except neck for intermediate types) leaving one-half inch (summer) or two inches (inclement weather)?
 Yes No
12. Can you comb classic llamas?
 Yes No
13. Are you able to give injections to llamas?
 Yes No No, lay injections are not legal in my state
- Are you able to draw blood from llamas?
 Yes No No, not legal in my state
14. Are you able to give oral dewormers and medications to llamas?
 Yes No No, not legal in my state
15. Do you know how to inspect llamas for lice?
 Yes No
- Are you able to treat llamas for lice?
 Yes No No, not legal in my state
16. Do you have access to a scale suitable for weighing llamas?
 Yes, on my property Yes, requires transport No
17. Can you cut fighting teeth?
 Yes, on my property Yes, requires transport No
18. Do you have access to a microchip scanner?
 Yes, I/we own one Yes, I/we can borrow one No
19. Do you have experience caring for pregnant female llamas? _____ If yes, please describe:
20. Do you have experience caring for neonates and crias? _____ If yes, please describe:
21. Are you capable of conducting a basic physical exam?
 Yes No
22. Do you have the skills to provide remedial basic training (halter, lead, load, stand tied, pick up feet, allow touching) to llama(s)? _____ If not all, which ones?
23. Do you have experience assessing unusual or abnormal behavior in llamas? _____
 If yes, please explain:

