



Board of Director Orientation Packet

(Updated 8/1/2025)

Mission Statement

Auburn Valley Humane Society enriches the lives of companion animals and people through animal sheltering, programs and community engagement.

AVHS Board Orientation Packet Contents

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*Please complete and return the AVHS Board of Director Application and AVHS Board of Directors' Policies and Procedures to:

Phil Morgan
President/CEO
Auburn Valley Humane Society
4910 A Street
Auburn, WA 98092
pmorgan@auburnvalleyhs.org
253-409-1501



Vision, Mission, Core Values, History and Accomplishments

Auburn Valley Humane Society is a 501c3 nonprofit organization who partners with the City of Auburn for the housing of the lost and stray animals within the City of Auburn. AVHS also serves King and Pierce County for owner relinquishments and adoptions.

AVHS VISION STATEMENT

To be a model of excellence in the advancement of animal welfare.

AVHS MISSION STATEMENT

Auburn Valley Humane Society enriches the lives of companion animals and people through animal sheltering, programs and community engagement.

AVHS CORE VALUES



We value the compassionate care of companion animals.



We value the humane treatment of all animals.



We value our staff and volunteers.



We value our relationships with our partners and supporters.



We value our role as a leader in animal welfare.



We value integrity, fiscal responsibility and careful stewardship of our resources.

Auburn Valley Humane Society was once a dream, was then a vision, and is now a reality. For the past thirty years Auburn residents have sheltered their homeless and stray animals by contract with Regional Animal Services of King County (RASKC). In 2010, budget shortfalls forced King County to substantially raise the contract cost and reduce services to the City of Auburn. Auburn residents were at risk of losing personalized animal control services, control of their financial future and the level of care for their lost pets.

Seventeen members of our community, including all the Auburn veterinary clinics, responded and the decision was made to form a Humane Society to address the needs of the local Auburn animal population and shelter management for the next decade. The group realized the importance of ownership of a program that maintains the quality of life expected by our community. They partnered with the City of Auburn to provide licensing services, a shelter facility, and an animal control officer. This group led the volunteer effort with corporate and private support of their time, talent, and financial resources.

Auburn Valley Humane Society became a recognized 501c3 in March 2011. The facility at 4910 A Street SE was located, and a remodeling plan was secured with the City of Auburn. Operational budgets were established. Through Charter Membership, the community has donated over \$117,000 of the \$200,000 needed to equip the shelter.

On September 19, 2011, Resolution 4747 was accepted by Auburn City Council and signed by the mayor entering into a Professional Service Agreement with Auburn Valley Humane Society. The City of Auburn agreed to pay Auburn Valley Humane Society \$240,000 a year to provide Sheltering and limited Licensing Services for the lost and abandoned animals for the City of Auburn. The agreement runs until December 31, 2019 and had a 7-year option to continue services. Auburn Valley Humane Society and the City of Auburn finished the remodeling of the building in December 2012. The City's commitment was \$530,302 and AVHS' commitment was \$176,000. In December 2012, the City of Auburn hired an experienced Animal Control Officer and the AVHS operational budget was finalized. Licensing information was transferred from King County and began as a City of Auburn function as of January 1, 2013. Auburn Valley Humane Society opened its doors to the public on January 1, 2013.

To increase operational revenue for the organization, Auburn Valley Humane Society opened the AVHS Thrift Store and More in Auburn in June of 2014. On January 1, 2018, the City of Auburn entered into a Professional Service Agreement with Auburn Valley Humane Society to completely manage the pet licensing services for the City of Auburn. In January 2021, Auburn Valley Humane Society merged with Northwest Spay & Neuter Center in Tacoma. In May 2021, Auburn Valley Humane Society moved the administrative, executive, philanthropy and bookkeeping functions to a separate office in Auburn. In October 2023, Auburn Valley Humane Society signed a lease for a Cat Café in the Outlet Center Mall in Auburn. The AVHS Cat Cafe opened in April 2024.

Currently, Auburn Valley Humane Society has several human services and animal related programs in place. By contract, AVHS provides housing for the lost and stray animals of the City of Auburn. All lost, abandoned and owner surrendered animals that come to Auburn Valley Humane Society receive a health examination by a veterinarian, are vaccinated, and if not claimed by their owners are sheltered and microchipped until they are adopted.

Auburn Valley Humane Society does not use the term "NO Kill Animal Shelter" to describe the organization. With that said, euthanasia is never the first choice and over the last 13 years, AVHS had at least a 97.9% live release rate for animals that come into their care. In addition, **no** adoptable animals have been euthanized at AVHS since the shelter opened in 2013. There is not a time or space limit on animals in the shelter. Animals are only euthanized if they are dangerous and pose a public safety threat or the animal's medical condition cannot be managed or accommodated by the medical resources of AVHS.

The address of the AVHS Shelter is: 4910 A Street SE, Auburn, WA 98092
 The hours of operation at the AVHS shelter are: 11-7 seven days a week.

The Address of the AVHS Thrift Store & More is: 1123 E Main Street, Auburn, WA 98002
 The hours of operation at the AVHS Thrift Store & More are: Mon – Sat 10-6 and Sun 11-5

The address of NWSNC is: 6401 Pacific Ave., Tacoma, WA 98408
 The hours of operation at NWSNC are: Mon - Fri 10-5 and Sat/Sun 830-5

The address of the AVHS Philanthropy office is: 20 B Street NE, Auburn, WA 98001
 The hours of operation of the AVHS Philanthropy office are: By appointment only

The Address of the AVHS Cat Café is: 1101 Outlet Collection Way #1133, Auburn, WA 98001
 The hours of operation at the AVHS Cat Café are: Mon – Thurs 11-8, Fri/Sat 10-8 and Sun 11-7

Additional Human Services programs launched over the past twelve years at Auburn Valley Humane Society include Pets for Life, Girl Scout Badge program, Shelter Buddy Reading Program, Pet Food Bank program for the animals of community, Pets of Domestic Violence program, Public Medical Fund, Pets in Crisis Fund and the Pets without Me program.

Auburn Valley Humane Society's Future Programs will include:

- ~ After School Programs
- ~ Mainstream Classroom Programs
- ~ Kids at Risk Programs
- ~ Mom & Tot Programs
- ~ Summer Camp Programs
- ~ Pet Assisted Therapy
- ~ Animal Professional Career institute

AVHS has a robust Volunteer program. Since 2013, volunteers have spent 302,708 hours of their time cleaning kennels and cages, walking & training dogs, spending time on mobile and offsite adoptions, saving hundreds of lives fostering homeless pets, assisting with medical procedures, assisting with customer service and shelter services, fundraising and guiding the organization as board and committee members.

Auburn Valley Humane Society currently has 62 paid staff positions.





**AUBURN VALLEY HUMANE SOCIETY
BOARD OF DIRECTORS
CANDIDATE APPLICATION PROCESS**

- STEP 1** Set up a casual meeting with Board Vice-Chairperson (Governance Chair) and the President/CEO
- STEP 2** Review this packet
- STEP 3** Please contact Board Vice-Chairperson (Governance Chair) or the President/CEO should you wish to discuss any of the enclosed materials. If you've never visited any of the Auburn Valley Humane Society locations, the Governance Chair or the President/CEO will be happy to make arrangements for your personal tour at your convenience.
- STEP 4** Complete & return Board Director APPLICATION as per instructions.
- STEP 5** Upon receipt and preliminary review of your APPLICATION, you will be contacted to schedule a meeting with Governance Committee.
- STEP 6** Complete requirements:
- ✓ Attend AVHS Volunteer Orientation.
 - ✓ Attend one AVHS Board Committee Meetings.
 - ✓ Attend and volunteer at one AVHS event.
 - ✓ Attend one AVHS Board Meeting.
- STEP 7** Following your interview with the Governance Committee and the completion of all the requirements, the Board of Directors will vote on the Board Director Candidacy and the Candidate will be notified as to the Board of Director's decision.
- STEP 8** Upon ratification of the Candidate, the Governance Chair and the President/CEO will provide a one-on-one Board training as needed to the "new" Board member.



Auburn Valley Humane Society
4910 A Street
Auburn, WA 98092

BOARD OF DIRECTOR APPLICATION

Name _____

Address _____

City _____ State _____ Zip _____

Occupation _____ Address _____

City _____ State _____ Zip _____

Phone (Home) _____ (Office) _____

Email Address _____

- I have read, understand and agree to abide by the Auburn Valley Humane Society policies when representing the Auburn Valley Humane Society in any official capacity as a Board Member
- I have read, understand and agree to abide by the Board Member Code of Ethics.
- I am familiar with and understand the Auburn Valley Humane Society Board of Director attendance requirements.
- I agree to maintain Auburn Valley Humane Society membership during my terms as a board member.

If my application is approved, I am most interested in serving on the following committees:

- | | | |
|-------------------------------------|---|---|
| <input type="checkbox"/> Personnel | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Building & Grounds |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Animal Welfare | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Governance | <input type="checkbox"/> Humane Education | |

Why do you feel that you want to become a board member?

I understand that this information will be used in the voting on my application. I have read all the above statements and questions and accept them.

Signature of Applicant

Date



AVHS Organization Culture Agreement and Expectations

Mission: Auburn Valley Humane Society enriches the lives of companion animals and people through animal sheltering, programs, services and community engagement.

Vision: To be a model of excellence in the advancement of animal welfare.

Organizational Culture Expectations

I Will Support a United Humane Society by:

- Practicing “we” thinking for we achieve goals together or not at all.
- Understanding the different roles and needs of each department.
- Including, rather than excluding.

I Will Support a Collaborative Animal Shelter by:

- Supporting, mentoring and uplifting others.
- Leading by example.
- Maintaining constructive relationships with others.
- Setting each other up for success by sharing information, helping each other, and keeping workspaces organized/stocked with supplies.

I Will Demonstrate a Commitment to Healthy Communication by:

- Communicating with others in a professional, positive and helpful manner.
- Responding to emails, phone calls and in-person requests in a timely manner.
- Delivering and receiving complaints, suggestions and other communications in a respectful and open-minded manner.
- Sharing information that affects others in a timely manner.
- Taking a stand to stop gossip, grudges, cliques, conflicts and negativity and be part of solutions.
- Taking time to listen and understand before responding.
- Including a parent or guardian on any digital and online communication between a minor volunteer and myself, thus ensuring no one-on-one contact in all forms of communication.

I Will Deal with Conflict Constructively by:

- Agreeing to resolve outstanding conflict promptly.
- Showing respect in my tone of voice and body language.
- Understanding differences while maintaining perspective.

I Will Create and Maintain a Safe Workplace by:

- Taking responsibility for keeping myself, the animals, and others safe.
- Being part of creating and maintaining a culture of safety, even when I’m in a hurry.
- Knowing my own limitations and seeking help when needed.
- Bringing safety concerns to the attention of my supervisor.

I Will Strive for Excellence by:

- Making customer service a priority and striving to constantly improve the customer experience, both internally and externally.
- Being willing to continue to learn and improve myself professionally through training, reading, and other learning opportunities.
- Educating myself on national and regional best practices in animal welfare.
- Being thorough, careful, and precise in all my work.
- Thinking and acting constructively and looking for solutions to make things better for animals and people.

I Will Be Respectful by:

- Respecting all others equally, regardless of job title, seniority, or position.
- Respecting different opinions and work styles.
- Respecting decisions made and directives given.

I Will Promote Trust by:

- Taking responsibility for myself and being accountable for my own actions.
- Committing to working for a safe, humane future for animals and people.
- Building trust in all my interactions, regardless of who they are with.
- Addressing questions or concerns by communicating upward.
- Following instructions carefully, and meeting deadlines when assigned.
- Asking for help and training when I don't understand something.

I Will Follow the AVHS Social Media Standards by:

- Using personal social media only during breaks and not during work hours.
- Respecting confidential organization information.
- Keeping in mind that I am more likely to resolve work-related complaints by speaking directly with your co-workers or by speaking with Human Resources than by posting complaints to a social media outlet.
- Avoid use of statements, photographs, video, or audio that could reasonably be viewed as obscene, threatening, or violent, that defames customers, employees, or suppliers, or that might constitute harassment or bullying
- Not spreading information or rumors that you know to be false about Auburn Valley Humane Society or clients.
- Expressing only your personal opinions. Never represent yourself as a spokesperson for Auburn Valley Humane Society.

I Will Acknowledge the Emotional Aspect of Our Work by:

- Recognizing the importance of having a sense of humor.
- Identifying healthy ways to reduce and relieve stress.
- Taking care of myself and paying attention to my work/life balance.
- Finding appropriate ways to express strong emotions as they arise.
- Respecting others' response to emotions as they may be different than my own.
- Having fun!

I Will be Safe and Compassionate When Handling Animals by:

- Treating all animals in my care with patience, kindness and compassion.
- Becoming adept at reading animal behavior to make sound, safe handling decisions.
- Pursuing and taking advantage of training opportunities offered at the shelter to help me become a better animal handler.
- Recognizing that each animal is an individual and should be treated as such. Avoiding stereotypes and generalizations about breed, type, etc.

I Will Show Appreciation by:

- Remembering why I have chosen to work/volunteer for this animal welfare organization.
- Practicing appreciation at all levels and every day.
- Acknowledging people when they do good things.
- Thanking others when they make my day better and brighter.

Printed Name: _____

Signature: _____

Date: _____



BOARD OF DIRECTORS' POLICIES AND PROCEDURES

POLICY: Board members have an obligation to do more than just meet legal standards. Board members are expected to meet moral standards of conduct as well.

As a member of the Auburn Valley Humane Society Board of Directors I will:

- Represent the interest of all people served by Auburn Valley Humane Society, and not favor special interest inside or outside of the organization.
- Follow and abide by the Board of Directors Duties and Responsibilities and Standing Rules of Auburn Valley Humane Society
- Follow and abide by the AVHS Culture Agreement.
- Not use my service on this board for my own personal advantage or the advantage of my friends or supporters.
- Approach all board issues with an open mind prepared to make the best decisions for everyone involved.
- Do nothing to violate the trust of those who elected or appointed me to the board or of those we serve.
- Focus my efforts on the Mission, Vision and Core Values of Auburn Valley Humane Society and not on my personal goals.
- Never exercise authority as a board member except when acting in a meeting with the full board or as I am delegated by the board.

Name _____

Signature _____

Date _____



Board of Directors Duties and Responsibilities Of Auburn Valley Humane Society

Purpose

The board holds fiduciary and overall responsibility for all Auburn Valley Humane Society programs and activities. The Board is not an operational board and does not get involved in daily operations.

The duty of the board is to assist the President/CEO in establishing all agency policies, and ensures that the agency fulfills the Mission, Vision and Core Values of the organization and assists in achieving AVHS' short-term and long-range goals.

Structure

The Board shall consist of no less than 5 voting members, each serving a three-year term and may term out in February following the end of their 3 years of service. AVHS Board members may serve two consecutive terms and if interested in rejoining the Board, they are required to take a minimum of one year off before returning to the Board.

Responsibilities

Vision: Establish and review AVHS's Vision, Mission, Core Values, philosophy and goals.

- Assure that the AVHS's mission is clear and well communicated.
- Assure that AVHS's leadership is aligned with the Vision, Mission, Core Values and philosophy.
- Review and plan the organization's short-term and long-range goals.

Financial: Ensure financial stability and accountability

- Review and approval of AVHS's financials and annual budget.

Outreach: Understand and actively embrace the Board's role in philanthropic support and stewardship.

- Assist in the development of new areas of resources development such as individuals, corporations, and grants.
- Promote cooperative fundraising activities.
- Serve as a community spokesperson in promoting AVHS's services and program.
- Identify and recruit new board members.
- Facilitate the community's understanding of AVHS's Vision, Mission, Core Values, philosophy, programs, and services.

Commitment: Participate actively in all Board responsibilities and activities.

- Financially support the programs and activities.
- Attend regular and annual Board meetings.
- Be willing to participate and lend expertise to committees and/or task forces as needed.
- Attend a minimum of two events a year.



Standing Rules Of Auburn Valley Humane Society

Name and Purpose:

The name of the Nonprofit Corporation is Auburn Valley Humane Society (AVHS). It was chartered by the Founding Board Members February 28, 2010.

1. AVHS serves the companion animals in need of the community, which includes dogs, cats and pocket pets.
2. AVHS is registered with the Washington Secretary of State under the Charitable Solicitations Act. The registration number is 31477. The President/CEO or the Treasurer are responsible for filing the annual registration prior to November 30th.
3. AVHS was incorporated on March 11, 2011. It was assigned corporation number 603-094-796. The President/CEO or the Treasurer are responsible for filing the annual corporation report by June 30. The registered agent for this corporation is the President/CEO, Phil Morgan.
4. AVHS's Federal Employer Identification Number (EIN) is on file with the President/CEO and the Treasurer.
5. AVHS was granted tax-exempt status under section 501(c) (3) effective March 11, 2011. Copies of the determination letter from the IRS and application form 1023 are on file with the President/CEO and the Treasurer.
6. The President/CEO and Executive Committee are responsible for filing IRS form 990 by November 15th. The AVHS's fiscal year is January 1 to December 30.
7. AVHS board members shall abide by the Bylaws attached.

Membership

1. The Board of Directors membership will require an interview process to be set forth by the Governance Committee. AVHS is currently accepting applications for the Board of Directors.

Officers, Elections and Committees

1. The Governance Committee shall put forth nominations at the annual meeting for elections of officers. Any board member may present written or verbal recommendations to the Governance Committee. The Governance Committee, Executive Committee, and Finance Committee shall deliver proper notice of the place, day and time of the annual meeting to each member of the Board of Directors. There shall be written notice of the place, time,

and day no less than ten (10) days prior to the date of the annual meeting. Elections shall be held at the annual meeting in February and new officers shall assume their duties at the time of the annual meeting.

2. Elected officers of the Executive Committee shall consist of Chairperson of the Board, Vice Chair, Secretary and Treasurer. Any of these offices may be held by co-officers, except Treasurer. Each elected officer and the Past Chair shall be entitled to voice and vote at a Board of Directors meeting.
3. No person shall serve in the same elected office for more than two (2) consecutive terms unless approved by a majority of the Board.
4. The Executive Committee shall consist of elected officers and the current Past Chair. The Board of Directors shall consist of the elected officers, board members and the director. All members of the Board of Directors shall be members in good standing of the organization.
5. Each Standing Committee shall be entitled to voice at board meetings.
6. The following shall be considered as the Standing Committees of the AVHS:

Executive	Fundraising	Programs
Finance	Governance	Animal Welfare
Building	Personnel/Volunteer	
7. The following shall be considered as Ad Hoc Committees of the AVHS:
 - Strategic Planning
 - Audit
 - Social Media
8. A board position may be declared vacant if that person misses two (2) consecutive meetings, unless excused by the Chairperson of the Board.

Meetings

1. Annual board meetings shall be held to review the past year animal statistics and financials, review and approve the Standing Rules, and elect officers. Additional meetings shall be held at the discretion of the Board of Directors.
2. The quorum for monthly board meetings shall be 50%. Changes at these meetings to the By Laws, or Standing Rules require 2/3 majority vote.
3. AVHS Board of Directors and Committee Meetings shall be held once every other month, or at the call of the Chairperson of the Board of Directors.
4. A quorum for unscheduled Board of Directors meetings shall be a 2/3 majority with at least 10 days' notice given.
5. Absentee or mail-in proxy ballots are prohibited.
6. Online attendance of meetings is acceptable if a link to the meeting is available.

Finance and Legal Documents

1. AVHS shall approve the following year's annual operating budget in the fall of each year. The Board of Directors has permission to authorize additional expenditures during monthly meetings.
2. The budget shall be prepared by the President/CEO and the Finance Committee.
3. AVHS shall conduct an annual audit of its financial records with a professional CPA firm. The end-of-year audit shall be initiated and engaged no later than March 30.
4. The signatures of all elected officers shall be on the authorized signature card for the bank accounts. A current copy of this card shall be with the President/CEO and the Treasurer.
5. Copies of all legal documents shall be kept on file by the President/CEO, the Secretary and in the Treasurer's records. Original documents will be kept in the safekeeping of the President/CEO. Only elected officers shall have access to the original legal documents. The Secretary shall be responsible for maintaining the Legal Documents.

6. A receipt or signed statement attached to a reimbursement form is required for reimbursement of funds spent for AVHS. No checks shall be released without being completed in full, including the "pay to the order of" line.
7. All receipts and attached reimbursement forms must be submitted within the fiscal year that the expenses were incurred, as indicated by the date on the receipt.
8. All persons with returned checks, not made good, will have check writing privileges revoked from AVHS events.
9. No AVHS Board of Directors member may enter into a contract or agreement in the name of the AVHS, or as a representative of the AVHS. The President/CEO will sign all contracts for the organization. The President/CEO shall clearly identify that it is AVHS entering into the contract and not the President/CEO as an individual.



**Code of Ethics
Of
Auburn Valley Humane Society
Adopted March 2013**

I. MISSION AND EVALUATION

A) Mission.

1. The Mission of Auburn Valley Humane Society is developed, defined, and formally approved by the Board of Directors. Its activities and programs are consistent with its Mission.
2. Auburn Valley Humane Society is always aware that its Mission is accomplished through the generosity of others, and it owes its benefactors programs which are competently managed and needed.
3. Auburn Valley Humane Society furthers the best interests of the community and citizens through all its activities and programs.

B) Evaluation. Auburn Valley Humane Society will periodically revisit its Mission to determine if the need for its programs continues to exist, its Mission needs to be modified, its programs should be revised or discontinued, or new programs are needed.

II. GOVERNING BODY

Auburn Valley Humane Society is governed by a volunteer Board of Directors which represents, reflects, and actively engages the community it serves. The board determines the Mission of the organization, establishes governing policies, and monitors the organization's financial and programmatic performance.

III. CONFLICT OF INTEREST

A) Members of the Board of Directors and staff of Auburn Valley Humane Society act in the best interest of the nonprofit organization, rather than on the basis of personal interests or the interests of third parties.

B) Auburn Valley Humane Society has policies in place, and routinely and systematically uses these policies, to prevent actual, potential, or perceived conflicts of interest.

IV. HUMAN RESOURCES

A) Auburn Valley Humane Society has human resource policies in place that address both paid employees and volunteers. Such policies establish clear expectations and provide for meaningful and effective performance evaluation.

B) Auburn Valley Humane Society embraces a philosophy that values diversity, which its Board and staff actively strive to ensure throughout the organization.

V. FINANCIAL AND LEGAL ACCOUNTABILITY

Auburn Valley Humane Society practices sound financial management and complies with legal and regulatory requirements. Its financial systems ensure that accurate financial records are kept and that financial resources are used to further its mission and charitable purposes. It conducts periodic financial reviews to address regulatory and liability concerns.

A) Financial Accountability

1. Auburn Valley Humane Society creates and maintains financial reports on a timely basis that accurately portray its financial status and activities.
2. Auburn Valley Humane Society will provide timely internal financial statements to all Directors. Internal financial statements identify and explain any material variation between actual and budgeted revenues and expenses.
3. Auburn Valley Humane Society makes its annual financial reports available to the public.
4. Auburn Valley Humane Society provides employees and others with a confidential means to report suspected financial impropriety or misuse of its resources.
5. Auburn Valley Humane Society has written financial policies governing: (a) investment of its assets; (b) internal control procedures; (c) purchasing practices; and (d) reserve funds.

B) Legal Compliance and Accountability. Auburn Valley Humane Society is aware of and complies with all applicable federal, state, and local laws. This may include but is not limited to: complying with laws and regulations related to fund raising; licensing; financial accountability; human resources; lobbying and political advocacy; and taxation.

VI. OPENNESS

A) Upon request and periodically, Auburn Valley Humane Society will provide the public with truthful information about its Mission, program activities, and finances.

B) Auburn Valley Humane Society is accessible and responsive to members of the public who express interest in the affairs of the organization.

VII. FUND RAISING

Auburn Valley Humane Society must respect the interests and intentions of its donors, clients or patrons, and the general public and be managed with the highest level of professionalism and integrity. Unethical fundraising practices threaten public trust and confidence in the entire nonprofit sector.

A) Legal Compliance. Since Auburn Valley Humane Society solicits donations from the public, the organization is properly organized as a tax-exempt charity and is in compliance with both the spirit and the letter of all local, state and federal laws governing charitable solicitations.

B) Fund Raising Activities.

1. Auburn Valley Humane Society uses solicitation and promotional materials that are accurate and truthful and identify the organization, its Mission, and its intended use of solicited funds.

2. Auburn Valley Humane Society does not engage in solicitation tactics that are coercive, intimidating, or deceptive.
3. Auburn Valley Humane Society shall respect the integrity, privacy, and pride of its clients or patrons. Specifically, it does not use clients, their pictures or their case histories in any publicity or fundraising activities without prior written consent.

C) Use of Gifts and Reporting.

1. Auburn Valley Humane Society ensures that contributions are used in accordance with donors' intentions and obtain explicit consent before altering the intended use of a restricted gift.
2. Auburn Valley Humane Society accurately records and receipts gifts and reports to donors and the public in a timely way on the use and management of contributed funds. Upon request they shall provide information about their case for support, financial condition, use of donations, and fiscal responsibility, while respecting the privacy of donors.
3. Auburn Valley Humane Society encourages donors to obtain informed and ethical advice about the value and tax implications of potential gifts.

D) Fund Raising Management.

1. Auburn Valley Humane Society informs the board, staff and volunteers of ethical finance and fundraising practices and their importance to the integrity of the organization and its Mission.
2. Auburn Valley Humane Society assumes responsibility for its own actions and the actions of all others, whether paid or unpaid, acting on their behalf.
3. Auburn Valley Humane Society's fundraising costs are not excessive in relation to the costs of programs and activities directly related to its Mission.
4. Auburn Valley Humane Society compensates development staff with a salary or fixed fee, and not by percentage-based compensation or a commission. It shall not pay any fee to a third party as a condition for the completion of a gift.

VIII. PUBLIC POLICY ADVOCACY

A) Policies. If Auburn Valley Humane Society has public policy positions, the organization will have written internal policies in place that define the process it uses to decide whether it should take a stand on specific public policy issues, and the public policy positions it takes.

B) Quality of Information. Auburn Valley Humane Society provides only factually accurate information to the media and the public and provides sufficient contextual information so its public information can be understood.

IX. INFORMATION MANAGEMENT

A) Structure. Auburn Valley Humane Society has policies in place that identify who has access to certain information and security procedures in place to prevent unauthorized access.

B) Confidentiality of Information. Auburn Valley Humane Society ensures that personal information on individual clients, employees and others is confidential unless permission to release information has been obtained.



**Animal Welfare Positions
Of
Auburn Valley Humane Society
Adopted March 2013**

"The greatness of a nation and its moral progress can be judged by the way its animals are treated." --Gandhi

PREAMBLE

By looking at the past, it becomes increasingly clear that development of new technologies seldom leads merely to the anticipated, positive outcome. Unforeseen effects may, more often than not, be detrimental to certain groups of people, animals and the environment. There is a duty to make a thorough assessment of these consequences, taking into account ethical considerations.

The Auburn Valley Humane Society has a long history of concern and commitment to, and mission to, educate others on the welfare, humane treatment and care of all animals. In the development of these animal welfare position statements, the ethical, philosophical and moral values which our members espouse have been our guiding light.

GUIDING PRINCIPLES

Auburn Valley Humane Society encourages you to read and study the issues which challenge the animal welfare community today. If you believe in our positions, we urge you to offer your dollars, your time, and your special expertise by joining with us to develop a better understanding of all animal welfare, as well as teaching these truths to young and old so that we may learn to be kind to each other.

Animals have been our companions for centuries. Their welfare has been our welfare. As the world has changed, and our culture imperatives have been modified, our relationship to, and responsibility for, animals has also evolved. Auburn Valley Humane Society will continue to monitor, study and make recommendations on animal welfare issues, and take positions where there is adequate basis and where our education mission dictates. This booklet of our positions is divided by:

- Companion Animals
- Horses
- Teaching and Livestock
- Species and/or Relationship
- Animals in Research

POSITION ON COMPANION ANIMALS

- Dog, Cock and other Animal Fighting: Auburn Valley Humane Society supports laws against use of any animal for fighting and recommends that fighting be considered a felony offense.
- Animals in Motion Pictures: Auburn Valley Humane Society strongly opposes the mistreatment or abuse of animals and supports the American Humane Association in its efforts to monitor filming locations and sets to assure the safety of animals and other actors.
- Euthanasia of Animals: Euthanasia by properly trained personnel using acceptable humane methods is preferable to slow, painful death due to disease, starvation, exposure or painful traumatic injury. Auburn Valley Humane Society also advocates humane euthanasia of animals which, for behavioral reasons, are considered to be a public safety threat.
- Cosmetic Alteration for Appearance: Auburn Valley Humane Society does not advocate the cosmetic alteration of dogs or cats for appearance or nonmedical reasons such as tail docking or ear cropping.
- De-clawing of Domestic Cats: Auburn Valley Humane Society does not advocate the removal of the claws of a domestic cat.
- Commercial Pet Production and Dealers: Auburn Valley Humane Society disagrees with the concept of farming companion animals. Where these businesses exist, Auburn Valley Humane Society encourages and supports the inspection of such facilities, as well as the enforcement of all federal laws pertaining to the health, care and transportation of these animals.
- Responsible Pet Ownership: Auburn Valley Humane Society strongly supports and encourages responsible pet ownership and the enforcement of existing animal control ordinances.
- Breed Discrimination: No particular breed of dog or cat should be discriminated against because of its breed.
- Hybrids: Wolf Hybrids and Wildcat Hybrids should be named and treated as dogs and cats.
- Dog Racing: The excessive breeding, culling by performance only, and the use of live bait associated with the racing of dogs for profit is inhumane and unacceptable.

POSITIONS ON HORSES, etc. IN SPECTATOR EVENTS

- Welfare of Animals in Spectator Events: Auburn Valley Humane Society does not advocate any spectator sport that intends to injure or kill any animal, such as bull fighting.
- Spectator events involving animals where injury can occur incidentally to the sport, i.e. horse racing, polo, cutting and reining, field trials, rodeos, dog sled racing and other confirmation show events should always be attended by a licensed veterinarian. Auburn Valley Humane Society encourages all organizations to develop appropriate guidelines and standards to ensure the humane treatment of the animals, and we encourage our members to actively participate in ensuring compliance with humane laws.

- **Animals Used in Exhibition:** Auburn Valley Humane Society believes that animals in exhibition deserve greater expert care because they are generally not in their natural state, i.e. circus horses, animals in traveling shows and the stock used in rodeos. Auburn Valley Humane Society does not feel that such animals generally receive such specialized care and encourages its members not to support or patronize such exhibitions. All local, state, and federal laws should be enforced with vigilance on such existing groups.
- **Use of Medications to Ensure Performance:** Auburn Valley Humane Society opposes the use of any drug that alters the animal's normal performance—for any reason.

POSITION ON WILDLIFE AND ZOOLOGICAL EXHIBITATIONS

- **Theme Parks and Exhibitions Which Exploit Animals Profit:** Auburn Valley Humane Society fundamentally disagrees with the capture and confinement of wild animals, even endangered species, where their exhibition is used solely for commercial profit, i.e. Unnatural Theme Parks.
- **Hunting and Fishing in Season:** Auburn Valley Humane Society advocates the humane legal hunting of wildlife and fish in season for the sole purpose of food. Auburn Valley Humane Society does not advocate trophy hunting or fishing.
- **The Capture and Rehabilitation of Wildlife:** The intentional capture of wildlife, to include, but not limited to, skunk, raccoon, bobcat, opossum, rodents, rabbits, birds, and reptiles, is wrong. When such animals are trapped, cornered, injured by machinery, or hit by cars they should be:
 - if uninjured, left in the environment until they can move on their own --
 - confined and transported to a reliable rehabilitation center without human touch or intervention
 - nursed back to health without bonding to human caretakers
 - released back to a substitute habitat of a safer nature

POSITION ON ANIMALS TEACHING, EDUCATION AND RESEARCH

- **Use of Animals in training and Research:** Auburn Valley Humane Society discourages the use of live animals for teaching purposes. If live animals are to be used for educational purposes, they must be kept in a humane manor and receive the minimal amount of stress as possible. Auburn Valley Humane Society strongly does not advocate the use of animals for research into product safety, i.e., cosmetics and household products, and only agrees with the use of animals in medical research to solve the direst of animal and human diseases. The use of animals in these circumstances carries with it unique professional, scientific, and moral obligations. The stewardship of animals in these special cases must be performed with the full measure of compliance with the Animal Welfare Act, so that only accredited institutions and individuals conduct such research.
- **The Sale of Our Shelter Animals for Research or Teaching Purposes.** Auburn Valley Humane Society, in accordance with its original incorporated purposes, will never sell animals for research or teaching.

- **Laboratory Care of Animals:** While Auburn Valley Humane Society does not condone animals in laboratories, animals which are used for teaching and experimentations, such as medical research, the presence of veterinarians to direct the care of the animals is required. These veterinarians should be accredited by the American Association of Laboratory Animal Care. The provisions of the Animal Welfare Act should be strictly enforced.

POSITION ON ANIMAL AGRICULTURE

General Statement: Auburn Valley Humane Society, as an educational institution, affirms that animals raised for food should be treated and handled humanely, with due consideration for their welfare and well-being. The use of all natural resources, especially water, should be instrumental in deciding which animals should be produced.

On the matter of livestock farming, Auburn Valley Humane Society supports the Theological Normative Principle of Ethics; that is, the results of all probable actions should be measured, the positive elements optimized, and the negative ones minimized. This utilitarian approach should not be construed to mean that the greater the importance for man, the more man is permitted to inflict hardship on animals.

- a. If there is an alternative method available whereby an animal suffers no hardship, it should be given preference. It is the duty of individuals to seek this type of alternative.
- b. If there are no perceived alternatives, and the interest of humans and animals are in conflict, then the intrinsic value of animals should be weighed upward only if other basal interests of other morally comparable creatures will be impaired as a result of not carrying out the action.
- c. If the outcome of the weighing-upwards that animals may be used, then there must be the best possible guarantee that the animals may act according to the behavioral needs of the species to which they belong.

Auburn Valley Humane Society morally, ethically, and philosophically promotes the welfare of all animals. It is the duty of the livestock and poultry producers to recognize and deal with people who are cruel, abusive and/or neglectful in their production practices, and to ensure that those practices contrary to animal welfare are not selected initially or, if in use, are abandoned or corrected.

- **Confinement Rearing of Livestock and Poultry:** Confinement rearing results in many questions regarding the health, safety, and quality of the food sources produced in this fashion. Auburn Valley Humane Society believes that confinement rearing is inhumane.

- Transportation, Sales Yard Practices and Humane Slaughter of Livestock and Poultry; adequate protection should be provided including but not limited to:
 - protection from adverse environmental conditions
 - limiting the time in cars, trucks and pens
 - reduce excessive crowding
 - provide high quality food, and water
 - have adequate loading and unloading equipment
 - safe, specifically designed, transport vehicles
 - sort, group, and weigh so as to minimize stress.
- Disabled Livestock: If the animal is down on the farm and in distress, or the condition is obviously irreversible, the animals should be euthanized.
 - If the animal is not in extreme distress and continues to eat and drink, and a veterinarian has determined that the injury is repairable, shelter and nursing care should be provided for a reasonable time.
 - If the animal has minor injuries but is seemingly healthy and could pass the federal inspection at slaughter, then the animal should be humanely transported and immediately slaughtered.
 - Long term non-ambulatory animals should be euthanized.

POSITION ON SWINE

- Swine in Confinement: Auburn Valley Humane Society is opposed to the confinement rearing of swine.
- Swine Castration, Tail Docking and Identification: These procedures should be done humanely, in a sanitary manner, during the first week of life.

POSITION ON POULTRY

- Housing of Chickens in Cages: The current use of small confinement cages should be outlawed, and a humane alternative found.
- Disposal of Unwanted Chicks, Poult and Pipped Eggs. Unwanted animals should be euthanized in a humane manner
- Beak Trimming: Beak trimming, to remove the sharp tip to prevent or reduce the natural traits of cannibalism, fighting and feather picking, (results from confinement caging) is not endorsed by Auburn Valley Humane Society. Alternative means of controlling these confinement problems should be sought.
- Induced Molting of Layering Birds: A carefully monitored and controlled program that includes reduced photoperiod, controlled caloric intake and/or reduction of some nutrients essential for egg production designed to bring about a period of non-laying in the entire flock is not an acceptable practice.

POSITIONS ON CATTLE

- Castration and Dehorning of the Cattle: Dehorning and castration of cattle should be done humanely.
- Veal Calf Production: Veal calves raised in confined stalls instead of open pens is inhumane.



**Gift Acceptance Policy
Of
Auburn Valley Humane Society
Adopted March 2013**

A. General Policies. The Board of Directors and President/CEO of Auburn Valley Humane Society shall ensure appropriate compliance with the gift policy by all administrative staff, consultants, and volunteers. The policy of Auburn Valley Humane Society shall be to encourage gifts of any type and description which are consistent with the charitable objectives of Auburn Valley Humane Society and acceptable to it. Auburn Valley Humane Society reserves the right to abstain from accepting any and all gifts that are not consistent with its objectives for any reason. The President/CEO, or other persons designated by the President/CEO, is authorized to accept any and all gifts without board approval, except for the following, which require board action:

1. Outright gifts of real property
2. Gift Annuities in conjunction with retained life estates
3. Intangible personal property other than publicly traded securities (Copyrights, mineral rights, etc.)
4. Tangible personal property that requires ongoing maintenance or other cash outlays
5. Life Insurance (other than acceptance of paid-up policies)
6. Other gifts that may require additional financial resources from Auburn Valley Humane Society to maintain or implement

The President/CEO will submit appropriate information, analysis and recommendations to the President of the Board for review with regard to all gifts which require board approval.

B. Current Gifts. A current gift involves the transfer of money or property to Auburn Valley Humane Society by a donor, without the receipt of consideration or economic benefit. The donor must retain no control over the money or property transferred to Auburn Valley Humane Society to qualify as a current gift, although the donor may place restrictions on the use of the money or property. Most types of property may be donated to Auburn Valley Humane Society (AVHS) Animal Shelter, although all gifts must comply with Auburn Valley Humane Society policies.

1. Cash. Cash gifts of any amount in the form of checks, currency or money orders are acceptable by the President/CEO or other persons as designated by the President/CEO. Gifts should be made payable to Auburn Valley Humane Society and submitted to the Auburn Valley Humane Society Manager's office as soon as possible

after receipt. Cash is generally regarded as intangible personal property for purposes of the charitable deduction rules.

2. Publicly Traded Securities. Securities that are regularly traded on a national or local stock exchange or in over-the-counter markets are acceptable in any amount by the President/CEO or other persons designated by the President/CEO, including trustees of pooled income funds and gift annuity trusts. Generally, this will include:

- ADRs of Non-U.S. Companies
- Treasury Bills
- Money Market Funds
- Commercial Paper
- Banker's Acceptance
- Repurchase Agreements
- Certificates of Deposit
- U.S. Government and Agency Securities
- Corporate Notes and Bonds
- Preferred Stocks
- Common Stocks
- Convertible Notes and Bonds
- Convertible Preferred Stocks

Prohibited gifts (unless approved by the Board of Directors) include:

- Commodities and Futures Contracts
- Limited Partnership Interests
- General Partnership Interests
- Venture Capital Investments
- Gifts of Derivatives
- Options

The President/CEO, or other persons designated by the President/CEO, will assist in the acceptance of gifts of publicly traded securities by providing the donor or donor's representative instructions for making direct transfers to AVHS Animal Shelter's brokerage account. It is the policy of Auburn Valley Humane Society to liquidate publicly traded securities as soon as possible after receipt. Gains and losses on the sale of publicly traded securities shall be reported as realized gains or losses on the financial statements of Auburn Valley Humane Society and shall not affect the gift amount which is fixed at the average of the high and low value on the date of transfer or unconditional surrender to Auburn Valley Humane Society or the Auburn Valley Humane Society agent.

C. Public Disclosure. Auburn Valley Humane Society will comply with final regulations issued by the IRS on April 8, 1999, which became effective on June 8, 1999, regarding documents that must be made available for public inspection. These documents include application for tax exemption and annual information returns for the past three years including all schedules and attachments filed with the IRS except for parts of the return that identify names and addresses of contributors. These documents will be available for public inspection at AVHS Animal Shelter's principal office during normal business hours. Written requests will be honored within thirty days from receipt of the request.



**Privacy Policy
Of
Auburn Valley Humane Society
Adopted March 2013**

Auburn Valley Humane Society and its website is committed to preserving your privacy and safeguarding your sensitive information. The following policy outlines the general practices of our privacy policy, website privacy policy and online donation function. We do not collect personal information about you when you visit our website unless you choose to provide that information to us. We do not sell, trade, or rent your personal information to others.

PRIVACY POLICY

Auburn Valley Humane Society has created this Privacy Policy to explain how we will protect your personal privacy. The following discloses how we collect and manage private information provided to us by you in mailings, donations, or other off-line data collection. It also discloses our information gathering and dissemination practices for the web site located at the URL www.auburnvalleyhs.org.

In order to fully understand your rights, we encourage you to read this Privacy Policy. Auburn Valley Humane Society reserves the right at any time and without notice to change this Privacy Policy simply by posting such changes on our website. Any such change will be effective immediately upon posting.

Because we want to demonstrate our commitment to your privacy, this Privacy Policy notifies you of:

- What personally identifiable information of yours is collected through our mailings and our website
- Who collects such information
- How such information is used
- With whom your information may be shared
- What choices you have regarding collection, use and distribution of your information
- What kind of security procedures are in place to protect the loss, misuse or alteration of information under our control
- How you can correct any inaccuracies in your information.

Questions regarding this statement should be directed to Auburn Valley Humane Society by sending an email to info@auburnvalleyhs.org. Please reference this Privacy Policy in your subject line.

If You Send Us Personal Information

If you choose to provide us with personal information -- as in an email to a staff member, written letter, donation receipt, subscribing to our electronic newsletter, or by filling out a form with your personal information and submitting it to us either on paper or through our website -- we use that information to respond to your message, and to help us get you the information you have requested or record a donation.

We treat emails the same way we treat letters sent to AVHS. We are required to maintain many documents for accounting purposes (if a donation was given), but we do not collect personal information for any purpose other than to respond to you. Moreover, we do not create individual profiles with the information you provide or give it to any other organizations. AVHS does not collect information for commercial marketing and does not share its donor list. We reserve the right to publish a list of contributors of time and money in our annual report and other publications. If you do not want your name listed in such publications, please notify the President/CEO at (253) 249-7849.

If you do not feel comfortable submitting personal information over the internet, we suggest you print a copy of the document you wish to submit and fill it in by hand. You may then send it via mail it to:

Auburn Valley Humane Society
4910 A Street
Auburn, WA 98092

Offline Collection of Personally Identifiable Information

AVHS collects personally identifiable information from our customers, donors, and participants in our programs via a variety of offline forms. For example, forms containing personally identifiable information might be filled out if you:

- Choose to adopt an animal from us.
- Choose to surrender an animal to us.
- Lost or find an animal.
- Make a donation.
- Become a member.
- Make a credit card or check purchase at our adoption center or retail store.
- Choose to participate in one of our many events/programs.
- Volunteer at the shelter or at an AVHS event.
- Seek employment at AVHS.
- Interact with us in other ways normal to conducting everyday business and shelter operations.

In all cases, information collected from you offline is managed and stored in a manner consistent with accepted business practices in the United States. We make every effort to ensure that your information is secure and is seen only by those employees and/or volunteers who require access to provide services to you.

WEBSITE:

By visiting our website, you are accepting the practices described in this privacy policy.

We handle information about your visit to our website as follows:

Information Collected and Stored Automatically

If you do nothing during your visit but browse through the website, read pages, or download information, we will gather and store certain information about your visit automatically. This information does not identify you personally but enables us to better understand how visitors use our site so we can continue to make improvements. We do not track or record information about individuals and their visits.

Internet Protocol Address:

We collect an IP address from all visitors to our Site. An IP address is a number that is automatically assigned to your computer when you use the Internet. We use IP addresses to help diagnose problems with our server, administer our site, analyze trends, track users' movements, gather broad demographic information for aggregate use for us to improve the site, and deliver customized, personalized content. IP addresses are not linked to personally identifiable information.

Use of "Cookies":

Our Site may use cookies to enhance your experience while using our site. Cookies are pieces of information that some Websites transfer to the computer that is browsing that Web site and are used for record-keeping purposes at many Web sites. The use of cookies makes Web-surfing easier by performing certain functions such as saving your AVHS passwords, your personal preferences regarding your use of the Website and to make sure you don't see the same ad repeatedly. Many consider the use of cookies to be an industry standard.

Your browser is probably set to accept cookies. However, if you would prefer not to receive cookies, you can alter the configuration of your browser to refuse cookies. If you choose to have your browser refuse cookies, it is possible that some areas of our Site will not function properly when you view them.

If You Donate Online

Users who choose to click the "Donate Now" button on www.auburnvalleyhs.org are taken to a partner site, operated by Raiser's Edge NXT, where they can choose to make a credit card donation. Data entered on Raiser's Edge NXT forms is covered by Raiser's Edge NXT's Privacy Policy.

Links to Other Sites

Our Site contains links to other Websites. Please note that when you click on one of these links, you are entering another Website for which Auburn Valley Humane Society has no responsibility. We encourage you to read the privacy statements on all such sites as their policies may be different than ours.

Complying with the Judicial or Legal System

Auburn Valley Humane Society and its website is committed to preserving your privacy and safeguarding your sensitive information. The following policy outlines the general practices of our privacy policy, website privacy policy and online donation function. We do not collect personal information about you when you visit our website unless you choose to provide that information to us. We do not sell, trade, or rent your personal information to others. Though AVHS makes every effort to preserve donor privacy, we may need to disclose personal information when required by law wherein we have a good-faith belief that such action is necessary to comply with a current judicial proceeding, a court order, or legal process served on our organization

Protection of Children's Online Privacy.

Protecting children's identities and information online is important. AVHS understands the importance of protecting children's privacy, especially in an online environment. Like you, AVHS is concerned about the safety of children when they use the Internet. Consistent with the Children's Online Privacy Protection Act of 1998, we will never knowingly request personally identifiable information from anyone under the age of 13 without prior verifiable parental consent. While AVHS's web site can be used by individuals of all ages, AVHS does not knowingly solicit data from children online. No one under the age of 13 is allowed to register or subscribe on this site, nor will AVHS knowingly accept personal data from anyone under 13 on www.auburnvalleyhs.org.

How do I remove my information from email, phone, and postal mailing lists?

AVHS wants to communicate with you only if you want to hear from us. If you prefer not to receive information from us, either through email, postal mail, text or by phone, please let us know by sending us an email to info@auburnvalleyhs.org calling us at (253) 249-7849.



**Discrimination Policy
Of
Auburn Valley Humane Society
Adopted March 2013**

Auburn Valley Humane Society believes that equal opportunity is important for the continuing success of our organization and that organizational performance is greatly enhanced when people with different backgrounds and perspectives are engaged in the organization's activities and decision-making. Auburn Valley Humane Society intends to comply fully with all state, federal, county and municipal laws as interpreted and applied by the courts which preclude negative discrimination because of race, disability, color, creed, religion, gender, age, sexual orientation, national origin, ancestry, citizenship, military status, or any other protected classification. Auburn Valley Humane Society defines "negative discrimination" to include, though not necessarily limited to, the denial of services, employment or volunteer opportunities to any class of individuals in a manner that negatively restricts opportunities to that class of individuals. This policy applies to all activities of the organization including, but not limited to, employment, selection of volunteers, grant making, purchasing and selection of vendors or consultants.



**Capital Assets Policy
Of
Auburn Valley Humane Society
Adopted September 2018**

It is the policy of Auburn Valley Humane Society to capitalize any furniture, computers, equipment, and leasehold improvements costing over \$3,000.

At times a capital project is made up of many items that individually cost less than \$1,000 but in volume are greater than the threshold. These are reviewed by the President/CEO who determines whether or not to capitalize.

The depreciation policy, using the straight-line method of depreciation, determines the estimated life of assets by category.

Furniture	5 years
Medical/Veterinary Equipment	5 years
Technology equipment (computers, printers, cameras etc.)	3 years
Software	3 years
Automobiles	5 years
Leasehold Improvements	Life of the lease



**Record Retention Policy
Of
Auburn Valley Humane Society
Adopted September 2018**

Auburn Valley Humane Society will abide by the following conditions in regard to record retention (including electronic records):

Audit reports of accountants: Permanently
Audit supporting schedules: 10 years
Bank statements (including images of cancelled checks): 10 years
Contracts and leases (expired): 10 years
Contracts and leases still in effect: Permanently
Correspondence, general: 4 years
Correspondence (legal and important matters): Permanently
Depreciation schedules: 10 years
Donation records of significant restricted funds: Permanently
Donation records, other: 10 years
Employee personnel records (after termination): Permanently
Employment applications: Permanently
Financial statements (end-of-year): Permanently
Insurance policies (expired): Permanently
Insurance records, current accident reports, claims, policies, etc.: Permanently
Invoices from vendors: 10 years
Minutes of Board of Directors, including Bylaws and Articles of Incorporation: Permanently
Payroll records and summaries, including payments to pensioners: Permanently
Tax returns and worksheets and other documents relating to determination of tax liability:
Permanently
Volunteer records: 3 years

Warning: All permitted document destruction shall be halted if the organization is being investigated by a governmental law enforcement agency, and routine destruction shall not be resumed without the written approval of legal counsel.



**Whistle Blower Policy
Of
Auburn Valley Humane Society
Adopted September 2018**

The Sarbanes-Oxley Act provides protection for whistle blowers and criminal penalties for actions taken in retaliation against whistle blowers. The Act protects whistle blowers who risk their careers by reporting suspected illegal activities in their organization. It is illegal for a corporate nonprofit to punish the whistle blower in any manner.

Of course Auburn Valley Humane Society intends to follow this act and therefore wants to give you the opportunity to have your concerns addressed. If you cannot address issues with Auburn Valley Humane Society management and you think possible fraudulent or illegal activities may be occurring, we encourage you to contact the Board Chairperson.



**RESTATED BYLAWS
OF
AUBURN VALLEY HUMANE SOCIETY**

ARTICLE 1. OFFICES

The principal office of the corporation shall be located at its principal place of business or such other place as the Board of Directors ("**Board**") may designate. The corporation may have such other offices, either within or without the State of Washington, as the Board may designate or as the business of the corporation may require from time to time.

ARTICLE 2. MEMBERSHIP

2.1 No Members

The corporation shall initially have no members.

2.2 Membership

Membership classes, the manner of election or appointment of members, the qualifications and rights of each class of members, and dues for members may be established by amendment to the Articles of Incorporation or these Bylaws.

ARTICLE 3. BOARD OF DIRECTORS

3.1 General Powers

The affairs of the corporation shall be managed by a Board of Directors.

3.2 Number

The Board shall consist of not less than five (5) nor more than seventeen (17) Directors, the specific number to be set by resolution of the Board. The number of Directors may be changed from time to time by amendment to these Bylaws, provided that no decrease in the number shall have the effect of shortening the term of any incumbent Director.

3.3 Qualifications

Directors may have such qualifications as the Board may prescribe by amendment to these Bylaws.

3.4 Election of Directors

Directors shall be elected each year at the annual meeting of the Board by an affirmative vote of a majority of the Directors then in office.

3.5 Term of Office

Unless a Director dies, resigns or is removed, he or she shall hold office for a term of three (3) years following his or her election. The Board of Directors shall be divided into three classes as nearly equal in number as possible, being Class I, Class II and Class III. Each Director shall serve for a term ending at the third annual meeting following the annual meeting at which such director was elected. The foregoing notwithstanding, each Director shall serve until his or her successor shall have been duly elected and qualified, or until he or she becomes disabled or is otherwise removed. Directors may serve successive three-year terms.

3.6 Annual Meeting

The annual meeting of the Board shall be held during the month of February on a date chosen by the Board Chairperson or the Board for the purposes of electing Directors and officers and transacting such business as may properly come before the meeting. If the annual meeting is not held on the date designated therefor, the Board shall cause the meeting to be held as soon thereafter as may be convenient.

3.7 Regular Meetings

The Board of Directors shall also meet monthly, or otherwise, at a time and place as determined by the Board of Directors. Every other month the Board of Directors shall conduct a regular board meeting; in the alternating months the Board of Directors shall conduct board strategic meetings. The agenda for regular board meetings shall include reports of financial and funding matters (including budgeting with an accounting for deviations from projections), committee and program reports, other matters not otherwise addressed by committee reports, and discussion of topics of interest to the Board. Regular board business may also be conducted at a strategic board meeting.

3.8 Special Meetings

Special meetings of the Board or any committee designated and appointed by the Board may be called by or at the written request of the President or the Board Chairperson, or, in the case of a committee meeting, by the chairman of the committee. The person or persons authorized to call special meetings may fix any place either within or without the State of Washington as the place for holding any special Board or committee meeting called by them.

3.9 Meetings by Telephone or Video Conference

Members of the Board or any committee designated by the Board may participate in a meeting of such Board or committee by means of a conference telephone, video conference, or similar communications equipment by means of which all persons participating in the

meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

3.10 Place of Meetings

All meetings shall be held at the principal office of the corporation or at such other place within or without the State of Washington designated by the Board, by any persons entitled to call a meeting or by a waiver of notice signed by all Directors.

3.11 Notice of Special Meetings

3.11.1 In Writing

Notices in writing may be delivered or mailed to the Director at his or her address shown on the records of the corporation not less than five (5) days before the meeting. If notice is delivered via regular mail, the notice shall be deemed effective when deposited in the official government mail properly addressed with postage thereon prepaid. Neither the business to be transacted at nor the purpose of any special meeting need be specified in the notice of a special meeting.

3.11.2 Personal Communication

Notice may be by personal communication with the Director not less than five (5) days before the meeting.

3.11.3 Electronic Transmission

Notices may be provided in an electronic transmission and be electronically transmitted not less than five (5) days before the meeting. Notice in an electronic transmission is effective only with respect to those Directors that have consented, in the form of a record (which may be made by recording a director's consent as conveyed during a meeting of the Board), to receive electronically transmitted notices and designated in such consent the address, location or system to which these notices may be electronically transmitted. This consent is automatically revoked if the corporation is unable to electronically transmit two consecutive notices given by the corporation, and this inability becomes known to the person responsible for giving notice. Notice provided in an electronic transmission is effective when it is electronically transmitted to an address, location or system designated by the recipient for that purpose.

3.11.4 Posting Electronic Notice

Notice may be provided to Directors who have consented to receipt of electronically transmitted notices by posting the notice on an electronic network and delivering to such Directors a separate record of the posting, together with comprehensible instructions regarding how to obtain access to the posting on the electronic network not less than 10 days

before the meeting. Notice is effective when it has been posted to an electronic network and a separate record of the posting has been delivered to the recipient as provided by this Section 3.11.4.

3.12 Waiver of Notice

3.12.1 Record

Whenever any notice is required to be given to any Director under the provisions of these Bylaws, the Articles of Incorporation or applicable Washington law, a waiver thereof in the form of a record, including, without limitation, an electronic transmission from the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. Neither the business to be transacted at nor the purpose of any regular or special meetings of the Board need be specified in the waiver of notice of such meeting.

3.12.2 By Attendance

The attendance of a Director at a meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

3.13 Quorum

A majority of the number of Directors fixed by or in the manner provided by these Bylaws shall constitute a quorum for the transaction of business at any Board meeting. If a quorum is not present at a meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.

3.14 Manner of Acting

The act of the majority of the Directors present at a meeting at which there is a quorum shall be the act of the Board, unless the vote of a greater number is required by these Bylaws, the Articles of Incorporation or applicable Washington law.

3.15 Presumption of Assent

A Director of the corporation present at a Board meeting at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless his or her dissent or abstention is entered in the minutes of the meeting, or unless such Director files a written dissent or abstention to such action with the person acting as secretary of the meeting before the adjournment thereof, or forwards such dissent or abstention by registered mail to the Secretary of the corporation immediately after the adjournment of the meeting. Such right to dissent or abstain shall not apply to a Director who voted in favor of such action.

3.16 Action by Board Without a Meeting

Any action which could be taken at a meeting of the Board may be taken without a meeting if consent in the form of a record, in which consent clearly sets forth the action to be taken, is executed by all the Directors. Any such record shall be inserted in the minute book as if it were the minutes of a Board meeting. For purposes of this Section 3.16, record means information inscribed on a tangible medium, contained in an electronic transmission, or executed by electronic signature.

3.17 Resignation

Any Director may resign at any time by delivering written notice to the Board Chairperson, the Vice Chairperson, or the Secretary of the corporation, or by giving oral or written notice at any meeting of the Directors. Any such resignation shall take effect at the time specified therein, or if the time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

3.18 Removal

One or more Directors (including the entire Board) may be removed from office, with Cause, by the affirmative vote of a majority of the Directors fixed by or in the manner provided by these Bylaws. For the purposes of this provision, "Cause", can include, but is not limited to, failure to regularly attend board meetings or committee meetings; violating the corporation's conflicts of interest policy; disclosing confidential or sensitive information about the corporation to unauthorized persons; disparagement of the corporation in public; inability to perform the duties of a director; disruptive behavior in board or committee meetings; conviction of a crime of moral turpitude; embezzlement or misuse of the corporation's funds or assets; violating the corporation's culture agreement; or negative publicity that could (in the Board's sole determination) reflect poorly on the corporation.

3.19 Vacancies

A vacancy in the position of Director may be filled with the affirmative vote of a majority of the remaining Directors though less than a quorum of the Board. A Director who fills a vacancy shall serve for the unexpired term of his or her predecessor in office.

3.20 Board Committees

3.20.1 Standing or Temporary Committees

The Board, by resolution adopted by a majority of the Directors in office, may designate and appoint one or more standing or temporary committees, each of which shall consist of two or more Directors. Such committees shall have and exercise the authority of the Directors in the management of the corporation, subject to such limitations as may be

prescribed by the Board except that no committee shall have the authority to: (a) amend, alter or repeal these Bylaws; (b) elect, appoint or remove any member of any other committee or any Director or officer of the corporation; (c) amend the Articles of Incorporation; (d) adopt a plan of merger or consolidation with another corporation; (e) authorize the sale, lease, or exchange of all or substantially all of the property and assets of the corporation not in the ordinary course of business; (f) authorize the voluntary dissolution of the corporation or revoke proceedings therefor; (g) adopt a plan for the distribution of the assets of the corporation; or (h) amend, alter or repeal any resolution of the Board which by its terms provides that it shall not be amended, altered or repealed by a committee. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board or any individual Director of any responsibility imposed upon it, him or her by law.

3.20.2 Quorum; Manner of Acting

A majority of the Directors composing any committee shall constitute a quorum, and the act of a majority of the members of a committee present at a meeting at which a quorum is present shall be the act of the committee.

3.20.3 Resignation

Any member of any committee may resign at any time by delivering written notice thereof to the Board Chairperson, the Vice Chairperson, or, the Secretary or the chairman of such committee, or by giving oral or written notice at any meeting of such committee. Any such resignation shall take effect at the time specified therein or, if the time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

3.20.4 Removal of Committee Member

The Board, by resolution adopted by a majority of the Directors in office, may remove from office any member of any committee elected or appointed by it.

3.21 Compensation

The Directors shall receive no compensation for their service as Directors but may receive reimbursement for reasonable expenditures incurred on behalf of the corporation and may be compensated for services provided to the corporation, so long as such compensation is fair market value that would be paid to a non-Director performing the same or similar services.

ARTICLE 4. OFFICERS

4.1 Number and Qualifications

The officers of the corporation shall be a Board Chairperson, a Vice Chairperson, a President, one or more Vice Presidents, a Secretary, and a Treasurer, each of whom shall be elected by the Board. Other officers and assistant officers may be elected or appointed by the Board, such officers and assistant officers to hold office for such period, have such authority and perform such duties as are provided in these Bylaws or as may be provided by resolution of the Board. Any officer may be assigned by the Board any additional title that the Board deems appropriate. Any two or more offices may be held by the same person, except the offices of President and Secretary. Except for the President and any Vice Presidents, all officers are required to be directors of the corporation.

4.2 Election and Term of Office

The officers of the corporation shall be elected each year by the Board at the annual meeting of the Board. Unless an officer dies, resigns, or is removed from office, he or she shall hold office until the next annual meeting of the Board or until his or her successor is elected.

4.3 Resignation

Any officer may resign at any time by delivering written notice to the Chairperson, Vice Chairperson, or the Secretary, or by giving oral or written notice at any meeting of the Board. Any such resignation shall take effect at the time specified therein or, if the time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

4.4 Removal

Any officer or agent elected or appointed by the Board may be removed by the affirmative vote of at least a majority of the Board whenever in its judgment the best interests of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

4.5 Vacancies

A vacancy in any office created by the death, resignation, removal, disqualification, creation of a new office or any other cause may be filled by the Board for the unexpired portion of the term or for a new term established by the Board.

4.6 Board Chairperson

The Board of Directors shall elect from among its members an officer designated as the Board Chairperson. The Board Chairperson shall have such duties and authority as may be prescribed by the Board of Directors from time to time. In general, the Board Chairperson shall perform all duties incident to the position of chairperson of the board or as may be prescribed by the Board of Directors or these Restated Bylaws from time to time. The Board Chairperson shall preside at all meetings of the Board of Directors.

4.7 Vice Chairperson

The Vice Chairperson shall assist the Board Chairperson in the performance of his or her duties. In the absence or disability of the Board Chairperson, the duties of the Board Chairperson (including presiding at all meetings of the Board of Directors) shall be performed and the authority of the Board Chairperson shall be exercised by the Vice Chairperson.

4.8 President

The President shall be the chief executive officer of the corporation, and subject to the Board's control, shall supervise and control all of the assets, business and affairs of the corporation. In the absence of the Board Chairperson or the Vice Chairperson, the President shall preside over meetings of the Board. The President may sign deeds, mortgages, bonds, contracts, or other instruments, except when the signing and execution thereof have been expressly delegated by the Board or by these Bylaws to some other officer or agent of the corporation or are required by law to be otherwise signed or executed by some other officer or in some other manner. In general, the President shall perform all duties incident to the office of President and such other duties as are assigned to him or her by the Board Chairperson or the Board from time to time.

4.9 Vice President

In the event of the death of the President or his or her inability to act, the Vice President(s) shall perform the duties of the President, except as may be limited by resolution of the Board, with all the powers of and subject to all the restrictions upon the President. The Vice President(s) shall have, to the extent authorized by the President or the Board, the same powers as the President to sign deeds, mortgages, bonds, contracts or other instruments. The Vice President(s) shall perform such other duties as from time to time may be assigned to him or her by the President or by the Board.

4.10 Secretary

The Secretary shall: (a) keep the minutes of meetings of the Board and any minutes which may be maintained by committees of the Board; (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) be custodian of

the corporate records of the corporation; (d) keep records of the post office address of each Director and officer; and (e) in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the Board Chairperson or the Board.

4.11 Treasurer

If requested by the Board, the Treasurer shall give a bond for the faithful discharge of his or her duties in an amount and with such surety or sureties as the Board may determine. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for moneys due and payable to the corporation from any source whatsoever, and deposit all such moneys in the name of the corporation in banks, trust companies or other depositories selected in accordance with the provisions of these Bylaws; and in general perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the Board Chairperson or the Board.

4.12 Salaries

The salaries of the officers and agents shall be as fixed from time to time by the Board or by any person or persons to whom the Board has delegated such authority. No officer shall be prevented from receiving a salary by reason of the fact that he or she is also a Director of the corporation; provided, however that the Board Chairperson, Board Vice Chairperson, Secretary, and Treasurer shall not be entitled to receive a salary.

ARTICLE 5. INTERESTS OF DIRECTORS AND OFFICERS

5.1 Compensation

Directors who receive any compensation for services in any capacity, directly or indirectly, from the corporation may not vote on matters pertaining to that Director's compensation.

5.2 Conflict of Interest

Directors and officers shall disclose to the Board any financial interest which the Director or officer directly or indirectly has in any person or entity which is a party to a transaction under consideration by the Board. The interested Director or officer shall abstain from voting on the transaction.

5.3 Review of Certain Transactions

Prior to entering into any compensation agreement, contract for goods or services, or any other transaction with any person who is in a position to exercise influence over the

affairs of the corporation, the Board shall establish that the proposed transaction is reasonable when compared with a similarly situated organization for functionally comparable positions, goods or services rendered.

ARTICLE 6. ADMINISTRATIVE AND FINANCIAL PROVISIONS

6.1 Loans

No loans shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances.

6.2 Loans or Extensions of Credit to Officers and Directors

No loans shall be made, and no credit shall be extended by the corporation to its officers or Directors.

6.3 Checks, Drafts, Etc.

All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the corporation shall be signed by such officer or officers, or agent or agents, of the corporation and in such manner as is from time to time determined by resolution of the Board.

6.4 Deposits

All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Board may select.

6.5 Books and Records

The corporation shall keep at its principal or registered office copies of its current Articles of Incorporation and Bylaws; correct and adequate records of accounts and finances, minutes of the proceedings of its Boards and any minutes which may be maintained by committees of the Board; records of the names and post office addresses of its officers and Directors, and such other records as may be necessary or advisable.

6.6 Corporate Seal

If the Board determines that it is advisable, the corporation shall have a corporate seal consisting of the name of the corporation, the state of its incorporation and the year of its incorporation.

6.7 Accounting Year

Unless a different accounting year is at any time selected by the Board, the accounting year of the corporation shall be the twelve months ending December 31.

6.8 Rules of Procedure

The rules of procedure at meetings of the Board and committees of the Board shall be rules contained in Roberts' Rules of Order on Parliamentary Procedure, Newly Revised, so far as applicable and when not inconsistent with these Bylaws, the Articles of Incorporation or any resolution of the Board.

ARTICLE 7. AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the vote of a majority of the number of Directors fixed by or in the manner provided by these Bylaws, or by the written consent of each of the Directors.

ADOPTED AND APPROVED by the Board of Directors on this 21st day of January 2021.

By:  _____

Name: Phil Morgan

Title: President/CEO



RESTATED ARTICLES OF INCORPORATION OF AUBURN VALLEY HUMANE SOCIETY

I, the undersigned, acting as the incorporator of a corporation under the provisions of the Washington Nonprofit Corporation Act (Chapter 24.03 of the Revised Code of Washington), hereby sign and verify the following Restated Articles of Incorporation for such corporation.

Article I: Name

The name of the corporation is Auburn Valley Humane Society (hereinafter referred to as the "Corporation").

Article II: Duration

The Corporation shall have perpetual existence.

Article III: Registered Office and Agent

The address of the registered office of the Corporation is 4910 A St. SE, Auburn, WA 98092. The name of the registered agent of the Corporation at such address is Phil Morgan.

Article IV: Purposes and Powers

Section 1. Purposes. The Corporation is organized exclusively for charitable, scientific, literary and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, including but not limited to the following:

A. To aid, support, and assist by gifts, contributions or otherwise, other corporations, community chests, funds and foundations organized and operated exclusively for charitable, scientific, or educational purposes, no part of the net earnings of which inures to the benefit of any private shareholder or individual, and no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation.

B. To do any and all lawful activities which may be necessary, useful or desirable for the furtherance, accomplishment, fostering or attainment of the foregoing purposes, either directly or indirectly and either alone or in conjunction or cooperation with others, whether such others be persons or organizations of any kind or nature, such as corporations, firms, associations, trusts, institutions, foundations, or governmental bureaus, departments, or agencies.

Section 2. Powers. In general, and subject to such limitations and conditions as are or may be prescribed by law, or in the Corporation's Articles of Incorporation or Bylaws, the Corporation shall have all powers which now or hereafter are conferred by law upon a corporation organized for the purposes set forth above, or are necessary or incidental to the powers so conferred, or are conducive to the attainment of the Corporation's purposes.

Article V: Limitations

All of the purposes and powers of the Corporation shall be exercised exclusively for charitable, scientific, and educational purposes in such manner that the Corporation shall qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code") or any successor provision, and that contributions to the Corporation shall be deductible under Section 170(c)(2) of the Code or any successor provision.

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, except as otherwise permitted to an organization described in Section 501(c)(3) of the Code or any successor provision. The Corporation shall not participate in or intervene in any political campaign on behalf of (or in opposition to) any candidate for public office.

Notwithstanding any other provisions of these Articles, the Corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal and state income taxes under Section 501(c)(3) of the Code or any successor provision, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Code or any successor provision.

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable, to its members (if any), directors, officers, or other private persons, except that the Corporation is authorized or empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purposes.

Upon the winding up and dissolution of the Corporation, the assets of the Corporation remaining after payment of, or provision for payment of, all debts and liabilities of the Corporation, shall be distributed to an organization or organizations, as determined by the Board of Directors, that recognized as exempt under Section 501(c)(3) of the Code or any successor provision, and used exclusively to accomplish the purposes for which this Corporation is organized.

Article VI: Directors

The number of directors constituting the initial Board of Directors of the Corporation shall be no less than five (5) and no more than seventeen (17) directors, the exact number to be set from time to time by resolution of the Board of Directors.

The powers and duties, number, qualifications, terms of office, manner of election, time and criteria for removal of directors shall be as set forth in the Bylaws of the Corporation.

Article VII: Director Liability Limitations

A director shall have no liability to the Corporation for monetary damages for conduct as a director, except for acts or omissions that involve intentional misconduct by the director, or a knowing violation of law by a director, where the director votes or assents to a distribution which is unlawful or violates the requirements of these articles of incorporation, or for any transaction from which the director will personally receive a benefit in money, property, or services to which the director is not legally entitled. If the Washington Nonprofit Corporation Act is hereafter

amended to authorize corporate action further eliminating or limiting the personal liability of directors, then the liability of a director shall be eliminated or limited to the full extent permitted by the Washington Nonprofit Corporation Act, as so amended. Any repeal or modification of this Article shall not adversely affect any right or protection of a director of the Corporation existing at the time of such repeal or modification for or with respect to an act or omission of such director occurring prior to such repeal or modification.

Article VIII: Indemnification

Section 1. Right to Indemnification. Each person who was, or is threatened to be made a party to or is otherwise involved (including, without limitation, as a witness) in any actual or threatened action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that he or she is or was a director or officer of the Corporation or, while a director or officer, he or she is or was serving at the request of the Corporation as a director, trustee, officer, employee or agent of another corporation or of a partnership, joint venture, trust or other enterprise, including service with respect to employee benefit plans, whether the basis of such proceeding is alleged action in an official capacity as a director, trustee, officer, employee or agent or in any other capacity while serving as a director, trustee, officer, employee or agent, shall be indemnified and held harmless by the Corporation, to the full extent permitted by applicable law as then in effect, against all expense, liability and loss (including attorney's fees, judgments, fines, ERISA excise taxes or penalties and amounts to be paid in settlement) actually and reasonably incurred or suffered by such person in connection therewith, and such indemnification shall continue as to a person who has ceased to be a director, trustee, officer, employee or agent and shall inure to the benefit of his or her heirs, executors and administrators; provided, however, that except as provided in Section 2 of this Article with respect to proceedings seeking solely to enforce rights to indemnification, the Corporation shall indemnify any such person seeking indemnification in connection with a proceeding (or part thereof) initiated by such person only if such proceeding (or part thereof) was authorized by the board of directors of the Corporation. The right to indemnification conferred in this Section 1 shall be a contract right and shall include the right to be paid by the Corporation the expenses incurred in defending any such proceeding in advance of its final disposition; provided, however, that the payment of such expenses in advance of the final disposition of a proceeding shall be made only upon delivery to the Corporation of an undertaking, by or on behalf of such director or officer, to repay all amounts so advanced if it shall ultimately be determined that such director or officer is not entitled to be indemnified under this Section 1 or otherwise.

Section 2. Right of Claimant to Bring Suit. If a claim for which indemnification is required under Section 1 of this Article is not paid in full by the Corporation within sixty (60) days after a written claim has been received by the Corporation, except in the case of a claim for expenses incurred in defending a proceeding in advance of its final disposition, in which case the applicable period shall be twenty (20) days, the claimant may at any time thereafter bring suit against the Corporation to recover the unpaid amount of the claim and, to the extent successful in whole or in part, the claimant shall be entitled to be paid also the expense of prosecuting such claim. The claimant shall be presumed to be entitled to indemnification under this Article upon submission of a written claim (and, in an action brought to enforce a claim for expenses incurred in defending any proceeding in advance of its final disposition, where the required undertaking has been tendered to the Corporation), and thereafter the Corporation shall have the burden of proof to overcome the presumption that the claimant is not so entitled. Neither the failure of the Corporation (including its board of directors, independent legal counsel or its members, if any) to

have made a determination prior to the commencement of such action that indemnification of or reimbursement or advancement of expenses of the claimant is proper in the circumstances nor an actual determination by the Corporation (including its board of directors, independent legal counsel or its members, if any) that the claimant is not entitled to indemnification or to the reimbursement or advancement of expenses shall be a defense to the action or create a presumption that the claimant is not so entitled.

Section 3. Nonexclusively of Rights. The right to indemnification and the payment of expenses incurred in defending a proceeding in advance of its final disposition conferred in this Article shall not be exclusive of any other right which any person may have or hereafter acquire under any statute, provision of the Articles of Incorporation, Bylaws, agreement, vote of members, if any, or disinterested directors or otherwise.

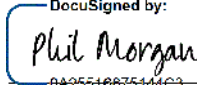
Section 4. Insurance, Contracts and Funding. The Corporation may maintain insurance at its expense to protect itself and any director, trustee, officer, employee or agent of the Corporation or another corporation, partnership, joint venture, trust or other enterprise against any expense, liability or loss, whether or not the Corporation would have the power to indemnify such persons against such expense, liability or loss under the Washington Business Corporation Act, as applied to nonprofit corporations. The Corporation may, without further membership action, enter into contracts with any director or officer of the Corporation in furtherance of the provisions of this Article and may create a trust fund, grant a security interest or use other means (including, without limitation, a letter of credit) to ensure the payment of such amounts as may be necessary to effect indemnification as provided in this Article.

Section 5. Indemnification of Employees and Agents of the Corporation. The Corporation may, by action of its Board of Directors from time to time, provide indemnification and pay expenses in advance of the final disposition of a proceeding to employees and agents of the Corporation with the same scope and effect as the provisions of this Article with respect to the indemnification and advancement of expenses of directors and officers of the Corporation or pursuant to rights granted pursuant to, or provided by, the Washington Business Corporation Act, as applied to nonprofit corporations, or otherwise.

Article IX: Bylaws

Bylaws of the Corporation may be adopted by the Board of Directors at any regular meeting, or any special meeting called for that purpose, so long as they are not inconsistent with the provisions of these Articles. The authority to make, alter, amend or repeal bylaws is vested in the board of directors and may be exercised at any regular or special meetings of the board of directors.

IN WITNESS WHEREOF, the undersigned has signed these Articles of Incorporation this 30th day of January 2021.

DocuSigned by:

By: 0A25510675144C9...
Name: Phil Morgan
Title: President

CONSENT TO APPOINTMENT AS REGISTERED AGENT

I, Phil Morgan, hereby consent to serve as registered agent, in the State of Washington, for the following Corporation: Auburn Valley Humane Society. I understand that as agent for the Corporation, it will be my responsibility to accept Service of Process in the name of the Corporation; to forward all mail and license renewals to the appropriate officer(s) of the Corporation; and to immediately notify the Office of the Secretary of State of my resignation or of any changes in the address of the registered office of the Corporation for which I am agent.

Date: January 30, 2021.

DocuSigned by:
Phil Morgan
0A28318075144CS...

Phil Morgan, President
4910 A St. SE
Auburn, WA 98092

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 16 2011**

AUBURN VALLEY HUMANE SOCIETY
C/O GIBSON & JARVEY INC PS
901 E MAIN ST
AUBURN, WA 98002

Employer Identification Number:45-0638467
DLN:17053098311041
Contact Person: GARY MUTHERT ID# 31518
Contact Telephone Number:(877) 829-5500
Accounting Period Ending: December 31
Public Charity Status:170(b)(1)(A)(1/1)
Form 990 Required: Yes
Effective Date of Exemption: March 11,2011
Contribution Deductibility: Yes
Addendum Applies: No

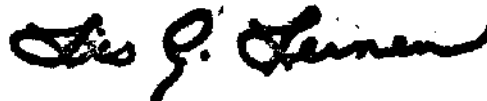
Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

Auburn Valley Humane Society Board of Directors as of 8/1/2025								
Name	Title	Profession	Address	City	State	Zip	Personal Email	AVHS Email
Alexis Singletary	Chair	Attorney	23011 129th SE	Kent	WA	98031	alexis@singletarylawoffice.com	asingletary@auburnvalleyhs.org
Adriann Dooly	Vice Chair	The Partners Group, Employee Benefits Consultant	8195 University Point Circle NE	Bremerton	WA	98311	ADooly@tpgrp.com	adooly@auburnvalleyhs.org
Robert Briggs	Secretary	Retired - Boeing	5524 S 299th Ct.	Auburn	WA	98001	rdb5138@yahoo.com	RBriggs@auburnvalleyhs.org
Chris Kim	Treasurer	Director of Systems Operations - Alaska Airlines	PO Box 531	Olalla	WA	98359	ifireclay@gmail.com	ckim@auburnvalleyhs.org
Dr. Don Edwards	Past Chair	Green River Vet Animal Hospital, veterinarian	4212 Auburn Way N	Auburn	WA	98002	thetvet@msn.com	DEdwards@auburnvalleyhs.org
Khristina Swanson	Director	Managing Broker	40604 218th Ave SE	Enumclaw	WA	98022	Khristina.Swanson@comcast.net	KSwanson@auburnvalleyhs.org
Rachel Tobias	Director	Attorney	2358 N 193rd	Shoreline	WA	98133	rachel@sustainablefashion.lawyer	rtobias@auburnvalleyhs.org
Andrea Niemeyer	Director	Retired - Outreach/Broker Relations Manager for One Medical	1516 68th St SE	Auburn	WA	98092	anni1221@comcast.net	
Katelynne Staehnke	Director	Director of Strategic Initiatives	14721 147th STE	Orting	WA	98360	katelynnestaehnke@gmail.com	

Auburn Valley Humane Society Board of Directors as of 8/1/2025								
Name	Phone	Cell	Joined Board	First Term	Second Term	Third Term	Fourth Term	Fifth Term
Alexis Singletary	(253) 833-8855	(253) 350-5992	08/13/13	2/14 to 2/17	2/17 to 2/20	2/20 to 2/23	2/23 to 2/26	
Adriann Dooly	(425) 830-4333	(425) 691 - 2596	10/20/2022	2/23 to 2/26				
Robert Briggs	(253) 839-2679	(206) 231-9187	08/19/19	2/20 to 2/23	2/23 to 2/26			
Chris Kim	(253) 370-6721	(253) 370-6721	2/1/2021	2/21 to 2/24	2/24 to 2/27			
Dr. Don Edwards	(253) 854-4414	(206) 660-2476	02/01/10	2/10 to 2/13	2/13 to 2/16	2/17 to 2/20	2/20 to 2/23	2/23 to 2/26
Khristina Swanson	(253) 653-8557	(253) 838-7900	09/19/19	2/20 to 2/23	2/23 to 2/26			
Rachel Tobias	(206) 245-9017	(206) 245-9017	10/20/2022	2/23 to 2/26				
Andrea Niemeyer	(253) 293-8382	(253) 293-8382	9/27/2029	2/24 to 2/27				
Katelynne Staehnke	(306) 931-6638	(306) 931-6638	6/19/2025	2/25 to 2/28				

Auburn Valley Humane Society
2025 YTD Actual vs Budget
 January - December 2025

	Budget
Revenue	
Total Cat Cafe Revenue	\$445,600.00
Total COA Licensing Revenue	\$314,995.24
Total Fundraising Revenue	\$930,198.50
Total Other Revenue	\$569,641.96
Total S/N Clinic Revenue	\$2,212,274.42
Total Shelter Revenue	\$581,729.68
Total Thrift Store Revenue	\$388,000.00
Total Revenue	\$5,442,439.80
Expenditures	
Total 5-500 Cat Cafe	\$440,154.90
Total COA Licensing Expense	\$299,790.99
Total Fundraising Expenses	\$184,059.96
Total Other Expenses	\$1,700,673.27
Total Pets for Life	\$74,202.54
Total S/N Clinic Expenses	\$2,322,139.04
Total Shared Organizational Expenses	\$1,123,551.56
Total Shelter Expenses	\$1,057,405.79
Total Thrift Store Expenses	\$480,721.97
Total Expenditures	\$7,682,700.02
Net Operating Revenue	-\$2,240,260.22



Insurance Group®
ARCH INSURANCE COMPANY
 (A Missouri Corporation)

Home Office Address:
 3100 Broadway, Suite 511
 Kansas City, MO 64111

Administrative Address:
 Harborside 3
 210 Hudson Street, Suite 600
 Jersey City, NJ 07311-1107
 Telephone: (201) 743-4000

ARCH CANOPY POLICY FOR NONPROFIT ORGANIZATIONSSM

NOTICE: THE LIABILITY COVERAGE PARTS OF THIS POLICY PROVIDE CLAIMS MADE COVERAGE. EXCEPT AS OTHERWISE PROVIDED, SUCH COVERAGE APPLIES ONLY TO CLAIMS FIRST MADE AGAINST THE INSUREDS DURING THE POLICY PERIOD AND REPORTED TO THE INSURER NO LATER THAN 60 DAYS AFTER THE END OF THE POLICY PERIOD. EACH APPLICABLE LIMIT OF LIABILITY SHALL BE REDUCED, AND MAY BE EXHAUSTED, BY DEFENSE COSTS PAYMENTS. IF ANY LIMIT OF LIABILITY IS EXHAUSTED, THE INSURER SHALL HAVE NO FURTHER LIABILITY FOR THE COVERAGE TO WHICH SUCH LIMIT APPLIES, INCLUDING LIABILITY FOR DEFENSE COSTS. ALL LOSS PAYMENTS, INCLUDING DEFENSE COSTS PAYMENTS, SHALL APPLY TO THE DEDUCTIBLE.

NOTICE: A DEFINITION OF CLAIM IS OUTLINED IN EACH COVERAGE PART AND IS CRITICAL TO COVERAGE AFFORDED. PLEASE READ THIS POLICY CAREFULLY.

DECLARATIONS

Policy No.: NFP0339850-01

Item 1. Named Organization & Address:

Auburn Valley Humane Society
 4910 A Street, SE
 Auburn, WA 98092

Item 2. Policy Period:

From: 04/01/2025
 To: 04/01/2026
 12:01 a.m. local time at the address stated in Item 1

Item 3. Policy Premium:

\$3,027.00

Taxes, Surcharges and other Assessments, if applicable

Premium Attributable to Terrorism Risk Insurance:

\$0

Included in Policy Premium

In Addition to Policy Premium

Item 4. Extended Reporting Period (Liability Coverage Parts only):

Additional Period: 1 year
 Additional Premium: 50% of annual premium

Item 5. Notices to Insurer:

Claims or Potential Claims:

Arch Insurance Company
 Executive Assurance Claims
 10909 Mill Valley Road, Suite 210
 P.O. Box 542033
 Omaha, NE 68154
 Phone: 877 688-ARCH (2724)
 Fax: 866 266-3630
 E-mail: Claims@ArchInsurance.com

All Other Notices:

Affinity Nonprofits
 Program Administrator
 2001 K Street, NW, Suite 625 North
 Washington, DC 20006
 Phone: 800-432-7465
 Fax: 800-701-1982
 Email: info@affinitynonprofits.com

Item 6. Coverage Elections:

Only those Coverage Parts, Insuring Agreements, and Options designated with an X are included under this policy.

<input checked="" type="checkbox"/> Liability Coverage Parts Aggregate Limit of Liability Option:	\$1,000,000
<input checked="" type="checkbox"/> Defense Costs Outside the Aggregate Limit of Liability Option:	Unlimited

<input checked="" type="checkbox"/> Nonprofit Organization Liability Coverage Part:			
Limit of Liability: \$1,000,000			
Insuring Agreement	Sublimit of Liability	Deductible Each Claim	Pending and Prior Litigation Date
A. Insured Person Liability	\$1,000,000	None	04/01/2024
B. Organization Reimbursement	\$1,000,000	\$15,000	04/01/2024
C. Organization Liability	\$1,000,000	\$15,000	04/01/2024
D. Derivative Demands	\$250,000	None	04/01/2024
E. Crisis Management Costs for a Network Security Breach or Privacy Violation	\$250,000	None	04/01/2024

Extension	Sublimit of Liability
Excess Benefit Transaction Excise Tax	\$100,000
<input checked="" type="checkbox"/> Defense Costs Outside the Limit of Liability Option	Unlimited

<input checked="" type="checkbox"/> Employment Practices Liability Coverage Part:			
Limit of Liability: \$1,000,000			
Insuring Agreement	Sublimit of Liability	Deductible Each Claim	Pending and Prior Litigation Date
A. Employment Practices Liability	\$1,000,000	\$15,000	04/01/2024
B. Third Party Liability	\$1,000,000	\$15,000	04/01/2024
<input checked="" type="checkbox"/> Defense Costs Outside the Limit of Liability Option		Unlimited	

<input checked="" type="checkbox"/> Fiduciary Liability Coverage Part:		
Limit of Liability	Deductible Each Claim	Pending and Prior Litigation Date
\$250,000	\$0	04/01/2024
<input type="checkbox"/> Defense Costs Outside the Limit of Liability Option		

<input type="checkbox"/> Crime Coverage Part:			
Insuring Agreement	Limit of Liability	Deductible	Options
<input type="checkbox"/> A. Employee Theft			<input type="checkbox"/> Loss Sustained or <input type="checkbox"/> Loss Discovered
<input type="checkbox"/> B. Customer Property			
<input type="checkbox"/> C. Inside the Premises			(If neither box above is designated with an X, this Policy shall be issued on a Loss Sustained basis)
<input type="checkbox"/> D. Outside the Premises			
<input type="checkbox"/> E. Forgery or Alteration			
<input type="checkbox"/> F. Computer Fraud or Fraudulent Transfer Instructions			<input type="checkbox"/> Investigation Costs Coverage – Sublimit of Liability:
<input type="checkbox"/> G. Currency Fraud			

<input type="checkbox"/> Kidnap, Ransom & Extortion Coverage Part:			
Insuring Agreement	Limit of Liability	Deductible	Options
<input type="checkbox"/> A. Kidnap, Ransom & Extortion			<input type="checkbox"/> F. Repatriation Costs Coverage – Limit of Liability: Deductible: <input type="checkbox"/> G. Recall Costs Coverage – Limit of Liability: Deductible:
<input type="checkbox"/> B. Custody			
<input type="checkbox"/> C. Claims Costs			
<input type="checkbox"/> D. Response Costs 1. R&R Sublimit			
<input type="checkbox"/> E. Personal Injury Benefits 1. Death: 2. Mutilation: 3. Other Injury:			

Item 7. Endorsements: See attached schedule of endorsements and notices.



Signature Page

IN WITNESS WHEREOF, Arch Insurance Company has caused this policy to be executed and attested.

A handwritten signature in black ink that reads "Brian D. First".

Brian D. First
President

A handwritten signature in black ink that reads "Regan A. Shulman".

Regan Shulman
Secretary

Scratching Post

Annual Report of Auburn Valley Humane Society



2024



Mr. Rogers, an 8-year-old male mixed breed dog, came to the shelter in dire need of help. Our amazing vet and animal welfare staff worked on his scabby skin and wounds on his face and upper body. Mr. Rogers was adopted in September and is now enjoying walks with his new family.



Changing Lives ... Four Paws at a Time!

AVHS ANIMAL SHELTER

4910 A Street SE Auburn WA 98092
 253-249-7849 option 1 Front Desk
 11am - 6pm 7 days a week
 EIN # 45-0638467 | UBI # 603094796

AVHS NORTHWEST SPAY & NEUTER CENTER

6401 Pacific Ave Tacoma WA 98408
 253-627-7729

10am - 5pm Monday-Friday
 8:30am-5pm Saturday-Sunday (temporarily closed)

AVHS THRIFT STORE & MORE

1123 E Main St Auburn WA 98002
 253-249-7849 option 6

Monday-Saturday 10am-6pm, Sunday 11am-5pm

AVHS CAT CAFE

1101 Outlet Collection Way SW #1133 Auburn WA 98001
 253-205-0956

Monday-Thursday 11am-8pm

Friday-Saturday 10am-8pm, Sunday 11am-7pm

www.auburnvalleyhs.org info@auburnvalleyhs.org



AVHS Executive Board

Alexis Singletary, JD
 Chairperson
Adriann Dooly
 Vice-Chair
Bob Briggs
 Secretary
Chris Kim
 Treasurer

AVHS Board of Directors

Don Edwards, DVM, Past Board Chair
Rick Oliveira, CPA, Past Board Chair
Miles Haney
Khristina Swanson
Maryellen Elcock
Rachel Tobias, JD, LL.M.
Sam Nokes
Andrea Niemeyer
 as of Dec. 31, 2024



AVHS Leadership Staff as of Dec. 31, 2024

Phil Morgan
President/CEO
Sharon LaVigne
Director of Philanthropy
Lisa Moore
Director of Human Resources
Phoebe Leong
Director of Special Programs
Sarah Shier
Shelter Director of Public Services
Jan White, DVM
Veterinarian of Record
Sherri Duensing
Cat Café Manager

Jennifer Haskins
Clinic Director of Public Services
Candi Kesler
Thrift Store Manager
Jeanine Riss
Volunteer Coordinator
Emily Mattison
Animal Welfare Coordinator
Judy Lovejoy
Finance Coordinator
John Hasek
Maintenance Coordinator

OUR ORGANIZATION

AVHS VISION STATEMENT

To be a model of excellence in the advancement of animal welfare

AVHS MISSION STATEMENT

Auburn Valley Humane Society enriches the lives of companion animals and people through animal sheltering, programs and community engagement.



AVHS CORE VALUES

We value the compassionate care of companion animals

We value the humane treatment of all animals

We value our staff and volunteers

We value our relationship with our partners and supporters

We value our role as a leader in animal welfare

We value integrity, fiscal responsibility and careful stewardship of our resources

AVHS is a local, independent 501(c)3 nonprofit, which relies on pet licensing and lost pet housing agreements with the City of Auburn, shelter services, clinic services, thrift store sales, cat café sales, and generous donations to fund the shelter operations, clinic operations, humane education and human/pet services and education programs.

Donations made to AVHS are tax deductible to the fullest extent of the law.

2024 REVENUE AND EXPENDITURES

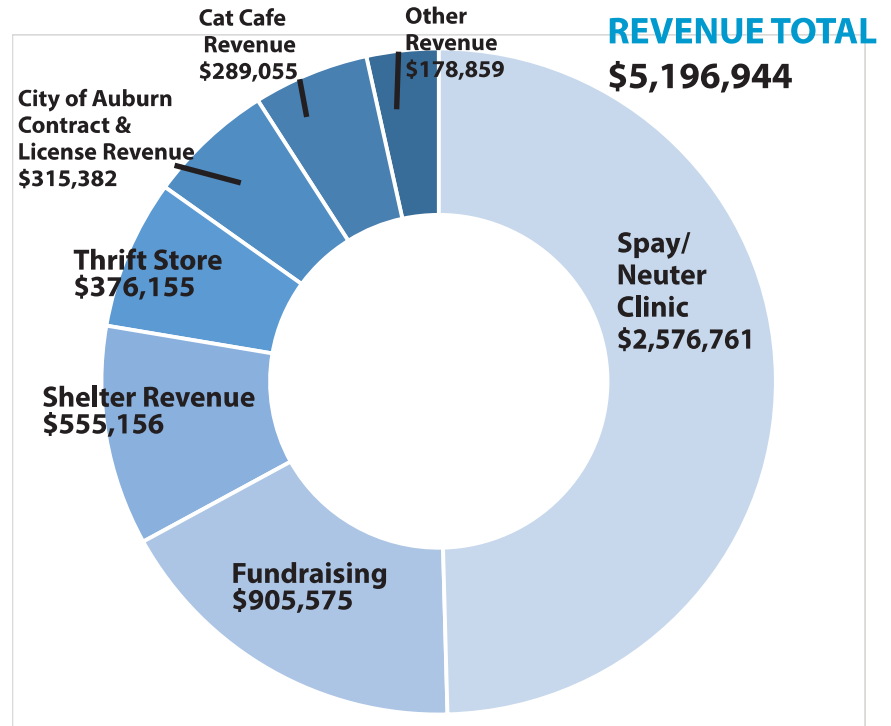
Community support makes our work possible.

* AVHS does not receive federal or state funds. AVHS receives municipal funding through agreements with City of Auburn (COA) for the housing of lost pets from Auburn and for pet licensing. AVHS is not affiliated with any national humane or animal welfare organizations. AVHS is also supported by generous donations and support from private individuals, corporations, foundations, grants and program revenues.

* Unaudited 2024 financial figures as of 2/20/2025

REVENUE *2

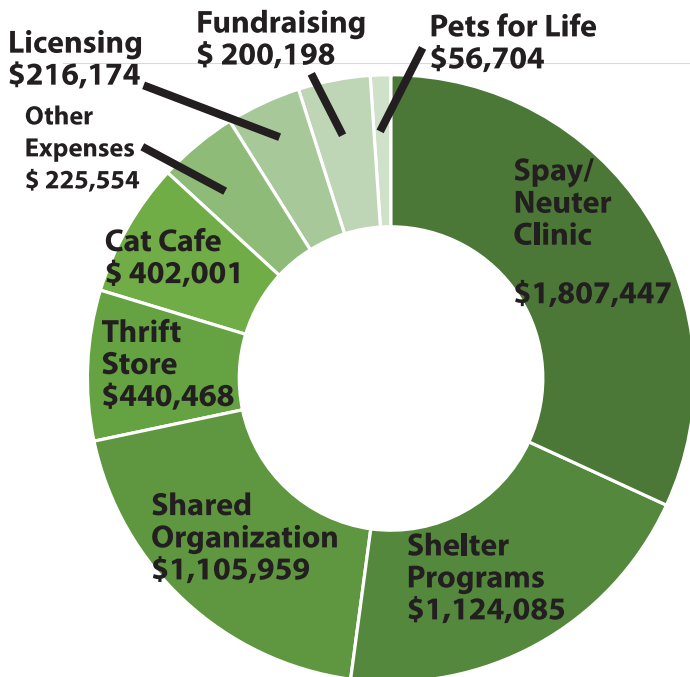
Cat Cafe Revenue*3	\$ 289,055
COA License	\$ 315,382
Shelter Revenue	\$ 555,156
Thrift Store	\$ 376,155
Spay Neuter Clinic	\$2,576,761
Fundraising	\$ 905,575
Other Revenue	\$ 178,859
TOTAL	\$5,196,944



*2 - Unaudited 2024 financial figures as of 2/20/2025

*3 - 7 months of operation

EXPENDITURES TOTAL \$5,578,590



EXPENDITURES *2

Shared Organization	\$1,105,959
Pets for Life	\$56,704
Licensing	\$216,174
Shelter Programs	\$1,124,085
Cat Cafe*4	\$402,001
Fundraising	\$200,198
Thrift Store*5	\$440,468
Spay Neuter Clinic	\$1,807,447
Other Expenditures	\$225,554
TOTAL:	\$5,578,590

*4 Includes setup & construction

*5 Includes \$36,079 in Public Medical Fund & \$12,410 in Extraordinary Fund



2024 AVHS NWSNC STATS

12,841+
SURGERIES



18,122 VACCINATIONS
2,289 WELLNESS EXAMS

1872
SHELTER INTAKE ANIMALS

911 CATS
355 DOGS
23 SMALL CRITTERS
ADOPTED



582
FOSTER PLACEMENTS



457 CATS
116 DOGS
9 SMALL CRITTERS
FOSTERED

545
VOLUNTEERS

24,470
VOLUNTEER HOURS



22,149

ANIMALS
IMPACTED



OUR LOCATIONS



Animal Shelter



Northwest
Spay & Neuter Center



AVHS Thrift Store
& More



AVHS Cat Café



Message from the PRESIDENT/CEO

2024 has been the most challenging year Auburn Valley Humane Society has faced since we opened our doors twelve years ago. With rising costs, a more difficult demographic of animals entering the shelter and a shift in the animal welfare industry, our leadership team at AVHS quickly had to come up with sustainable solutions to the issues we faced. Which we did!

As we complete year twelve at Auburn Valley Humane Society, it seems like it was yesterday when dozens of dedicated volunteers, three employees, and I performed all the daily duties at the animal shelter. As I look back at all the challenges and triumphs of the past twelve years, I am reminded of the real reasons Auburn Valley Humane Society continues to change lives four paws at a time and why our organization is very successful at what we do.

2024 was a year of growth and progress for our organization. This last year was a time of commitment and determination of our staff and dedicated volunteers to ensure our organization's continued success. We have grown stronger as an organization, strengthening our philosophies, beliefs, and practices, reaffirming our mission and our unwavering dedication to the citizens and animals in the communities we serve. We are very excited looking forward to our future in animal welfare.

As 2024 ended, the dream of having a first-rate local animal sheltering facility twelve years ago has become more than a reality. We have become an enterprise with over sixty employees and hundreds of volunteers supporting our efforts. This past year, we revisited our mission and vision statements and reaffirmed our core values. As an organization, we review our policies and procedures, and always look to increase the quality of care for the homeless and abandoned animals in the shelter and the programs we provide to the community.

During this year of continued growth, I am proud of our organization's accomplishments. We are ever evolving and always seeking ways to pivot our efforts and continue ways to fulfil our vision and mission. Our dedicated staff and volunteers continued the hard work of fostering, caring, adopting homeless pets, and the humane education of children and adults throughout our community.

Partnerships with local businesses continued to flourish. The strength of relationships AVHS has built with the City of Auburn, the local veterinary community, and King and Pierce Counties' citizens enabled us to grow stronger. Our donors' and supporters' generosity and concern for our efforts were critical in achieving our goals. Many of the challenges we face in a post-pandemic world did not impact our fundraising efforts that so vitally assist us financially to support the animals in our care. Auburn Valley Humane Society Thrift Store & More also continued to thrive. Due to the thrift store's 2024 success, we continue to grow our Humane Services programs and fund these vital and much-needed services. The continued growth of our merged partner, Northwest Spay & Neuter Center, has allowed us to expand much needed low-cost spay & neuter and wellness services to the region in unbelievable numbers. The AVHS Cat Café that finally opened in April has been a huge success! This new endeavor has vastly broadened our exposure in the region, as well as increased our adoption capacity for cats and generated much needed funds to further our mission.

One of our primary goals is to find lasting, loving homes for the companion animals that pass through our doors at the shelter. In 2024, 537 dogs, 1063 cats, and 27 other animals were owner relinquished, transferred from other shelters, or found as lost animals and taken into our care. We gave them loving care, certified their health, administered necessary vaccinations, microchipped them, and then spayed or neutered them. Once accepted into our shelter, there

is no time limit on the animal's stay with us.

In 2024, the shelter placed 1,289 pets into adoptive homes, and we reunited 160 lost pets with their owners. We also transferred 105 homeless pets to local rescue organizations. Because euthanasia is never our first choice, we are proud to report that our 2024 live release rate was 95%. AVHS reunited 28% of lost dogs and 2% of lost cats with their owners. All adopted animals left our shelter spayed or neutered, vaccinated, and microchipped. At the shelter, Auburn Valley Humane Society spayed or neutered 1,054 shelter animals and 180 TNR surgeries. In 2024, the Wellness program at Northwest Spay & Neuter Center performed 2,289 wellness exams for the pets of income-qualified residents in our community. NWSNC also performed spay or neuter surgeries on 3,047 non-profit partner animals and 9,794 public dogs and cats for a total of 12,841 animals and we gave 18,122 vaccinations. In 2024, through all of our programs, Auburn Valley Humane Society impacted the lives of 22,149 animals in our region.

We are not only an animal shelter, adoption agency, a spay and neuter clinic, a thrift store and a cat café, AVHS is also an educational organization. Community outreach is a vital part of our organization. Over 545 active volunteers spent 24,470 hours cleaning kennels and cages, caring for 582 dogs and cats in foster care, doing laundry and dishes, constructing enrichment toys for the animals in our care, walking dogs, and helping with customer service at the thrift store, fundraising, and the cat café. Thanks to our dedicated volunteers and staff, we can inform the world of our progress through our websites, and AVHS social media pages.

Over the past year, our volunteer Board of Directors has given valued direction and support. We have diversified and maintained our revenue stream and successfully navigated our expenditures. We also grew our important animal-related/human service programs. The Public Veterinary Assistance and the Pets in Crisis funds assisted the owners of 84 animals with emergency medical care and boarding needs. The Pets for Life program provided support for 427 animals. 104 pets of 32 families in need were assisted monthly through the AVHS Shelter Pet Pantry program. At Northwest Spay & Neuter Center, the pet pantry provided 5,709 pounds of food to pets in need. Due to the success of the Shelter Buddies Reading Program, countless children spent their time reading to our cats in feline adoption as well as at the Cat Café. The Girl Scout Badge program saw 136 Girl Scouts received their AVHS patch and 199 children toured the shelter in 2024. We partnered with Seattle Humane Society for the Pets of Seniors Food Bank, which also continues to grow.

Acknowledgment for these many successes again goes to our dedicated staff and volunteers, the support of the City of Auburn and neighboring animal sheltering agencies, and the generous devotion of the King and Pierce Counties' citizens. Most importantly, our successes are a direct result of our faithful donors and supporters.

As in the past twelve years, we ended 2024 as an essential and vital part of our community. We are thankful and proud of our 2024 accomplishments and look forward to significant growth in 2025. We could not have done it without your help, and we are honored to be here with you, continuing our mission and changing lives... four paws at a time!




Phil Morgan
President/CEO

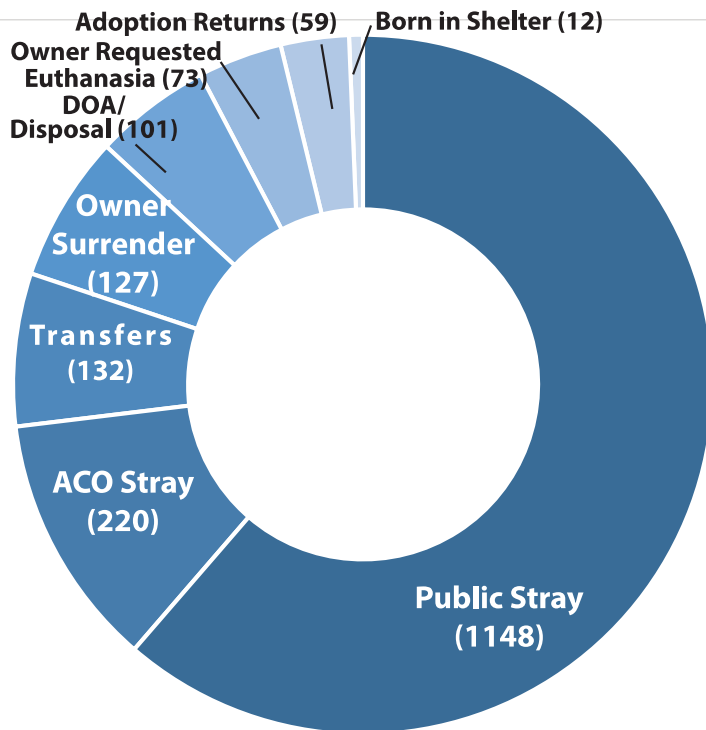
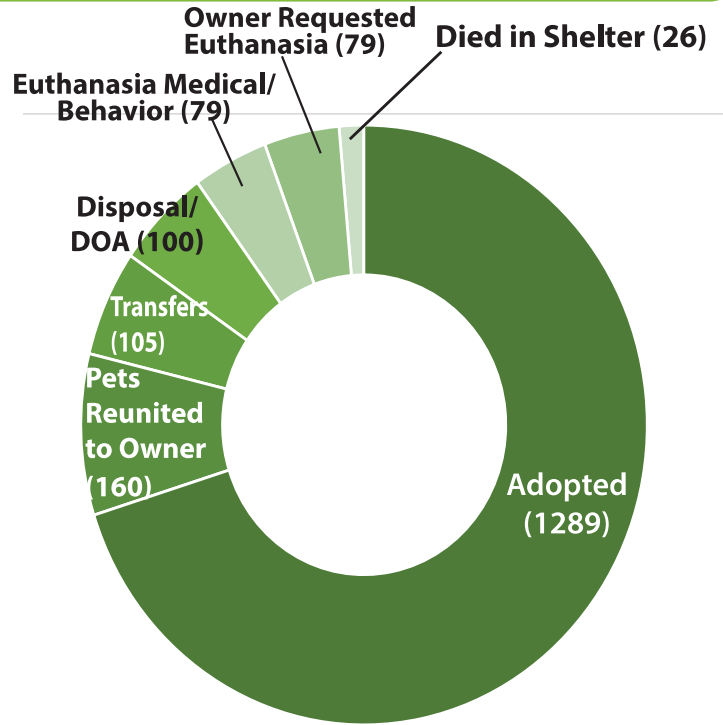


BY THE NUMBERS

ANIMAL INTAKES

Intakes include animals that came into AVHS as owner surrenders, public strays, animal control strays, transferred from other animal welfare organization, born in care, owner requested euthanasia, DOA/disposal and adoption returns.

TOTAL INTAKES: 1872
Dog/Puppy Intakes: 657
Cat/Kitten Intakes: 1180
Other Intakes: 35*



ANIMAL OUTCOMES

Auburn Valley Humane Society strives to find a loving family for every adoptable animal. The outcomes include animals that were adopted, transferred to rescue groups, reunited with their owners, died in shelter, DOA (dead on arrival), euthanasia medical/behavior and owner requested euthanasia.

AVHS does not euthanize animals for time limits, space or age of the animal. AVHS utilizes every resource possible to find forever homes for the animals in our care.

TOTAL OUTCOMES: 1836
Dog/Puppy Outcomes: 657
Cat/Kitten Outcomes: 1136
Other Animal Outcomes: 43*

*Other intakes and outcomes include birds, rabbits, guinea pigs, reptiles, small pets and wildlife.

SHELTERING LOST ANIMALS in need

Auburn Valley Humane Society medical and animal care staff provides quality, loving care to every animal who comes into our shelter. We welcome homeless pets from the Auburn city limits.



1,872

**ANIMALS
SHELTERED**

CARING FOR ANIMALS in need

The animals in our care receive physical exams, vaccinations, spay/neuter services, microchips, and in some cases, extensive medical and dental care prior to adoption to a loving family.

Last year, AVHS performed...

1,054

surgeries on
shelter animals

180 feral
cat spay & neuter
surgeries

Live release rate:

95.2%

0

Adoptable animals were
euthanized



1,289
Companion
animals adopted



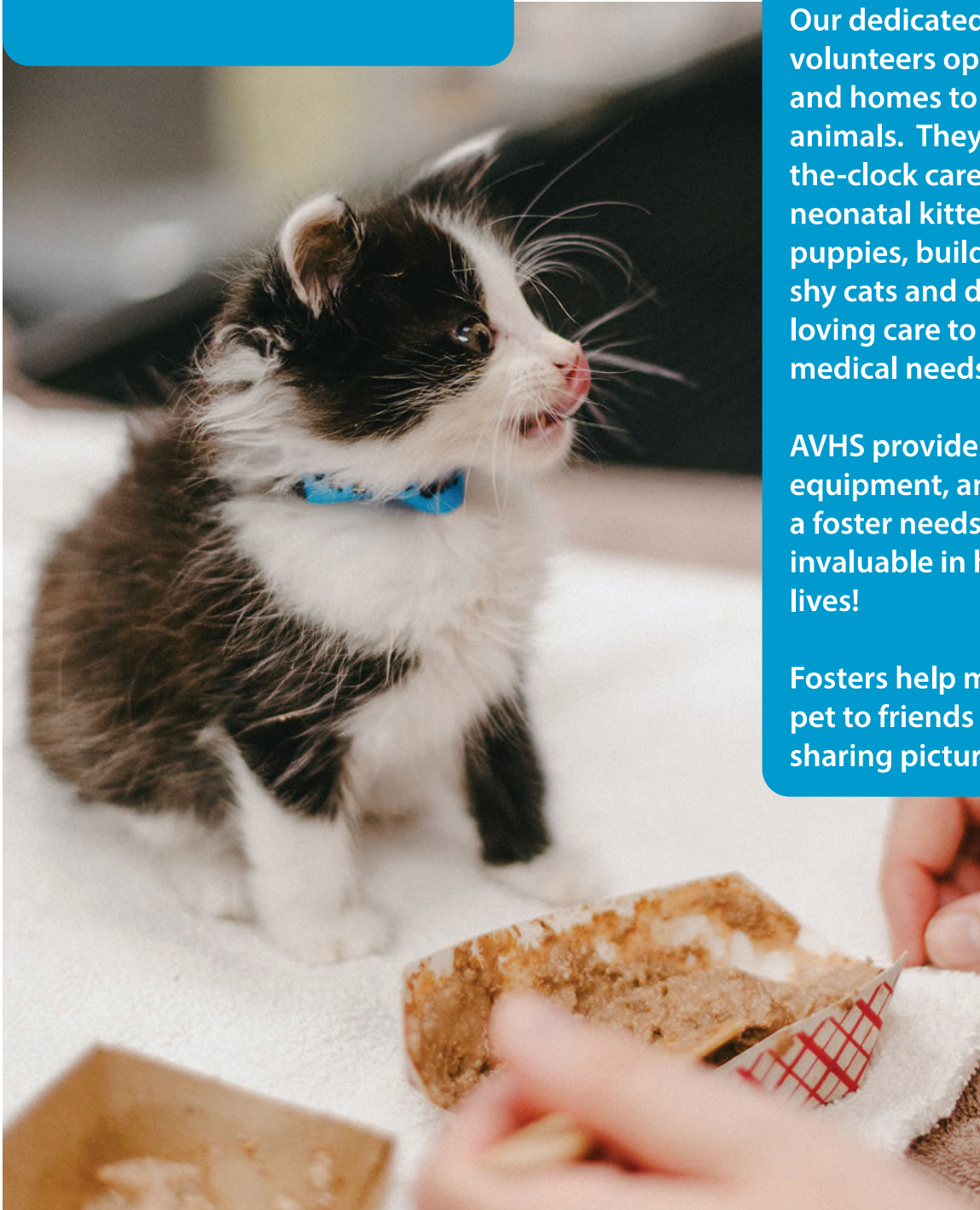
One of the ways AVHS measures our success is by how long a cat or dog is in the shelter before they are adopted. The smaller the number, the sooner they go to a new home and the more animals can come to us for lifesaving care. Moving animals through the shelter faster reduces stress and illness.

12.1 days for dogs for 2024

11.3 days for cats in 2024

582

COMPANION ANIMALS FOSTERED



FOSTERING a bright future

Our dedicated network of foster volunteers open up their hearts and homes to hundreds of animals. They provide round-the-clock care to the tiny neonatal kittens or rambunctious puppies, building trust with shy cats and dogs, and offering loving care to animals with medical needs.

AVHS provides all of the food, equipment, and medication that a foster needs. The fosters are invaluable in helping to save lives!

Fosters help market their foster pet to friends and family by sharing pictures and stories.

AVHS Cat Café opens!

Experiences • Beverages • Merchandise •
Kittens & Cats • Adoptions!



10,446
espresso
drinks sold

7,036
cat visits



FUNDRAISING

In 2024, AVHS donors showed their support throughout the year and helped us change lives...four paws at a time. Generous donors supported us through special event fundraisers, appeals, newsletters, gifts and many other opportunities.

2 Signature Events
 AVHS Gala & Auction
 Photos with Santa Paws

15 Other giving opportunities

Raised Over
\$905,575

76
 Outreach Events



Whiskers & Paws Gala & Online Auction



Photos with Santa Paws



Social Media Followers

Facebook (Shelter):
 auburnvalley

22,960

Facebook (Thrift Store):

526

Facebook (NWSNC):

10,523

Facebook (Cat Café):
89

Instagram:

@auburnvalleyhs

3,584

@avhsthiftstore

194

@northwestpayneuter

1,114

TikTok (Shelter):
<https://www.tiktok.com/@auburnvalleyhs>

2,133

NWSNC:
<https://www.tiktok.com/@northwestpayneuter>

northwestpayneuter

183



VOLUNTEERS MAKING A DIFFERENCE

Changing lives ... four paws at a time

AVHS could not accomplish the mission without the support of dedicated volunteers. From foster care to dog walking to washing the kitty bowls, the volunteers make a difference in the lives of homeless and abandoned animals.

545
Active
volunteers

24,470
Volunteer hours
contributed in 2024

582 dogs and
cats lovingly cared
for by **164** foster
families



Gazpacho was a senior guy in body, but young in spirit. The person who brought him to the shelter, said he was a great guest for the evening. He was a very sweet gentleman with those common senior ailments. Our caring veterinary staff gave Gazpacho some pain medication for arthritis, skin issues and ear infection. He loves snacks but needs to lose weight.

He is living a happy life.

SAVING LIVES on the street



PETS FOR LIFE

Pets For Life's primary goal is to provide much-needed services and supply assistance to people and their pets in the underserved communities of Tacoma and Auburn. Services such as spays, neuters, and vaccinations are unaffordable for so many people, and this is especially true for the impoverished and unhoused families in our cities. The Pets For Life program steps in to build relationships with these communities and help break down that barrier.

Pets for Life transported Radar, a 10-month old Akita mix that lives with his human in an encampment, for his first set of vaccines at Vetco! Michael and Radar are an inseparable duo!

Michael rescued Radar off the streets. He says Radar saved his life and has given him something to live for. His buddy, his soul-mate, will be safe and healthy. Pets For Life also provided him with a leash and collar, some toys, and pet food to supplement what Michael can't afford himself.

SPECIAL PROGRAMS

84 Pets helped by Public
Veterinary Assistance Fund

32 Families & **104** pets
served each month through the Pet Pantry
in partnership with Seattle Humane Society

Pets for Life provided support for
427 pets

NW Spay & Neuter Pet Pantry provided
5,709 lbs. of food

- Humane Education
- Pet Pantry (pet food bank in partnership with Seattle Humane)
- Shelter Buddies (school children read to shelter or Cat Café cats)
- Scout Badge Program
- Pets in Crisis
- Public Veterinary Assistance Fund
- Pets for Life
- NWSNC Pet Pantry



PET LICENSING

AVHS is contracted to be the service provider for pet licensing for the City of Auburn.



Why license my pet?

- Licensing your Pet is the law.
- All dogs and cats over 8 weeks of age that reside in the City of Auburn require a pet license.
- Pets without a license are subject to fines and penalties.
- Having a pet license quickly reunites a lost pet with their owner.
- Funds received through pet licensing benefit the animals in the City's care at AVHS.

Locations to license your pet

- Green River Veterinary Hospital
- Auburn Veterinary Hospital
- Auburn Valley Animal Clinic
- A Valley Animal Hospital
- Affordable Emergency Animal Clinic
- Auburn South Auburn Veterinary Hospital
- Forest Hill Veterinary Clinic
- Jenna's Pet Grooming
- Lakeland Pet Pros
- AVHS Cat Café
- AVHS Thrift Store & More
- Reber Ranch
- Coastal Farms
- Tiki Tails
- NW Spay & Neuter
- City of Auburn Annex



3,749 Pet
licenses sold

Annie was found with a badly broken leg and brought to the shelter. She was probably hit by a car, although there is no way to be sure. Our caring veterinary staff gave Annie some pain medication and a comfortable place to rest. Like many of the other animals, she had been through hardship to last a lifetime.

She is living a happy life with wonderful people who adore her! She received extensive medical treatment while in our care.

\$376,155

Raised from **107,104**
donated thrift store items



22
dealer booths
12,435
items raising
over
\$104,487
for AVHS

THRIFT STORE and MORE

Auburn Valley Humane Society Thrift Store & More is more than a thrift store with housewares, tools, books, videos, clothing and pet items, pet kennels and so much more. It has dealer consignment booths featuring antiques, jewelry, specialty items and collectible treasures. 100% of the proceeds benefit the lost and abandoned animals at the AVHS animal shelter and funds pet/owner humane programs



85

Animals impacted by Special Medical Fund

104

pets receive help each month

The Special Medical Fund (from items sold in booth #60) pays for the medical surgeries, dental needs, & medical food for shelter animals.

Our Thrift Store sold 3,742 items raising \$37,737 in 2024.

The Public Veterinary Medical/Pets in Crisis Fund (booth #59 sold 14,492 items) raising \$31,878 in 2024 to help public owned pets with non-routine veterinarian medical needs.





NORTHWEST SPAY & NEUTER CENTER

Northwest Spay & Neuter Center(NWSNC) provides high-quality spay and neuter services for cats and dogs in an effort to prevent overpopulation. Surgeries are performed for the public, partner rescues and shelters throughout Western Washington.



Programs & Services

- Spay & Neuter surgeries for income-qualified and community cats
- Wellness exams, vaccinations and dentistry services
- Partner Rescues and Shelters for Spay & Neuter Programs
- Pet Licensing for City of Auburn
- Community Pet Pantry
- Volunteer Program
- Financial Assistance
- Feral Cat Program
- Pets for Life

Why spay or neuter my pet?

Allowing your pets to breed contributes to the pet overpopulation problem in Pierce and King Counties. ONE female cat and her offspring can produce over 400,000 unwanted kittens in seven years! ONE female dog and her offspring can produce 65,000 unwanted puppies in seven years!

What are the benefits?

- Your pet will not produce litters of unwanted puppies and kittens
- Your pet is less likely to roam or run away
- Your pet is less likely to bite and show aggression
- Your pet will be more calm, affectionate and overall healthy
- Your pet will be less likely to spray or mark their territory

12,841 spay & neuter surgeries

- 3,761 dogs
- 9,070 cats



Wellness Exams

- Provided 2,289 wellness appointments
- Provided 18,122 vaccinations
- Placed 2,033 microchips to help return lost pets safely to their homes
- Provided 10 vaccine clinics



Other Surgeries

- 1381 Community Cat Surgeries
- Partnered with over 71 local and regional animal welfare groups to provide services for 3,047 animals

NWSNC Dentistry Services

- 115 Procedure Appointments
- 178 Pre-op Dental Exams

SUPPORTERS AND SPONSORS OF OUR EVENTS

Whiskers & Paws Gala & Online Auctions

Biscuits Pet Place
CBAK Designs
Creekside Critter Care
Dorian Cook, Farmer's Insurance
Green River Veterinary
Hospital
King Co. Councilmember
Pete von Reichbauer
Madcap Marketing
Pebbles
Rairdon's Subaru of Auburn
Singletary Law Office, PLLC
Span Alaska Transportation
Sunstar Dog Training
Khristina Swanson -
Windermere
The Partners Group
Triple C Pleasure Horses
Umpqua Bank

2024 Calendar Sponsors

Anardi Family & Cosmetic
Dentistry
Auburn Area Chamber of Commerce
Auburn Valley Animal Clinic
CBAK Designs
AVHS Cat Cafe
Commencement Bank
Emerald Downs
Green River Veterinary Hospital
Longhorn Barbecue
Pet Pros
Rairdon's Subaru of Auburn
Singletary Law Office, PLLC
Span Alaska Transportation
Spectrum Sign Co.

2024 Photos with Santa Paws

CBAK Designs
Commencement Bank
Explore Auburn
Pebbles
Red Canoe Credit Union

Paws for a Cause

Anonymous
Auburn Valley Humane Society
AVHS Thrift Store & More
Chris Bakholdin
Green River Veterinary Hospital
Pebbles
Pet Pros

Other Organization host events to help AVHS

Anonymous
ATS Automation
Auburn City Employees
Auburn Eagles Aux. #2298
Auburn Family Dental
Aura Song
Auburn South Veterinary Hospital
Auburn Valley Animal Clinic
Auburn Veterinary Hospital
BJ's Enterprises
Charity Gift Certificates
City of Auburn
Cobbler's Pet Pantry
Consolidated Supply Co.
Danner Corporation
Davita
Emerald Downs
Facebook
Frugals of Auburn
Girl Scout Troops
Howard Team at NEO Home Loans
Kinship Partners
The Kroger Company
LakelandLiving
Lake Tapps Living
Mud Bay Inc.
Mud Bay - Kent
Mud Bay - Sumner
Mud Bay - Federal Way
PayPal
PetSmart Charities
Precision Arts
Rairdon's Subaru of Auburn
Reber Ranch
Red Canoe Credit Union
Subaru of America Inc.
Sweeting Family
Toril Sells Houses Team
US Gypsum
Wild Waves Park

**Thank YOU for your support
and for helping us
change lives...four paws at a time!**



*The kitties
say
THANK YOU
on behalf of
all the furry
critters*



**Thanks to our youngest donors giving
to help the animals in our care from
food drives, lemonade stands, cookie
sales and birthday parties!**

**Thank you to our newest adopters
who helped to change lives!**



COMMUNITY SUPPORT

Food • Toys • Blankets •
Supplies • Volunteering



Thanks to our supporters who bought pet food through Amazon, Walmart and Chewy!



Thank you to community businesses and organizations for their support!

Thank **YOU** for your support and for helping us change lives...four paws at a time!

Thanks to MudBay & Pet Pros - our partners for food drives and holiday giving programs

Thanks to our volunteers and fosters for helping us find homes for lost animals



Thanks to our adopter with the 15,000th adoption!





Changing Lives ... Four Paws at a Time!

Animal Shelter

4910 A Street SE Auburn WA 98092
253-249-7849 option 1

Northwest Spay & Neuter Center

6401 Pacific Ave Tacoma WA 98408
253-627-7729

AVHS Thrift Store & More

1123 E Main St Auburn WA 98002
253-249-7849 option 6

AVHS Cat Café

1101 Outlet Collection Dr SW #1133 Auburn WA 98001
253-205-0956

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