

P.O. Box 697, San Jose, CA 95106 • Phone: 650-450-9104 • Fax: 866-201-4199 • E-mail: mail@mickaboo.org • Website: www.mickaboo.org

# ORGANIZATIONAL STRUCTURE AND POLICIES

## **DESCRIPTION**

Mickaboo Companion Bird Rescue ("MCBR") is a 501(c)3 bird rescue organization located in the San Francisco Bay Area. MCBR is dedicated to rescuing companion birds in Northern California that have either been neglected, abused, injured, suffer from an illness, or are no longer wanted. We rehabilitate them when necessary, and place them in safe, caring foster homes until a permanent home can be found.

We provide bird care education classes to the general public free of charge and require this class for prospective adopters and foster parents.

We do not have a bird care facility. Instead, birds in our care are housed in a network of foster homes.

Funding for the operation MCBR is provided by donations, adoption fees, grants, and fundraising events. MCBR is an all-volunteer organization. All funds collected are used for the care of our rescued birds.

Our primary vehicle for advertising Mickaboo is our website at www.Mickaboo.org.

#### MISSION STATEMENT

- To provide protection for those birds who, by no fault or choice of their own, cannot help themselves, and depend on humans for their care.
- To ensure the highest quality of life for our companion birds.
- To educate the bird owning public on the most current diet, health and general care information.

#### CONTACTING MICKABOO

Email: mail@mickaboo.org

Specific Species Adoption Coordinators can be reached from the website at the end of the biography for each bird.

#### Mail:

Mickaboo Companion Bird Rescue P.O. Box 697 San Jose, CA 95106

Phone: 650-301-6521

See also: Retrieving Voice Messages First Contact Letters

Document revision date: 12/17/09

## **DECISION MAKING**

MCBR's Board of Directors acts as an advisory group, but as a whole is not involved in day-to-day operations. Individual members of the Board can and do take on day-to-day tasks, working as general volunteers in the organization.

An administrative team handles daily operations, including decisions regarding intake, foster placement, adoption approval, and adoption fees. This team is composed of the Executive Director, the Deputy Executive Director, the Operations Manager, and the Species Coordinators (see attached job description).

Approval for adoptions, foster home placement, and foster home moves require the approval of at least two members of the administrative team and must include the Species Coordinator for the bird in question.



The exception is decisions regarding medical care. (See Medical Care section of this document.)

See also:

Species/Special Class Adoption Coordinator

## SURRENDERING A BIRD TO MICKABOO

Mickaboo accepts birds from private parties, veterinary hospitals, humane societies, other bird rescues, and animal shelters. Our ability to take in birds is limited by foster home space.

We prioritize the intake of birds that would otherwise be euthanized of birds that are currently housed in animal shelters or humane societies that do not have the knowledge or ability to properly care for surrendered birds.

In some cases, surrendering private parties may also act as foster homes until a permanent home for their bird can be found.



See also:

Surrender Agreement Surrendered Bird Questionnaire

### SCREENING OF ADOPTION/FOSTER HOME CANDIDATES

With the exception of financial compatibility, the screening for foster homes and adoptive homes is the same. The screening process includes the following elements:

- Application
- Attendance at a bird care class
- Phone screen
- Home visit

See also:

Adoption/Foster Application
Phone Screen Guidelines
Home Visit Checklist
Orientation and Bird Care Class Outline

## **Fostering for Mickaboo**

Mickaboo relies exclusively on foster parents for the care of our birds. MCBR provides caging for foster birds and pays for the veterinary care of all birds in foster care. Foster parents must pay for a bird's food and toys.



See also:
Foster Parent Guidelines
Foster Parent Agreement
Zoonotic Disease Waiver
Quarantine Procedure for Foster and Newly Adopted Birds
Welcoming Your New Bird

## **Adopting from Mickaboo**

Once in our care, Mickaboo makes a lifetime commitment to a bird. If an adoptive parent is no longer able/willing to care for a MCBR bird, we require his/her return to us for rehoming.

We do not adopt birds to breeders even if they do not intend to use an MCBR bird for that purpose.

MCBR charges adoption fees for all our rescued birds except those that are deemed "special needs" and those that are severely plucked. MCBR defines special needs birds as those that require special accommodations due to disability or those that will require ongoing veterinary care due to a chronic medical condition or advanced age.

Our adoption fees are based on research done by the administrative team that includes the following:



- Current pet store prices by species
- Current breeder pricing by species
- Adoption fees charged by other rescue groups

### The fees are reviewed yearly.



For large birds, we are willing to structure a payment plan for the adoption fee.

See also:
Adoption Contract
Adoption Fee List
Payment Schedule
Quarantine Procedure for Foster and Newly Adopted Birds
Welcoming Your New Bird

# **MEDICAL CARE**

MCBR provides all necessary veterinary treatment for birds in our care. Whenever possible we use board certified avian vets. (Letters of reference attached)

In emergency situations, foster parents are authorized to seek immediate medical treatment. In non-emergency situations, The Executive Director in consultation with the bird's veterinarian and our Medical Director make decisions about medical care or euthanasia.

MCBR provides hospice care for birds with incurable illnesses like PBFD.

## See also:

Letter of recommendation, Dr. Lynn Dustin, Bay Area Bird Hospital