



Tehachapi California

Rawhide Memorial Ranch & Sanctuary



Miles Texas

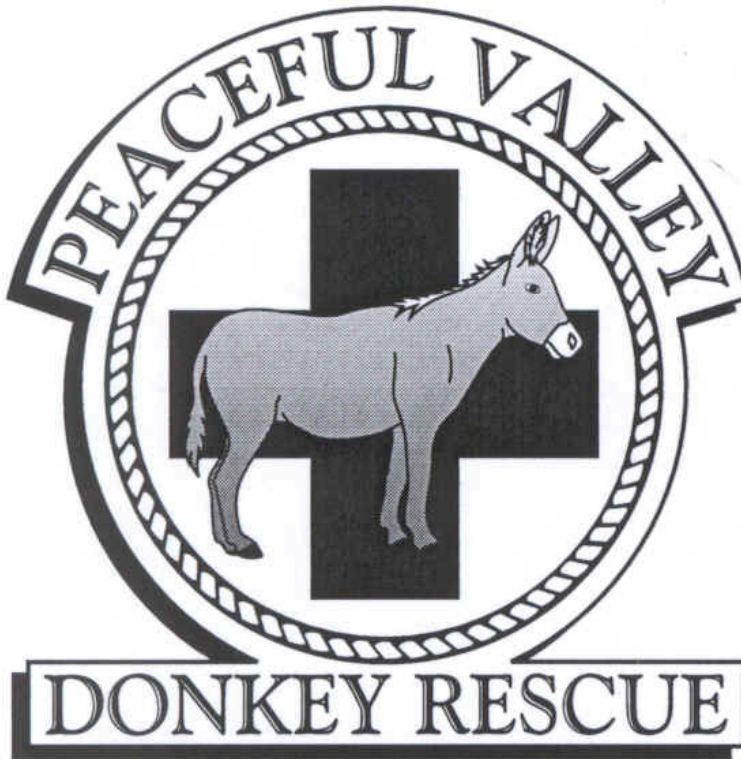
George Blumentritt Memorial Ranch



Mineral Virginia

Olde Towne Farm

Peaceful Valley Donkey Rescue's Satellite Adoption Center



A complete guide to operating your SAC

First Edition August 01, 2008

Welcome to the Peaceful Valley Donkey Rescue family of Satellite Adoption Centers! We are excited that you have decided to join us in improving the lives of the American Donkey.

You are about to embark on a new adventure with donkeys. If you have been involved in animal rescue previously, you will be somewhat prepared for this journey. If not, you are about to see what donkey rescue and fostering is all about.

From my point of view, running a satellite center has two main aspects: the donkeys and the public. The donkeys are the easy part. As Kinky Friedman (Spokesperson for the Texas branch of PVDR & Cowboy Philosopher) says, "A burro is more trustworthy, hardworking, and loyal than any politician I know. I have never met a burro I didn't like." Your PVDR adoptables will exhibit all these qualities. They may range in temperaments from shy to outgoing, loud (lots of brays) to quiet (mini-brays), playful to laid-back. But if you gain their trust, they will each show you their loyalty and honesty. The other aspect of operating a satellite adoption center, the general public, can be a mixed blessing. You will meet some people who love and treat their companion animals as family, you will come into contact with others who shouldn't be allowed to share their lives with any kind of animal, and you will meet folks in between. But overall I have met some great individuals who are committed to animal rescue, whether it be donkeys, dogs, horses or any other animals.

The other great aspect of operating a SAC is that you have the support of the PVDR staff and volunteers. Even though you may be miles away from another SAC, you are not alone and can always get help from anyone involved in the rescue organization. If you have general questions about your donkeys or procedures not covered in this manual, please feel free to contact any of the SAC directors. And, of course, if you have an emergency, the PVDR staff is always available for assistance.

Again, welcome to PVDR and thank you for your willingness to be involved in our mission.

Best wishes,
Jan Blumentritt
SAC, Odessa, TX

100 Communications

How to stay in touch with Peaceful Valley

100.1 Who do I contact?

For any questions related to communications, please contact Mark Meyers mark@donkeyrescue.org

100.2 Emails

You will be given a donkey rescue email. This email will allow you to protect your private email and make it easier for everyone within the organization to contact you. Typically the email will be yourfirstname@donkeyrescue.org in some cases where the whole family is involved, we can issue the email as yourlastname@donkeyrescue.org. This email can be forwarded to your existing email address. With this option you will receive all donkeyrescue.org emails in your regular inbox. We can also create this email with its own mailbox. You can check the mail in this mailbox by visiting www.donkeyrescue.org/go and clicking on the appropriate link.

100.3 Websites

Most of the information and forms that you will need can be found on one convenient website. This website can be found at www.donkeyrescue.org/go. This website is for Staff, SAC and Volunteer use only, please do not share it with the public.

On this website you will find:

1. Links to check your email
2. The Peaceful Valley Calendar login name: pvdr password: go2pvdr1
3. Staff Contact List
4. The most recent Master Donkey List
5. Many Peaceful Valley forms in PDF format

200 Financial

Making purchases and getting reimbursed

200.1 Who do I contact?

For any questions related to finances, please contact Amy Meyers
amy@donkeyrescue.org

200.2 Expenses Requiring Approval

All items requiring reimbursement from the corporate office require pre-approval. Peaceful Valley also has many contacts and buying options, therefore we ask that you contact us prior to making any purchases for feed, equipment or supplies. In many cases, we can mail you the necessary items cheaper than you can purchase them yourselves. In some cases, Peaceful Valley may ask you to perform a rescue in your area. Gas and Hotel are reimbursable in these cases. You can email your list of items to amy@donkeyrescue.org

200.3 Forms

You will find an easy to use SAC reimbursement form on www.donkeyrescue.org/go. Once a month, simply print the form, fill it out and attach your receipts. Our accounts payable department typically issues reimbursement checks in the first week of each month for the previous months expenses.



DONKEY RESCUE

300 Health

Maintaining the health of your adoptable donkeys

300.1 Who do I contact?

For any questions related to health, please contact Devin Kerley
devin@donkeyrescue.org

300.2 Vaccines & Worming

All of the Peaceful Valley donkeys are on a strict schedule for their vaccines and worming. When the donkeys in your care are due for any type of treatment, you will be contacted by our medical staff and the required items will be mailed to you.

300.3 Veterinarians

Prior to contacting a veterinarian, please contact our medical staff for pre-approval. With so many donkeys in our system, chances are very good that we will be able to assist you in most medical situations. If we cannot solve the problem, then we will have you contact your local vet. These expenses can be reimbursed to you or the Veterinarian can bill us directly.

300.4 Medicines

Peaceful Valley will issue you a kit of many of the most common medicines that donkeys need. We are able to purchase these at a considerable discount over what most Veterinarians charge. Please contact us prior to making any medicine purchases.

300.5 Farriers

Hoof care is very important to the health of our donkeys. When the donkeys within your care are getting close to needing a trim, please contact our medical staff. Whenever possible, we will have a Peaceful Valley staff member trim the donkeys at your facility. If this is not possible, we will instruct you to set up an appointment with your farrier and we will cover the cost.

300.6 Common Health Issues

Donkeys are very hardy and typically will never have any major health concerns. Certain conditions can surface that require immediate action.

300.61 Off Of Feed

A donkey will stop eating only when there is a major problem. As they are very stoic animals, they will typically not show signs of pain. A loss of appetite is a crucial indicator. Contact us immediately if you notice a change in eating habits.

300.62 Laying Down For Long Periods

A healthy donkey will often nap and sleep laying down, there is nothing wrong with this behavior. You need only be concerned if the donkey seems to be laying down excessively, several hours at a time, or refuses to get up when you approach.

300.63 Dazed and Confused

Contact us right away if you notice a donkey staggering or appearing confused.

300.7 Emergencies

If you cannot reach any senior staff member by phone and an emergency occurs, you can call your veterinarian without authorization. Some situations that require immediate action would include:

1. A serious cut with excessive bleeding
2. Choking or restricted airway
3. Very light or very dark gum color

300.8 Useful Items

It is a good idea to have a digital thermometer, stethoscope and flashlight available. In some cases, we can make a better diagnoses if we know the temperature, heart rate and gum color of the distressed donkey.

300.9 Familiarize Yourself

Practice your medical skills on your healthy donkeys before there is a problem.

1. Heart rate (44 beats per minute)
2. Temperature (98.9 degrees Fahrenheit)
3. Gut sounds (loud grumbling)
4. Gum color (healthy pink)

400 Behavior

Identifying and correcting certain behaviors in donkeys

400.1 Who do I contact?

For any questions related to behavior, please contact Mark Meyers
mark@donkeyrescue.org

400.2 Jennets In Season

Even without the presence of male donkeys, jennets will still go into season on a regular schedule. The typical indicators are lowering of head, keeping their mouth open and excessive drooling. This is completely normal and no action is required on your part. During this time you may see geldings and jennets mounting the jennet as well as some aggressive behavior by other donkeys in the herd.

400.3 Fighting

All of the male donkeys that you will receive from Peaceful Valley will have been gelded. As some of these donkeys were castrated at an older age, some of them may still show dominant behavior from time to time. It is usually best to let the donkeys sort out their own pecking order. An occasional bite or kick may draw blood but typically there is no need to intervene. Never allow anyone into the donkey pen if aggressive behavior is evident.

400.4 Settling In

All of the donkeys that are issued to our SACs have been prescreened for certain behavior. This includes accepting a halter, standing tied and picking up all four hooves. It is important for you to understand that your donkeys have just endured a very long trip and will require a few days to settle into their new surroundings. Please give them a few days to relax before requiring too much from them.

400.5 Picking Up Hooves

It is very important to continue the training that the donkeys in your care have received. As often as possible, work with one donkey at a time. Halter the donkey, tie it securely to a solid post and slowly work your hand down each leg, firmly grasping the leg and lifting it off of the ground.

500 Adoptions

Finding qualified homes for our donkeys

500.1 Who do I contact?

For any questions related to adoptions, please contact Devin Kerley
devin@donkeyrescue.org

500.2 A Good Home

A good candidate for adoption is a person that is looking for a pet or a companion to another equine. Anyone who is too specific in size or color is typically not a good candidate. Someone who is looking for a donkey to perform a specific task: riding, cart pulling, packing may not be happy with a rescued animal and should be directed to look elsewhere.

500.3 The Adoption Process

All interested parties should be sent a copy of our adoption application. This will explain the requirements and should exclude anyone who is unable or unwilling to comply with our policy. All interested parties should schedule an appointment with you to meet the donkeys. Anyone who is unwilling to come out to meet the donkeys is usually rejected as an adopter, we are looking for a certain level of commitment. Once you have a completed application and have met with the perspective adopter, send the completed application, via fax or email if possible, along with your opinion to Devin Kerley at the California Office for final approval.


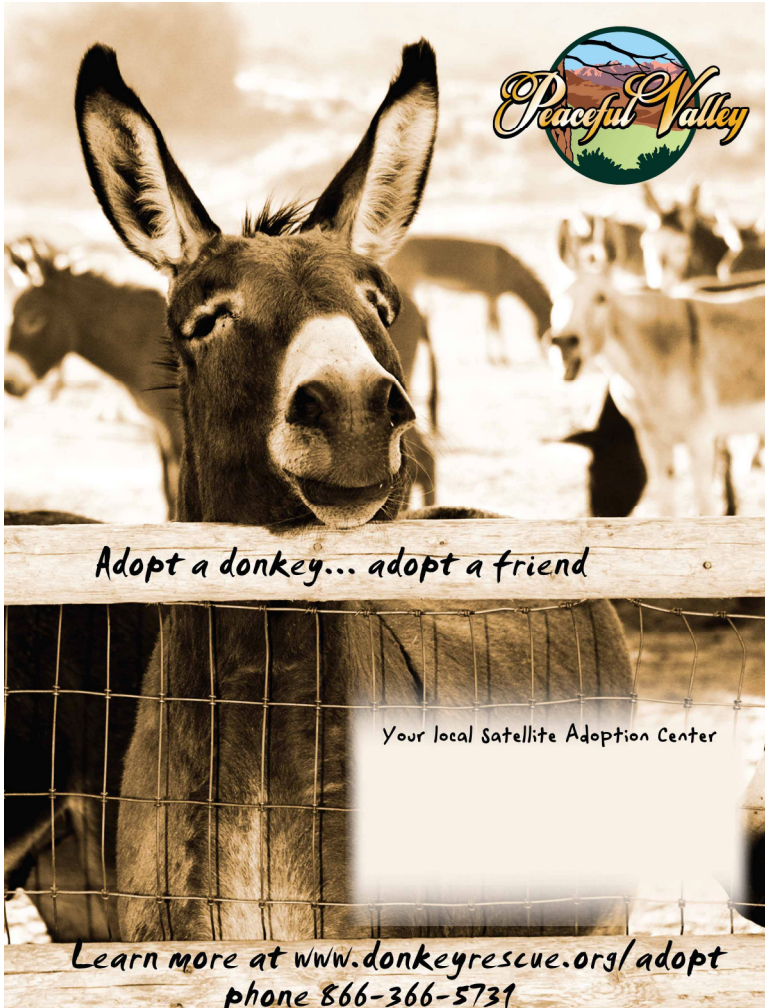
500.4 Home Review

It is always best to perform a physical inspection of the adopters premises. In some cases, this is simply not practical. In these cases, ask the adopters to send you pictures of the pens, shelters and play yards.

500.5 Advertising

Peaceful Valley will provide you with a pair of magnetic signs to place on your vehicle or trailer. In addition, we will also have business cards printed with your information. Posters are available for printing on www.donkeyrescue.org/go and can be customized and placed in feed stores, veterinarian's offices, etc. Ads can also be placed in classifieds such as your local paper or thrifty ad type paper. A typical ad would say:

“Donkeys make great companions! Rescued donkeys available for adoption, Call #”. Contact Amy Meyers to discuss advertising options. You are welcome to create your own posters, flyers and methods of advertising, but please have it approved by a senior staff member prior to distribution.



Adopt a donkey... adopt a friend

Your local Satellite Adoption Center

*Learn more at www.donkeyrescue.org/adopt
phone 866-366-5731*

600 Rescues

Performing rescues and accepting surrendered donkeys.

600.1 For any questions related to rescues, please contact Mark Meyers
mark@donkeyrescue.org

600.2 Donkey Surrenders

Once you have established a presence in your community, you will invariably receive calls from people wanting to surrender their donkey to you. The reasons may vary but a typical surrender could be for medical reasons, financial reasons or changes to job, marriage or lifestyle. Please contact Mark Meyers prior to accepting any surrenders.

600.3 Donkey Rescue

On occasion there may be a donkey in your area that is in immediate need of rescue. There can be many factors involved in a rescue and we will assist you through the whole process. A few issues that we will have to consider are:

1. What type of area is the donkey located?
2. Can the donkey stand up?
3. Is the donkey aggressive?
4. Does the donkey have an illness that could be spread to the other donkeys in your facility?
5. Are there legal issues attached to this rescue?

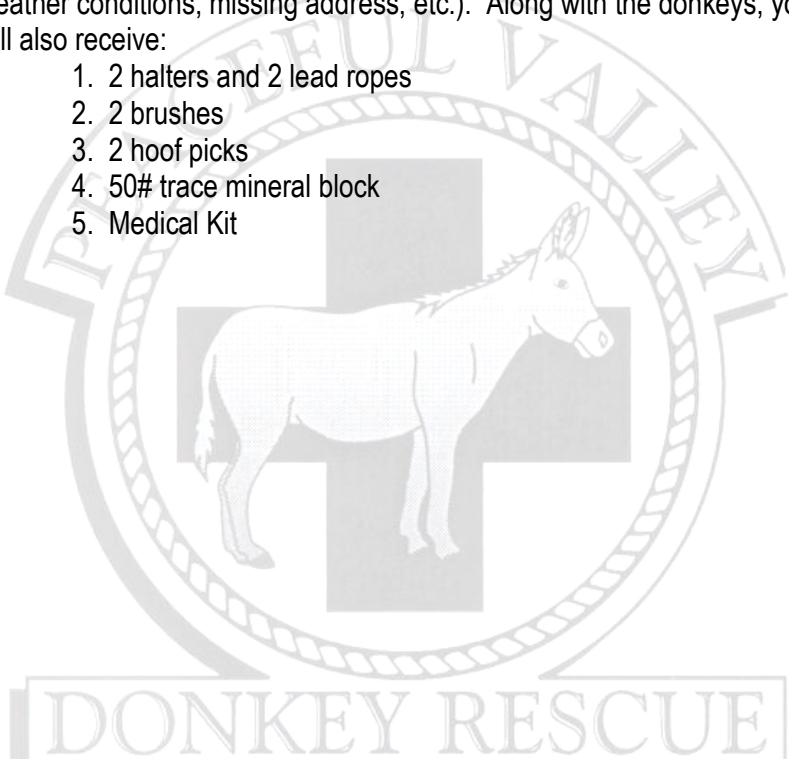


DONKEY RESCUE

700 When the Donkeys Arrive

Each SAC will be issued six donkeys. It is typically our policy to drop the donkeys off by late afternoon on the first day and then come back for a training session with you on the next day. You will be notified of the date and approximate time that your donkeys will be dropped off. Please notify the driver of any conditions that effect the delivery (i.e. limited access, weather conditions, missing address, etc.). Along with the donkeys, you will also receive:

1. 2 halters and 2 lead ropes
2. 2 brushes
3. 2 hoof picks
4. 50# trace mineral block
5. Medical Kit



On behalf of all of the Trustees, Staff and Volunteers, I would like to thank you for joining our team. Peaceful Valley is truly making a difference in improving the plight of the American Donkey.

Welcome Aboard!

Mark Meyers
Executive Director