



Volunteer Expense Amounts Guidance Appendix C - Puppy Raisers and Breeding Dog Holders

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Purpose of Best Practice Guidance

To be used alongside Guide Dogs volunteer expense policy, this document outlines the expenses all volunteers can claim in carrying out their role as Puppy Raisers and Breeding Dog Holders.

To enable us to effectively manage the administration of expenses we require expenses to be claimed no later than 3 months after the activity and supported by a corresponding receipt.

Definitions:

The volunteer manager is the person who is the key point of contact for a volunteer and holds responsibility for support and supervision of a volunteer

Best Practice Guidance Information

Volunteer Breeding dog Holders will be reimbursed £115 per litter to cover additional expenses not supplied by Guide Dogs. This payment is to cover things such as:

- Electricity for running a heat lamp when a litter of pups is born.
- Additional washing and cleaning materials, anti-bacterial wipes, poo bags and gloves.

New volunteer Puppy Raisers will be paid £100 per year (divided into monthly payments) per puppy raised to cover additional expenses not supplied by Guide Dogs. Volunteer Puppy Raisers recruited prior to 2014 receive a slightly different scale of allowance.

This expense is to cover things such as:

- Approved dog chews / treats
- Extra car and bed blanket washing
- Annual car valet
- Extra carpet and floor cleaning
- Poo bags, anti-bacterial wipes and disposable gloves
- Recommended dog toys

Minor Damage Repair

We do have a process for making payments to cover damage caused by a puppy when it is agreed to be outside the control of the Puppy Raiser to have prevented such damage. However, we recognise that nearly all our puppies will cause a degree of minor damage to the Puppy Raiser's property that should be repaired / replaced at their own expense.

Additional Travel

Travelling with the puppy for socialisation purposes is part of the volunteer role and will to a large extent be part of the Puppy Raisers daily routine. However, during the course of Puppy Raising there will be some increase in travel for the purpose of socialisation that will be requested by the Puppy Development Advisor/Supervisor. Where this is outside the normal routine of the Puppy Raiser, travel costs can be reimbursed in line with the Volunteer Expense Policy. Mileage for nonroutine trips to the vet will also be reimbursed in line with the policy.

Puppy Class

Volunteer Puppy Raisers are not able to claim mileage costs to and from Puppy Class as they are not mandatory to attend. The only exception will be where the Puppy Raiser has been specifically required by their Puppy Development Advisor/Supervisor to attend.

Parking charges

When parking your vehicle in town to train your pup outside of your normal routine, parking charges can be reimbursed in line with the volunteer expense policy. It is expected that this may amount to up to two hours per week.

Enclosed Relief Area

Puppy Raisers are asked to set up their garden to where possible include an enclosed relief area. The costs of any changes required are covered by the puppy walker as is any expense for cleaning and maintenance.

Documentation

None

Permissible exceptions

None

Version control table:

The table below contains two rows and four columns. (Only the original approval date and the most recent amendment should be included in the table.)

Date	Version	Status	Details of Change
14/06/21	V1.1	Approved	Language Terminology changes

End of document