



UPF DISTRIBUTION & GENERAL POLICIES UPDATE 2022

The United Pet Fund Board has decided to update its Distribution and other Policies after a 2+ year COVID Period that saw us relaxing some of our policies for the distribution of resources. This will go into effect July 1, 2022, and will remain in effect until further notice.

Policies include:

- There will be a **Three Strike Policy reinstituted for UPF Members**. Any UPF Member who *accumulates 3 strikes by breaking the stated policies* (or others as circumstances arise) will be removed as UPF Member and forfeit any Distribution of Resource access. They will also forfeit their Membership dues. The businesses and organizations who are donating resources, or arranging for us to get resources, have tightened their rules, and we must follow suit to be able to do what we do to help you. We hope you understand.
- **All UPF Members** who come in to pick up resources **will have to sign in** with the date of pickup, name of their organization, name of person picking up resources, telephone number of person picking up resource, and then agree to follow the policies of UPF (will be posted and be available in written form).
- **No Distribution** will occur unless Director of Organization (or other authorized personnel/volunteer/staff) **informs UPF who will be picking up resources**. Director and Members of that Organization will control who is allowed to pickup resources. That list will be made available to UPF Volunteers.
- At **NO TIME** will UPF Members and their volunteers be allowed to bring friends, family members, neighbors, etc. **to get resources for their own personal animals, or use such resources for their own personal animals under their care**. We also ask that children not be brought along if there is going to be any use of the forklift to deliver resources to your vehicle(s). UPF Resource Center is a *WORKING WAREHOUSE* and presents a danger to those who enter and are not watching for operating equipment or resources that may be stored in a way that could fall over and harm a person if disturbed.
- All resources must be utilized for the animals that are under the care of their organization or meet your mission statement (i.e., food bank use, community animal health facility, etc.). *At no time will such resources be utilized for the animals that are their own personal animals.*
- At **no time** will the resources that are distributed at UPF to our Members **be sold** to another party in any form....Internet sales, flea market, raffles, etc. *Many of these rules are from the companies/organizations who make the donation to United Pet Fund, and we must follow them to continue to receive resources.*

- If you make an appointment with a UPF Volunteer to meet them for Distribution of Resources and fail to show up without adequate announcement for intervening circumstances, that will count as a Strike. **It is NOT the job of the UPF Volunteer to track you down.** We value the time of our volunteers.
- **All rules of the businesses and organizations** that make Donations to UPF for distribution to our Members **MUST be followed**, and such companies/organizations must be recognized in any Social Media announcements from that UPF Member. These and other rules may be posted on a DGR (Donated Goods Receipt) that you may be asked to sign.
- **Foster families that come to pick up resources** MUST get permission from the Director of the UPF Member organization (or such person who has the authority to make that decision). That Director/Authorized Person will then inform the UPF Volunteer who will be coming to pick up the resource, and that Foster Family must be made aware of our policies, as well as follow them. You will be held responsible if we find out that the Foster Family has been not following the rules of UPF.
- When at the UPF Resource Center, **UPF Members and their representatives will follow the directions of the UPF Volunteers.** They must ALL be aware that this is an active warehouse and follow safety measures to avoid bodily injury. They will all stay in assigned locations, and out of the way of warehouse equipment (such as forklifts) when picking up resources. Safety is an ultimate priority for all involved.
- **You must pick up the amount of resources that will match the number of animals under your care. NO HOARDING of resources beyond 2-3 month supply.** UPF Members are allowed to share their resources with other Members as the need arises, or special circumstances such as a 'food bank' opportunities that will fulfill your Mission Statement.
- In keeping with the policy of respect for other UPF Members, UPF will not tolerate UPF Members slandering, demeaning, or other show of disrespect on Social Media, in person, or other means about other UPF Members. If you have a concern, please address it with a UPF Board Member in private.
- If your Membership dues go three months or more unpaid when the renewal date comes up, with no contact to UPF, then your Membership is forfeited, and you must reapply and go on a wait list if applicable. When overdue membership dues are paid, the dues will be applied retroactively so that your renewal will be based on the original renewal date.