

Texarkana Animal League Rescue Assistance Program (RAP)

The purpose of the Texarkana Animal League (TAL) Rescue Assistance Program (RAP) is to provide a coordinated resource for fundraising and public awareness opportunities to local area animal rescues. This will also allow those rescues that have agreed to be included in RAP to utilize TAL's 501(c)(3) tax-exempt organization's status when purchasing necessary animal care supplies and accepting donations.

1. TAL and each rescue involved with this program (both hereafter referred to as group/groups) will maintain their individual identities and independence from each other. All groups will remain separate entities and no group will be held responsible for any other group's actions nor interfere with any other group's operations. This is necessary for TAL to maintain our tax-exempt status.
2. All locally-organized and recognized animal rescues are invited to participate. This will include any dog, cat, or wildlife rescue whose organization has not received a tax-exempt status from the IRS. Rescues may apply for participation in RAP by completing the attached Application form, signing, and returning the form to Texarkana Animal League, PO Box 6166, Texarkana, TX 75505 by October 1st of each year for the next fiscal year (January 1 through December 31). Rescues that are accepted by the TAL Board of Directors for participation will be notified by mail (or email) and include a copy of any and all agreements and program rules for the following fiscal year. Since TAL's budget year is January through December, all RAP activity will follow the same schedule.
3. If any rescues wish to form a larger group (example: ARGOT), they are allowed but not required to do so to participate in RAP. TAL will show no preference to any participating or non-participating rescue nor give any preferential treatment to a specific rescue or group of rescues over any other.
4. All participating groups are expected to support each other and TAL as frequently as possible. This may be done in many ways: by attending each other's events, Facebook posts, sharing emails, etc. whenever feasible. The more all the groups work together, the more the public will see us as a united front to help all animals in our area.
5. Each fundraising and/or public awareness event specifically aimed at promoting RAP will include the names of all participating groups and will have TAL representation and participation when TAL volunteers are available. All donated funds received at the event (less any possible expenses) will be divided equally among the fully-participating groups (determined by TAL RAP Committee) as follows:
 - a. After each such event, all funds received (cash and checks) will be combined and placed in a TAL general ledger account specifically-designated for RAP and the included groups. These funds (less any possible expenses) will then be allocated equally to each group that fully participated in the event and



placed in separate sub-accounts (one sub-account for each group). These funds can only be used for RAP and no other purpose without approval from all included groups.

- b. All checks received as donations must be made payable to TAL. Each of these donors will receive a TAL Thank You letter indicating the amount of the donation for their tax purposes.
 - c. Any cash (currency and/or coins) received will be considered indicative of the donor not requiring a Thank You letter or proof of the donation for their tax purposes. If the cash donor specifically requests a receipt, the individual group accepting the cash will be responsible for completing a Cash Received Receipt (including the donated amount, donor's name, and complete mailing address) and forwarding the cash and a copy of the receipt to TAL with all other donations from the event. These specific cash donors will also be sent a TAL Thank You letter.
 - d. Adoption fees MUST be kept separate from donations. Adoption fees are strictly between the rescue and the adopter and not to be included in a tax-deductible donation to TAL. If a rescue does include these funds when monies are pooled after an event, those funds will not be separated and will be allocated equally as well.
 - e. Monies received by TAL for RAP (and subsequently for the participating rescue groups) will be separate and apart from all other TAL funds, including but not limited to SNAP, ACAC medications, etc., and only available to the participating groups as reimbursement for proper and allowed expenses.
6. Any donation made to TAL outside a specified RAP event and designated for RAP or a specific participating group by the donor will follow the same rules as if they were received at such event. (See #5 above.) These funds will be equally allocated to all RAP groups unless the donor specifies that the funds go to a particular group.
7. For TAL to maintain our tax-exempt status, we must assure that all funds we receive are spent on IRS-acceptable expenses: i.e. supplies for the feeding and care of rescued animals, veterinary supplies, medications, etc. To substantiate this, we are required to maintain strict and proper documentation concerning all outgoing funds. Consequently:
- a. Each rescue will be required to complete a Reimbursement Form and attach applicable receipts (or copies of receipts) to receive their allocated portion of the donated RAP funds. These forms may be sent to Texarkana Animal League, PO Box 6166, Texarkana, TX 75505. Forms received by the 10th of the month will be paid with available RAP funds once per month by the 25th of the month. This time schedule may be adjusted or revised by TAL in emergency situations.
 - b. All TAL checks that include RAP funds will be made payable to the individual rescue names rather than to any individual person names. The participating rescues are urged to check with their financial institutions about their check



- cashing and depositing policies.
- c. These procedures are not designed to make it inconvenient for the participating groups, but rather to guarantee that we follow proper IRS-sanctioned accounting practices and pass our required annual audit.
 - d. Any funds remaining in the RAP general ledger account on December 31st of the year will be rolled over into the next fiscal year.
8. TAL's Board of Directors will appoint at least three persons (including no less than two current TAL Directors) to form the TAL RAP Committee. This Committee will oversee RAP, act as liaisons between the TAL Board of Directors and the participating groups, and approve all reimbursements to the groups. To avoid the appearance of any possible conflict of interest, these three RAP Committee Members will have no affiliation with any specific rescue group (whether or not participating in RAP).
 9. The RAP Committee will invite representatives from each participating rescue to meet in a group setting at least quarterly (or when called by a majority of the participating groups or TAL) to discuss fundraising opportunities and help resolve any disagreements.
 10. The TAL Life Saver Program will be discontinued and those TAL budgeted funds will be rolled into the RAP funds. If budgeted, this "seed money" will be available for reimbursement to each participating group at the beginning of each year.
 11. If the rescue group receives animals from out of the area (currently Bowie, Miller, Cass, and Little River counties are considered within our local area), any expenses that result from caring for these non-local animals are not eligible for reimbursement. It is up to each group to keep up with eligible and non-eligible expenses. This "local only" rule will be applicable to all funds disbursed by TAL unless an exception is allowed by the TAL Board of Directors on a case by case basis.
 12. Rescues that are a part of RAP are allowed to use TAL's 501(c)(3) tax-exempt status to avoid paying sales taxes on appropriate purchases at merchants that will allow this. This currently includes but is not limited to PetsMart and Tractor Supply. Please see #7 for examples of appropriate expenses. This ability will be removed from any group that takes undue advantage or purchases non-relevant items using our tax-exempt status. At no time is any Rescue or Volunteer allowed to charge any purchase or service at any merchant, veterinarian, or other vendor to any TAL charge or payable account without prior specific approval from TAL. No bills or statements from any merchant, veterinarian, or other vendor should be sent directly to TAL without prior specific approval from TAL.
 13. If any participating rescue wants to apply for a specific grant or funding using TAL's tax-exempt status, TAL will work with that rescue as long as it does not involve a grant or grantor that currently or potentially funds TAL or TAL programs. If a TAL grant-writing volunteer is available, he/she will work with the rescue and make suggestions as to what is required from the rescue to properly complete the necessary paperwork. If the possible grantor and TAL approve, the group will be



allowed to use TAL's 501(c)(3) status in the official grant application. Any funds received in this way will be placed in the RAP account and designated for the specific group that did the work to obtain the grant.

14. TAL and the RAP groups will attempt to work cooperatively with Texarkana Arkansas Animal Care and Adoption Center (ACAC) and/or other local animal shelter to allow any participating rescue group to "pull" any animal and take the animal into their group for care at no charge from ACAC or other shelter. This decision is solely at the rescue's discretion with no influence or guidance from TAL as to whether the group has the available resources to care for the animal.
15. When it becomes feasible, the TAL website will include a separate page for information on the groups participating in RAP and will update the page as frequently as possible based on information supplied by the groups. If more website expertise becomes available to TAL, more internet presence will be made available to the groups.
16. If at any time a participating rescue or TAL feels that the other party is not conducting itself "in good faith" with properly-held policies and practices, TAL and the group will be notified and the situation will be discussed together. If a mutually-agreed upon arrangement cannot be reached, the RAP relationship can be terminated by either TAL or the participating group at any time.
17. Once a participating rescue leaves RAP, it can only apply to rejoin during the next sign-up period (September of each year).
18. Agreements, Forms, Program Rules, etc. for RAP may be revised, rewritten, or otherwise adjusted at anytime by the TAL RAP Committee as authorized by the TAL Board of Directors.





Rescue Assistance Program (RAP) Application

Please print all information:

Rescue's Name _____

Mailing Address _____

Physical Address _____

1st Representative's Name _____

2nd Representative's Name _____

Phone numbers _____

Type of rescue (dog, cat, breed-specific, etc.) _____

How long has the rescue been organized? _____

Does the rescue have a 501(c)(3) tax-exemption from the IRS? (circle one) Yes
No

My animal rescue wishes to be included in TAL's Rescue Assistance Program (RAP) during the next calendar year. I agree to all the procedures as have been presented to me and understand that they may be revised from time to time as necessary by vote of TAL's Board of Directors. I understand that TAL and my rescue will maintain individual identities and independence from each other. TAL and my rescue will remain separate entities and no group will be held responsible for the other group's actions nor interfere with the other group's operations. Neither my rescue nor any of its volunteers will do anything to purposely jeopardize TAL's 501(c)(3) tax-exempt status.

Applying Rescue:

Date _____ Authorized Signature _____

Accepted by TAL:

Date _____ Authorized Signature _____

***Please complete and send to: Texarkana Animal League, PO Box 6166,
Texarkana, TX 75505. Must be received by TAL no later than October 1st for the
next calendar year.***





Rescue Assistance Program (RAP) Reimbursement Form

Please print all information:

Rescue's Name _____

Mailing Address _____

Phone numbers _____

Please be sure to attach legible receipts or copies of receipts for all reimbursable expenses and send to: Texarkana Animal League, PO Box 6166, Texarkana, TX 75505. Must be received by the 10th of the month to be included in that month's reimbursements.

<u>Eligible expenses:</u>	<u>\$ Amount \$</u>
Food	_____
Medications	_____
Veterinary Care	_____
Animal Care Supplies	_____
Other (explain) _____	_____
Other (explain) _____	_____
Other (explain) _____	_____
TOTAL	_____

I certify that the above expenses are all eligible for reimbursement by TAL according to the procedures of the TAL Rescue Assistance Program.

Applying Rescue:

Date _____ Authorized Signature _____

Approved by TAL:

Date _____ Authorized Signature _____

Date _____ Authorized Signature _____

