

**IRIS SEEMORE ANIMAL HEALTH FUND INC.  
ORGANIZATIONAL OUTLINE**

***OVERVIEW***

**Organizational Status:**

Iris Seemore Animal Health Fund Inc. hereby referred to as, ISAHEALTH Fund, is a Michigan Corporation authorized to do business under the laws of the State of Michigan.

**Organizational Goals:**

The Iris Seemore Animal Health Fund is a non-profit organization set up to raise money for catastrophic illness for animals with a primary focus on service animals. In addition, it will raise awareness of the importance of respecting the rights of all creatures, as well as promoting pride and acceptance of all human beings regardless of their differences.

***ORGANIZATIONAL STRUCTURE***

**ISAHEALTH Fund Owner-Operator:**

Owner-Operator, Geri Taeckens, has created and developed ISAHEALTH Fund from its beginning, obtaining articles of incorporation from the state of Michigan in fall of 2005.

**Owner-Operator's Role and Responsibilities:**

The owner-operator will oversee all aspects of the ISAHEALTH Fund Corporation, ensuring:

1. The establishment of policy and procedures.
2. The establishment of an ISAHEALTH Fund Advisory Committee to assist in the corporation operations.
3. Develop quality products to be sold.
4. Market and distribute products.
5. Follow the procedures for contracting with established business retailers, monitoring their fundraising activities.
6. Follow the policy and procedures for contracting with individual retailers, monitoring their fundraising activities.

7. Follow policy and procedures for screening and allocating ISAHEALTH Fund monies to animal recipients.
8. Monitor all financial activities, balancing the budget, and reporting financial activities to appropriate governmental agencies.
9. Continue to improve the activities of ISAHEALTH Fund.

#### **ISAHEALTH Fund Advisory Committee:**

The advisory committee will consist of four to six interested volunteers. One of the members will be the organization's sub-contracted secretary. Relatives of the owner-operator or other individuals, who might be viewed as posing a conflict of interest, will be prohibited from serving on the committee. The committee will interact at least once per month, reviewing the activities of the corporation through physical face-to-face meetings and/or via e-mail.

#### **Role Responsibilities:**

Each member will be aware of the activities of the corporation and will perform the following duties:

1. Assist in the establishment of policies and procedures.
2. Review retailer applications.
3. Monitor retailer activities to ensure funds are allocated appropriately.
4. Review and prioritize fund recipient applications.
5. Monitor ISAHEALTH Fund finances.
6. Act as troubleshooters for issues or concerns related to the operations of ISAHEALTH Fund.
7. Provide ongoing evaluation and recommendations to the owner-operator to assure quality production and services.

### ***POLICIES AND PROCEDURES***

#### **Fundraising Policies:**

1. ISAHEALTH Funds will be raised through:
  - a. Donations
  - b. Profits from product sales

2. Donations raised by ISAHEALTH Fund will go directly to the ISAHEALTH Fund account managed by the owner-operator under the direction of the Advisory Committee.
3. Product sale profits can be managed in two ways:
  - a. ISAHEALTH Fund Account, which is directly managed by the owner-operator under the direction of the ISAHEALTH Fund Advisory Committee.
  - b. Established Business Retailer's Account, which is managed by an external corporation or business that has applied for retailer status and has been granted a contract by ISAHEALTH Fund's owner-operator under the direction of the ISAHEALTH Fund Advisory Committee.
4. One-hundred percent of all profits will be provided to recipients of the ISAHEALTH Fund. **Note:** Product profits equal the remainder of retail costs minus the production or wholesale cost of each product.
5. ISAHEALTH Fund staff and volunteers will solicit donations and market and distribute products to the public through:
  - a. An internet web site, [www.isahealthfund.org](http://www.isahealthfund.org)
  - b. Provide education on the importance of medical treatment for service and other animals by conducting public presentations at conferences, in schools, libraries and at other civic functions.
  - c. Will distribute ISAHEALTH Fund products to willing businesses who will donate space and time to sell said products.
  - d. Will advertise products and ISAHEALTH Fund events through the media.
  - e. Will develop ongoing special events such as book signings, product introduction celebrations and/or other fundraising events.
  - f. All monies raised through the above methods will be funneled through the ISAHEALTH Fund account.
6. Established Business retailers raising funds for animals will:
  - a. Apply for an established business retailer's contract with ISAHEALTH Fund, identifying the animal or animal organization recipient.
  - b. If granted a contract, established businesses will purchase products at wholesale cost.
  - c. Sell products at retail cost.
  - d. Grant funds to animals identified on their contract following the suggested guidelines listed in the section entitled, ISAHEALTH Fund Established Business Recipient Policy and Procedures.
  - e. Provide documentation to ISAHEALTH Fund regarding fundraising and grant transactions.

7. Independent individuals raising money for their personal animal will:
  - a. Apply for an independent contract with ISAHEALTH Fund, identifying the animal and their medical need.
  - b. If granted a contract, will purchase products at retail cost.
  - c. Sell products at retail cost.
  - d. ISAHEALTH Fund will grant the proceeds of the purchased products to the contracted independent individual's veterinarian service.
  - f. The independent individual's veterinarian service will provide documentation of their services rendered.
  - g. If the services do not consume the entire proceeds, unused profits from independent product sales will remain in the ISAHEALTH Fund account.

### **ISAHEALTH Fund Recipient Policy and Procedures:**

The following procedures must be followed when granting ISAHEALTH Funds for individuals and/or animal organizations that need money for medical treatment for animals with serious health problems. Established business contracted retailers are encouraged to follow these procedures as closely as possible. These policies are set up to ensure funds are not allocated to situations in which other resources may be more readily available or for circumstances which are not potentially life threatening or debilitating to the animal.

1. ISAHEALTH Fund will not be able to grant monies for animal medical needs until the corporation has been financially established and there are monies in the ISAHEALTH Fund account.
2. ISAHEALTH Funds raised by the owner-operator and volunteers will be used solely for certified service dog recipients.
3. Animal recipients will be able to access funds through independent retail contracts, selling ISAHEALTH Fund products through the sponsorship of an established business contracted with ISAHEALTH Fund. The ISAHEALTH Fund corporation will do its best to link and coordinate non-service animal recipients with existing established business retailers whenever possible.
4. All ISAHEALTH Fund recipients must go through an application and screening procedure prior to being granted funds. This process includes:
  - a. Filling out an ISAHEALTH Fund Application; either an "Independent application," or an "Established Business application."
  - b. Supplying ISAHEALTH Fund with medical documentation by a licensed veterinarian outlining the medical need and estimated treatment cost.
  - c. Providing ISAHEALTH Fund with personal references, if requested, to ensure the identified animal is in good hands.
  - d. Providing other pertinent information requested by ISAHEALTH Fund.

- e. Providing follow-up documentation by animal owner and veterinarian on the resulting effects of the medical treatment.
  - f. Allow ISAHEALTH Fund to share the recipient's experience with the public to promote further financial support (optional).
5. The owner-operator, under the direction of the Advisory Committee, will prioritize service animal recipients receiving funds from the ISAHEALTH Fund account in the following manner:
- a. 1<sup>st</sup> Priority - Availability of funds.
  - b. 2<sup>nd</sup> Priority - All other resources have been pursued and exhausted.
  - c. 3<sup>rd</sup> Priority - Severity of need.
  - d. 4<sup>th</sup> Priority - Recommendation of potential success by licensed veterinarian.
  - e. 5<sup>th</sup> Priority – First-time applicants.
  - f. 6<sup>th</sup> Priority – All other service animals with medical needs.
6. Established business retailers contracted with ISAHEALTH Fund are recommended to follow the same screening procedures, prioritizing animal health needs in a similar fashion. Established business contractors are encouraged to:
- a. Establish their own screening committee for prioritizing allocation of funds.
  - b. Provide documentation to ISAHEALTH Fund of screening process utilized upon request.
  - c. Call on the ISAHEALTH Fund Advisory Committee to assist in screening recipient applications and allocation of funds.
7. Independent retailers contracted by ISAHEALTH Fund will have already been screened by the Advisory Committee. As they are raising money for their personal animal through the selling of ISAHEALTH Fund products, they will simply need to follow the application policy in #2 of this section.

### **General Operating Policies:**

1. The ISAHEALTH Fund is an equal opportunity corporation and will not discriminate against contractors and/or potential recipients based on race, creed, nationality, religion or physical or mental difference.
2. ISAHEALTH Fund operates under the belief that all humans and animals are valuable and will not support any person or establishment that does not treat animals morally and respectfully and will notify any and all authorities of any suspected abuse or neglect.
3. The staff and volunteers of ISAHEALTH Fund will work to educate and promote products and events which teach acceptance and tolerance of all living things.
4. If unfortunate circumstances should arise in which the ISA Health Fund must desist, any profits will be donated to a service animal establishment to be determined by the advisory committee at that time.