



**Inland Valley
Humane Society & S.P.C.A.**
A home away from home.

SHELTER PARTNERSHIP GUIDELINES

Thank you for your interest in becoming a valuable Shelter Partner. Please read over the following statements and sign at the bottom to confirm your understanding.

INTRODUCTION

The Humane Society of Pomona Valley, Inc. dba Inland Valley Humane Society & S.P.C.A. ("IVHS") operates an open access animal shelter, accepting all domestic animals regardless of their age, health, or temperament. The animal shelter is located in Pomona and serves as an animal shelter for contract cities in Los Angeles, Orange, and San Bernardino Counties.

IVHS values the support offered by municipal entities, 501(c)(3) animal or adoption organizations ("Shelter Partners") that work cooperatively with IVHS to provide additional placement opportunities for homeless animals. This guidance document and the Shelter Partner Agreement are intended to ensure a viable, sustainable, and successful Shelter Partner relationship.

SHELTER PARTNER QUALIFICATIONS

In order to ensure the health and safety of the animals and to ensure that animals are handled in a humane manner, IVHS requires that Shelter Partners agree to the terms in the Shelter Partner Agreement. The minimum qualifications for a Shelter Partner are as follows:

A Shelter Partner must:

- Be a municipal entity (state or local government entity) or a nonprofit (as defined in Section 501(c)(3) of the Internal Revenue Code) animal or adoption organization;
- If a nonprofit entity, maintain status as a 501(c)(3) animal or adoption organization;
- Be organized and operated for the purpose of animal rescue and/or adoption;
- Have no history of convictions for violations of state law or local ordinances regarding animal cruelty or neglect, including, but not limited to, violations of California Penal Code sections 596 through 600.5;
- Be in compliance with all state and local laws related to animals, including, but not limited to, all applicable provisions of the Penal Code, Civil Code, Food & Agriculture Code and Health & Safety Code;
- Be in compliance with all state and local zoning ordinances; and

- Maintain all state and local permits and licenses as required for the operation of an animal rescue or adoption organization.

SHELTER PARTNER DOCUMENTATION REQUIRED

Organizations interested in becoming Shelter Partners must submit the following documents:

- The Shelter Partner Agreement signed by the person authorized to enter into this agreement on behalf of the Shelter Partner.
- The names and contact information of all persons authorized by the Shelter Partner to adopt animals from IVHS on behalf of the Shelter Partner pursuant to the terms of this agreement. A form is provided by IVHS for this information.
- For Shelter Partners that are 501(c)(3) animal or adoption organizations:
 - A copy of the Shelter Partner's IRS determination letter confirming its status as a 501(c)(3) animal or adoption organization; and
 - A copy of the Shelter Partner's Articles of Incorporation, bylaws, mission statement and online status report from the Secretary of State.

Upon receipt of the signed Shelter Partner Agreement and the documents required above, IVHS will review the documents, sign the Shelter Partner Agreement and send a copy of the fully executed Shelter Partner Agreement to the organization. IVHS will make every effort to complete the review process and sign the Shelter Partner Agreement in 24 hours or less after receipt of the required documents and the signed Shelter Partner Agreement. The Shelter Partner Agreement is effective on the date it is signed by IVHS.

For Inland Valley Humane Society & S.P.C.A.:

For Shelter Partner:

Signature: _____

Signature: _____

By: MaryAna DeLosSantos

By: _____

Title: Director of Operations

Title: _____

Date: _____

Date: _____