



1234 Mentor Avenue
Mentor, OH 44060

Phone: (440) 555-8195
www.outofthedoghouse.com

November 4, 2020

Lake County Board of Directors
3295 Main Street
Mentor, OH 44060

Dear County Board of Commissioners:

The Out of the Dog House Board has constructed a proposal to inform the Lake County Board of Directors that The Out of the Dog House Board intends to provide a shelter for dogs whose families are no longer able to care for them. We understand how important it is for dog owners to ensure that their buddies are thoroughly cared for and loved.

We aim to advocate for rescuing companion animals by launching a shelter program centered around education and partnership. Our alliance with Media Cause gives us the opportunity to act as the voice for the animals and as an organization equipped to seek suitable adoptive families. Out of the Dog House aims to protect dogs from being bred in puppy mills and abandoned on the side of the road. We strive to rescue any animal in need and will provide suitable housing for them.

Thank you for taking the time to consider our proposal. Please do not hesitate to call me at (440)555-8195 or email me at Outofthedoghouse@gmail.com if you require any further information or have any questions concerning this proposal.

Sincerely,

Carmella Boggess

Enclosure: Proposal



They Deserve a Home! Rescuing Dogs Abandoned by their Owners for Returning Back to Work
During the Covid-19 Pandemic

Submitted to: Lake County Board of Commissioners

Date: November 3, 2020

Carmella Boggess, Chief Executive Officer

Robert Bubonic, President

Julianna Brewer, Chief Financial Officer

Arianna Kelley-Lomax, Executive Assistant

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EXECUTIVE SUMMARY

Out of the Dog House
Carmella Boggess, Bo Bubonic, Julianna Brewer, Arianna Kelley-Lomax

1234 Mentor Ave
Mentor, Ohio 44060
www.outofthedoghouse.com

Telephone: (440) 555-8195
Email: outofthedoghouse@gmail.com

Out of the Dog House (referred to from hereon in as the “Company”) established as a non-profit business at 1234 Mentor Ave, Mentor, Ohio 44060 with the expectation of rapid expansion in the Animal Rescue Shelters industry.

About the Business

Out of the Dog House is a No Kill dog shelter located in Mentor, Ohio. We have a commitment to lifesaving among dogs. To keep it simple, this No Kill shelter saves all healthy and treatable dogs.

Business Mission

Out of the Dog House’s company mission is to acquire more shelter funding and promote awareness over abandoned dogs.

Business Goals and Objectives

Short-Term Goals

The Company’s short-term goal is to improve the Save Rate in our community within the first few months of opening.

Long-Term Goals

The Company’s long-term goal is to be able to have an overall Save Rate of at least 90% in the first year of opening and maintaining at least a 90% Save Rate every year to come.

The 5 W’s

WHO: Out of the Dog House

WHAT: Have committed ourselves to savings dogs in our community

WHEN: Our business plans to launch January 2021

WHERE: Mentor, Ohio

WHY: In order to provide a shelter/temporary home for dogs whose families can no longer care for them

Adoption Process

1. Customers can browse through our adoptable dogs online and can sign up for a meet and greet at www.outofthedoghouse.com.
2. All visitors must fill out the adoption application (See Appendix A) and be pre-approved before scheduling an appointment.
3. Applicants can submit a form through email at Outofthedoghouse@gmail.com or submit an application online. (See Appendix A).
4. After Pre-approval, an appointment will be made with our Adoption Counselor. The Counselor will refer to the names of the dogs the applicant is interested in on their application (no more than 2 people per meeting with masks mandatory).
5. All visitors will need to sign and date the visitor log, take their temperature and wear a mask for the duration of the visit.
6. Dogs cannot be put on hold and if an applicant is more than 30 minutes late to their appointment, the original appointment will need to be rescheduled.
7. All visiting rooms (See Appendix B) will be disinfected in between meetings. (All visits will be within our facility in a spacious room to allow 6 ft. apart between visitors and staff/volunteers.)

Associated Costs

Not surprisingly, the costs associated with operating a no-kill animal shelter are quite substantial and fluctuate greatly with the volume of pets residing at the shelter. Despite the belief that running a no-kill shelter would lead to greater expenditures, substantial evidence suggests that these shelters are far more cost-effective than shelters that employ the use of euthanasia. The No Kill Advocacy Center has compiled a number of case studies regarding the financial success of shelters that converted to a no-kill facility. A case study in Austin, Texas revealed that the city's choice to pass a no-kill ordinance with a \$30,000,000 investment resulted in an economic impact of \$157,452,503 — a return on investment of 400% (Dollars & Sense). A similar case study in Marquette, Michigan, further advocates the cost-effectiveness of no-kill shelters. The Upper Peninsula Animal Welfare Shelter reported:

When UPAWS was killing 64% of the animals, they spent \$190.85 per animal. Now saving over 95%, they spend \$207.58. At the same time, however, they lost \$178,636 in adoption revenue when they were killing the animals and it would only have cost them \$15,660 more to actually save them. But that's not all: while the cost per animal went up slightly (8%), so did revenue: an overall increase of 61%. (Dollars & Sense 1)

The expenses required to run Out of the Doghouse include monthly mortgage payments, salaries, supplies such as food and treats, insurance, licenses, and advertising. National average salaries associated with animal shelter employees are as follows: Yearly salary of \$51,146 for Executive Director, \$43,502 for the Director of Development, \$37,000 for both General operations managers and operations managers, \$67,220 for Veterinarians, and \$25,018 for Veterinary technicians (Goselin, Letson, McGuinniss, & Walters 6).

The monetary cost per animal can be misleading, as each animal is different and may require significantly more or less, and the duration of each pet's stay may vary greatly. However, a study conducted at Rutgers University gives us average numbers from which we can determine a price range for care per animal. The annual cost of a healthy canine is \$287.00 to \$374 (Goselin 5). Given our shelter's capacity of 200 animals, or 4,000 dogs per year, we can expect a cost of \$1,148,000.

Financial Summary

Assets	Cash on hand \$ 200,000.00
1. Cash	Google Ad Grant 10,000.00
2. Pledges Receivable	County Grant
3. Investments	Investments 0.00
4. Fixed Assets (net)	Equipment 30,000.00
Liabilities	
1. Accounts Payable <ul style="list-style-type: none">· Wages· Taxes· \$ Owed to Vendors· Insurance	
Fixed Expenses	
Variable Expenses	
Total	

Partnership with Media Cause

OUT OF THE DOGHOUSE has found an invaluable ally in the nonprofit marketing agency, Media Cause. Since 2010, Media cause has acted as a digital marketing agency that works to

“accelerate the impact of organizations and people doing good in the world” (Media Cause 1). Since partnering with Media Cause, OUT OF THE DOGHOUSE has been able to raise ever-increasing awareness to our mission. Additionally, we have experienced a significant increase in our ability to match our pets with the appropriate family.

We first encountered Media Cause in 2019 when we were considering marketing strategies for our shelter. We were aware that if we were going to care for as many dogs as possible that we would have to find a way to pair dogs with families quickly, effectively, and efficiently. It is widely understood that use of social media would certainly lead to increased awareness as well as increased adoptions, however, we did not have neither the technological expertise nor the time to establish an effective social media presence. Media Cause designed and developed a Facebook, Instagram, and Twitter account for OUT OF THE DOGHOUSE. Media Cause’s goal was to “position the content in a way that was entertaining enough to follow, but educational enough to make an impact” (Media Cause 1). The social media sites were designed to be interactive and informational; it was important to ignite a sense of responsibility and inspiration in the user so that we could initiate as many suitable adoptions as possible.

As the current Covid-19 pandemic persists, implementing new ways to get prospective foster and adoptive families to experience our shelter and meet our pets virtually has become essential. To combat these complications and achieve optimization in our adoption process, Media Cause has enhanced our website to include a number of new features that allow the adoption process to be completed largely online. Most importantly, prospective adopters may now fill out our questionnaire, survey, and application online, through the website. This has increased safety for all involved and decreased the expense of having to manage new rules surrounding cleaning and the diminished number of people allowed in the shelter at a given time.

Google Ad Grants is a program that we have had the opportunity to utilize. Google Ad Grants is similar to other types of online advertising in that it displays our message to people searching for nonprofits such as ours (Google 1). This program has awarded OUT OF THE DOGHOUSE thousands of dollars in advertising, increasing our visibility by displaying our shelter at the top of Google results pages. Media Cause is a Google certified partner and manages our account. Media Causes’ campaign development has allowed us to increase donations and volunteer sign-ups through their ability to create a publicity strategy that targets the correct individuals and generates results (Media Cause 1).

Mandatory Laws

1. Everyone (staff, volunteers, and visitors) must wear masks at all times within our facility

2. Visits will need to be scheduled through online www.outofthedoghouse.com or by phone 440-555-8195, to follow the limit capacity of 50 people in the facility at the maximum.
3. Everyone must stand 6 ft. apart and follow guidelines of the Coronavirus pandemic
4. Rescue and foster volunteers should also be aware of tethering laws that control how an animal may or may not be permitted to be housed. Tethering is a practice of chaining or fastening a dog to a stationary object, such as a tree, fence, dog house, or stake to keep the animal under control in a yard space. Some states have enacted anti-tethering laws to limit the amount of time and the type of conditions under which a dog may be tethered. For example, [Texas Health and Safety Code § 821.077](#) makes it unlawful to leave a dog unattended and to unreasonably restrain a dog on a chain or tether during the hours between 10 p.m. and 6 a.m. and when the temperature drops below 32 degrees Fahrenheit, when a heat advisory has been issued, and when a tropical storm, hurricane, or tornado warning have been issued.
5. Facility must provide spayed or neutered sterilization service when adopted out or when transferred.
6. In addition to contract disputes, animal rescue organizations may face the issue commonly known as “pet flipping. Pet flipping is where someone finds a pet for sale or for adoption online or simply steals one from an owner, and then re-lists the pet online to sell for a profit (Brad Tuttle, *‘Pet flipping’ is Now a Thing*, Time, (July 16, 2013), available at <http://business.time.com/2013/07/16/pet-flipping-is-now-a-thing/>). As this issue is becoming more common, it may be a good idea to have contract terms that prohibit the re-selling or re-homing of the animals.
7. Ownership of and full legal responsibility for the animal will transfer to the New Hope partner at the time of the physical transfer including full liability for any further/future costs associated with the care, health and behavior, and/or recuperation from damage or injury associated with the animal(s)
8. While only a few states (i.e., Nebraska and Virginia) define foster care and rescue organizations in their laws or regulations, other laws that cover animal care facilities in general may still apply. Becoming licensed to operate a rescue or foster care program is often the first step for those that want to work with animals. Typically states will require an annual application and associated fee to be licensed and may subject the organization to inspections to ensure the animals are treated humanely. On the other hand, some states may also offer the option for rescues and foster care providers to work under contract to avoid licensing, or some states may leave the licensing applications, fees, and inspections to local government and local animal control for enforcement.
9. Rescues are non-profit organizations that are managed by volunteers and funded through charitable donations. Animal control and private humane society shelters typically have a building or kennel-type facility to house the animals. Rescue groups may have facilities as well, or the groups will house companion animals through a network of private homes or foster homes. Few states define animal rescues in the law; however, Nebraska again is a state that separately defines these organizations, including a definition of an animal rescue. Under Nebraska law an “[a]nimal rescue means a person or group of persons who hold themselves out as an animal rescue, accept or solicit for dogs or cats with the intention of finding permanent adoptive homes or providing lifelong care for such dogs or cats, or who use foster homes as the primary means of housing dogs or cats” ([Neb. § 54-626\(2\)](#)).

10. In addition to receiving animals from owner surrenders or through cooperative agreements with shelters, in states where the legislature has enacted an Animal Rescue Act, the rescue organizations or foster homes can step up and force a shelter to transfer the animal over to prevent euthanasia. In 1998, California passed what came to be known as Hayden's law. Part of the code requires animal shelters that have intentions of euthanizing an animal must transfer the animal to another rescue organization if the 501(c)(3) requests the animal ([Cal. Food & Agr. Code § 31108\(b\)](#)). Rather than killing the animal, the shelter can then charge a fee for the rescue organization to take the animal, as long as it is not more than the adoption fee that a member of the public would pay for the animal. This law gives rights to the rescue organizations to claim any animals that are slated for euthanasia. The policy reasoning behind this law was to encourage shelters to work with rescue groups and to increase the adoption rates of companion animals.

Rationale and Supporting Data

Problems facing the industry today include pet abandonment, volunteerism, hygiene, and both canine and human disease. The founders of Out of the Doghouse aim to remedy these issues, and will diligently work toward creating a better life for pets and owners. A number of factors were considered when Out of the Doghouse was in the planning, analyzing, and design phases of development. Three operational dog shelters in the Mentor, Ohio area: the Lake Humane Society, Cherished Cockers Rescue, and the Lake County Dog Shelter. With Lake county's population being approximately 230,000 and Mentor's population of around 47,000, we believe that there was ample evidence showing that an additional dog shelter in the Mentor area could certainly be successful.

Unfortunately, the number of dogs being abandoned by owners is increasing as a result of the Covid-19 pandemic. Conversely, an increase in adoption rates as stay-at-home orders continue provoke a desire for companionship to ease the sense of isolation during the pandemic. Many nonprofit dog shelters across the county have reported a surge in adoptions, with one shelter reporting a 1,000 percent increase in requests for adoption applications (Sloat 1). When an inquiry was made to the ASPCA, "its president and CEO Matt Bershadker replied that since March 15, nearly 1,600 people have completed the ASPCA's online foster application" (Sloat 1). Out of the Doghouse expects to open at a time where the demand for pet adoptions is experiencing a rise, and we have preparations in place that will alleviate the stress of having to sort through the mounting requests. It is important that our applicants can provide adequate care for their pet, and we must ensure that the rise in unemployment does not result in dogs being returned to the shelter.

The Cleveland Foundation, along with the Lake County Board of Commissioners, has distributed millions of dollars to many nonprofit organizations in Lake and Geauga counties. In fact, "Over

the past 30 years — utilizing the advice of its committee — the Fund has distributed over \$17” (Lake-Geauga Fund Request for Proposal 1).

Current Problem

Concerns about Stray Dogs

There are a lot of problems caused by stray dogs, and the top ten include:

- Strays could cause accidents when they run on the road, leading to injuries to the dog(s) or other people.
- Strays could always mess up places and themselves because there is no one looking after them.
- Strays may gain the urge to hunt and might bump into a garden owned by other people who may harm pets; when a stray stumbles into a farmland and wrecks harm to livestock, there is a possibility that farmers may shoot at it since they are allowed to do that.
- Strays enjoy opening garbage bags, and they can lead to the garbage and refuse being shattered all around the environment and street.
- Strays frequently live under sheds, decks, buildings and transmit fleas there; strays may ingest something that might lead them to die under a structure and lead to a rotting and horrible odor.
- Every stray is not friendly to humans, and there is a possibility of someone getting bitten by an uncontrolled stray.
- Strays enjoy moving in packs, which may lead to a threatening feel and lead to puppies, which are excessive and redundant.
- Strays tend to howl and bark, especially when there is a fight with another dog, which is common during mating.
- Strays may spread rabies, a dangerous disease that can be passed to a human being with ease. Although all the temperate-blooded animals can get and give rabies, dogs are known as the most recognized transporters of this disease globally. Rabies leads to an increase in the number of human deaths each year, and the count continues to increase yearly regardless of the different steps taken, which include immunizing the patients and cleaning up the wounds of the patient immediately after being bitten.
- When strays try to mate or fight amongst themselves, these dogs may bite other dogs. Other human beings and walkers in the environment can accidentally get bitten frequently. Female dogs with puppies will be more self-aware and aggressive and may bite anybody who approaches their family.

Diseases Stray Dogs Carry

There are several diseases and illnesses that strays can contract from lack of preventive treatment, including parasites, rabies, parainfluenza, leptospirosis, and distemper.

- **Parasites** (symptoms include coughing, vomiting, diarrhea, low energy, a potbelly, a dull coat, and itchiness). Strays can pass parasites to other dogs, as well as to humans, something that's called *zoonotic diseases*. Parasites include:
 - Fleas
 - Ticks
 - Ear mites
 - Heartworms
 - Whipworm
 - Hookworm
 - Roundworm
 - Tapeworm
 - Coccidia, a parasite that causes diarrhea
- **Rabies from wild animal bites** (strays can get rabies from being bitten by an infected fox, skunk, bat, or raccoon. Symptoms include fever, seizures, a dropped jaw, lack of coordination, shyness or aggression, and frothy saliva; dogs can transfer rabies to other pets and humans).
- **Parainfluenza** (a highly contagious virus among dogs; symptoms include coughing, fever, nasal discharge, lack of appetite, and lack of energy)
- **Leptospirosis** (a contagious disease, and zoonotic disease, from drinking river, stream, or lake water; some dogs show no symptoms; others might have a fever, shivering, tender muscles, thirst, jaundice, and inflamed eyes)
- **Distemper** (a highly contagious disease that dogs can get from other dogs and wildlife, such as raccoons, foxes, wolves, and skunks; symptoms include fever, red eyes, runny nose, and lethargy; vomiting and diarrhea could occur, and eventually an affected dog looks anorexic; sometimes the pads of the feet enlarge; humans can get distemper virus, but have no symptoms or illness.)

Hygiene in Shelter

Animal shelters have contact with numerous surfaces, including floors, walls, outdoor yards, walking paths, communal living spaces, as well as an array of people (the public, staff, and volunteers).

The perfect cocktail for infection is when many dogs enter shelter in non-optimal health, stressed with no history of vaccination. In some cases, dogs have already been exposed to various diseases before coming into the shelter and will be “shedding” with or without showing any blatant symptoms.

Volunteers and Health Safety in Shelters

With appropriate intake protocols--vaccinations and physical exams before animals go into the general population or the adoption areas, providing adequate enrichment for ongoing stress

reduction, and following a comprehensive sanitation plan--shelters can reduce exposure and increase their animals' overall immunity to disease.

Steps to a Sanitation Plan to Maintain Safe Health Within Shelters:

- Step 1 Establish a Sanitation Plan Leader
- Step 2 Understand the Difference Between Cleaning & Disinfecting
- Step 3 Determine What Needs to be Cleaned vs. Disinfected
 - High-Contact Areas/Surfaces
 - High-Risk Areas/Surfaces
 - Low-Contact Areas/Surfaces
 - Low-Risk Areas/Surfaces
- Step 4 Select Cleaning & Disinfecting Agent
- Step 5 Establish Order of Cleaning
- Step 6 Establish Written Protocols for Cleaning & Disinfecting
 - Schedule
 - Product
 - Responsible Party
 - Quality Check
- Step 7 Train Staff & Volunteers (And the Public)
- Step 8 Verifying Efficacy

What to Consider When Developing Volunteer Positions:

- The positions should be needs-driven
- Free up staff time for other projects
- Create entry-level positions
- Make volunteer assignments meaningful
- Make it fun
- Assign projects that can be completed in shorter periods
- Be flexible to accommodate more volunteers
- Remember that not all positions need to be animal-related
- Create resume-building positions that volunteers can use to find a paid job

Ways to Recruit the Volunteers That are Needed:

- Ask the current volunteers to spread the word and/or invite friends, family, and/or neighbors to the next volunteer orientation
- Blanket the community with a general call for volunteers
- Request the help of the media
- Network!
- Advertise your volunteer positions on your organization's web site
- Register with the local volunteer center
- Recruit groups of volunteers
- Target animal lovers
- Reach beyond the territory of animal lovers
- Consider volunteers with special needs
- Recruit for diversity
- Appeal to responsible kids
- Involve senior citizens

Impact of the Coronavirus Pandemic

During Stay-at-Home Order

The Coronavirus Pandemic's stay-at-home order has caused local dog shelters adoption and sale rates to soar. As the number of adoptions increased in the early weeks of the Covid-19 pandemic, the increased number of homeless dogs had dropped during the state-wide quarantine. Shelter Animals Count is a national database of sheltered animal statistics, issued on a Covid-19 Impact Report during the stay-at-home order including data from across the country. The report showed that 548,966 pets entered in rescue shelters from March to June of 2020 compared to 840,750 pets during the same time period from 2019. Government shelters experienced the largest decline in the overall intake of 40% compared to private shelters and rescues of 23%. Shelter Animals Count organization states that the adoption rate for dogs is 73 during the coronavirus pandemic, up from 64% last year. Dog leash sales increased from \$44.6 million up 13% for a 24 hour period ending on August 15th 2020. Nielsen(an organization that reports pet toy sales), increased to 18%, to 243 million in the same period. According to Richmond SPCA, government shelters experienced the largest decline in the overall intake of 40% compared to private shelters and rescues of 23%. The stay at home order allowed for many dogs to find homes, but soon both the owner and adopted dog will run into more issues when the stay at home order gets lifted.

Stay at Home Order gets Lifted

Study of Coronavirus on Dogs

- Recent experimental research shows that cats, dogs, ferrets, fruit bats, hamsters, and tree shrews can become infected with the virus. Cats, ferrets, fruit bats, and hamsters can also spread the infection to other animals of the same species in laboratory settings.
- Data from studies suggest that dogs can get infected but might not spread the virus to other dogs as easily as cats and ferrets can spread the virus to other animals of the same species.
- A number of studies have investigated non-human primates as models for human infection. Rhesus macaques, cynomolgus macaques, Grivets, and common marmosets can become infected SARS-CoV-2 and become sick in a laboratory setting.

As the rate of abandoned dogs increase from the stay at home order being lifted, it is possible the euthanasia rate will go up. Many states are experiencing overpopulation issues with limited shelter space in their local areas to handle the increase of the number of dogs being abandoned after the stay at home order has lifted. Vaccines, sterilization programs, and nonessential vet visits have been restricted because of the COVID-19 Pandemic and that threatens rescue operations and the dogs they are trying to save. However, attempting to continue animal rescue efforts and adoptions has become incredibly difficult with the constant guidelines of social distancing restrictions. As everyone heads back to work, the lack of responsibility applies as the number of stray dogs increases. Dogs are also left to deal with separation anxiety and other problems since the stay at home order has lifted.

Signs of Separation Anxiety

- Using the bathroom in the house when they normally wouldn't
- Barking or howling excessively
- Pacing
- Panting
- Violent chewing or clawing at doors or windows
- Trying to escape the home

Solutions

Proposed Solutions to Prevent Coronavirus in Dog Shelters

- Make preparations to help prevent dogs from getting Covid-19
- Bathe dogs regularly, with masks and gloves
- When feeding/refilling water bowls, employees and volunteers must wear masks and gloves
- Have regular vet check-ups
- Test for Coronavirus upon arrival
- Introduce other dogs who tested negative to COVID-19 slowly
- Dogs that have tested positive for COVID-19 must be quarantined and separated from other dogs with constant monitoring from Veterinarian

- Workers must always sanitize their hands after every interaction with dogs
- Prevent overcrowding in shelter, 2 dogs per kennel
- Use anti viral cleaning solutions that will kill the Coronavirus bacteria on all surfaces

Cost Analysis

This section of our proposal provides our expected costs for Out of the Dog House, a nonprofit shelter. The analysis is an estimate of our projected housing costs from January 1, 2020 to January 1, 2021 shown in Fig. 1.

Fig. 1 Cost of Care for Dogs

Cost (2020)	\$	Total (annual)	Per Animal
Number of dogs		210	
In take		\$100,800	\$40
Kennel Care		\$173,880	\$69
Vet Expenses		\$224,280	\$89
Total		\$498,960	\$198

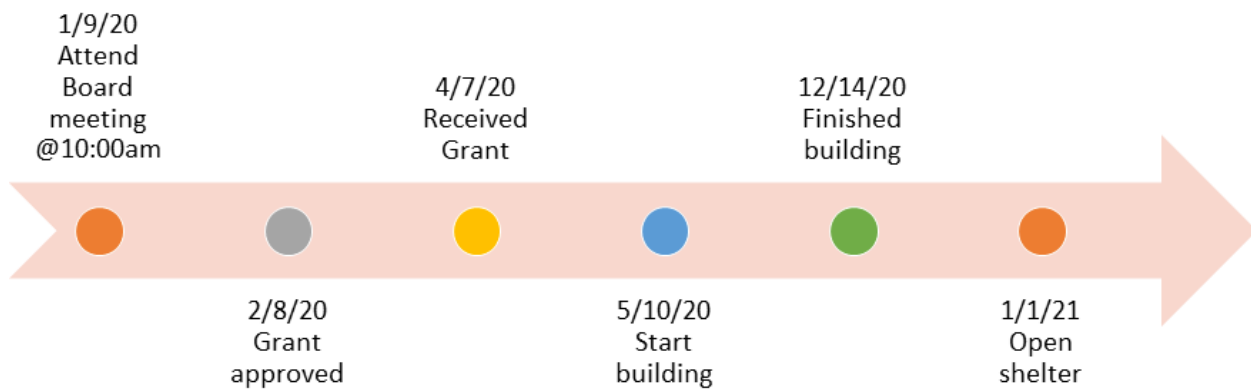
In Fig. 2, displaying the estimated cost to run the shelter including rent, training employees, and utilities from January 1, 2020 to January 1, 2021.

Fig. 2 Cost to Run Shelter

Cost (2020)	\$	Annual	Per person
Training (30 employees)		\$24,000	\$400
Rent		\$12,050	
Utilities		\$9,600	
Total		\$45,650	\$400

In Fig. 3, displays the projected timeline of when Out of the DogHouse applied for a grant from the Lake County Board of Commissioners for the start-up fund for our non-profit organization.

Fig. 3 Projected Grant Timeline





Toll Free: 877.767.3453 | Central Ohio: 614.466.3910

OhioSoS.gov | business@OhioSoS.gov

File online or for more information: OhioBusinessCentral.gov

Filing Form Cover Letter

Please return the approval certificate to:

Name (Individual or Business Name):

Out of the DogHouse

To the Attention of (if necessary):

Lake County Board of Commissioners

Address:

1234 Mentor Avenue

City:

Mentor

State

Ohio

ZIP Code:

44060

Phone Number:

440-555-8195

E-mail Address:

Outofthedoghouse@gmail.com

☐ Check here if you would like to receive important notices via e-mail from the Ohio Secretary of State's office regarding Business Services.

☒ Check here if you would like to be signed up for our Filing Notification System for the business entity being created or updated by filing this form. This is a free service provided to notify you via e-mail when any document is filed on your business record.

Please make checks or money orders payable to: "Ohio Secretary of State"

Type of Service Being Requested: (PLEASE CHECK ONE BOX BELOW)

☒ **Regular Service:** Only the filing fee listed on page one of the form is required and the filing will be processed in approximately 3-7 business days. The processing time may vary based on the volume of filings received by our office.

☐ **Expedite Service 1:** By including an Expedite fee of \$100.00, **in addition** to the regular filing fee on page one of the form, the filing will be processed within 2 business days after it is received by our office.

☐ **Expedite Service 2:** By including an Expedite fee of \$200.00, **in addition** to the regular filing fee on page one of the form, the filing will be processed within 1 business day after it is received by our office. **This service is only available to walk-in customers who hand deliver the document to the Client Service Center.**

☐ **Expedite Service 3:** By including an Expedite fee of \$300.00, **in addition** to the regular filing fee on page one of the form, the filing will be processed within 4 hours after it is received by our office, if received by 1:00 p.m. **This service is only available to walk-in customers who hand deliver the document to the Client Service Center.**

☐ **Preclearance Filing:** A filing form, to be submitted at a later date for processing, may be submitted to be examined for the purpose of advising as to the acceptability of the proposed filing for a fee of \$50.00. The Preclearance will be complete within 1-2 business days.

Form 532A Prescribed by:



Toll Free: 877.767.3453
Central Ohio: 614.466.3910

OhioSoS.gov
business@OhioSoS.gov

File online or for more information: OhioBusinessCentral.gov

Mail this form to one of the following:

Regular Filing (non expedite)
P.O. Box 670
Columbus, OH 43216

Expedite Filing (Two business day processing time.
Requires an additional \$100.00)

P.O. Box 1390
Columbus, OH 43216

[For screen readers, follow instructions located at this path.](#)

Initial Articles of Incorporation (For Profit, Domestic Corporation) Filing Fee: \$99 (113 - ARF) Form Must Be Typed

Please check the box if this corporation is being formed for the following purpose:

☐ Community Development Corporation - Please see Ohio Revised Code Chapter 1726 or the instructions at the end of this form for more information.

First:	Name of Corporation	Out of the DogHouse	
		(Name must include the following word or abbreviation: company, co., corporation, corp., incorporated, or inc.)	
Second:	Location of Principal Office in Ohio		
		Mentor	Ohio
		City	State
		Lake	
		County	
Optional:	Effective Date (MM/DD/YYYY)	1/1/2021	(The legal existence of the corporation begins upon the filing of the articles or on a later date specified that is not more than ninety days after filing.)
Third:	The number of shares which the corporation is authorized to have outstanding. (Please state if shares are common or preferred and their par value, if any.)		
	13,500,000	Common Shares	0.1
	Number of Shares	Type of Shares	Par Value of Shares
Fourth:	If the corporation is to have an initial stated capital, please state the amount of that stated capital.		
	200,000		
	Amount		

**** Note:** ORC Chapter 1701 allows additional provisions to be included in the Articles of Incorporation that are filed with this office. If including any of these additional provisions, please do so by including them in an attachment to this form. ******

Original Appointment of Statutory Agent

The undersigned, being at least a majority of the incorporators of

Out of the DogHouse

(Name of Corporation)

hereby appoint the following to be Statutory Agent upon whom any process, notice or demand required or permitted by statute to be served upon the corporation may be served. The complete address of the agent is:

Julianna Brewer

(Name of Statutory Agent)

1234 Mentor Ave

(Mailing Address)

Mentor

(Mailing City)

OH

(Mailing State)

44060

(Mailing ZIP Code)

Must be signed by
the incorporators or
a majority of the
incorporators.

Julianna Brewer

(Signature)

Carmella Boggess

(Signature)

Robert Bubonic, Arianna Kelley-Lomax

(Signature)

Acceptance of Appointment

The Undersigned, Julianna Brewer, named herein as the
(Name of Statutory Agent)

Statutory agent for Out of the DogHouse
(Name of Corporation)

hereby acknowledges and accepts the appointment of statutory agent for said corporation.

Statutory Agent Signature Julianna Brewer

(Individual Agent's Signature / Signature on Behalf of Business Serving as Agent)

By signing and submitting this form to the Ohio Secretary of State, the undersigned hereby certifies that he or she has the requisite authority to execute this document.

Required

Articles and original appointment of agent must be signed by the incorporator(s).

If the incorporator is an individual, then they must sign in the "signature" box and print his/her name in the "Print Name" box.

If the incorporator is a business entity, not an individual, then please print the entity name in the "signature" box, an authorized representative of the business entity must sign in the "By" box and print his/her name and title/authority in the "Print Name" box.

Julianna Brewer

Signature

Julianna Brewer

By (if applicable)

Julianna Brewer

Print Name

Carmella Boggess

Signature

Julianna Brewer

By (if applicable)

Carmella Boggess

Print Name

Robert Bubonic & Arianna Kelley-Lomax

Signature

Julianna Brewer

By (if applicable)

Robert Bubonic & Arianna Kelley-Lomax

Print Name

Instructions for Initial Articles of Incorporation (For Domestic, For-Profit Corporation)

This form should be used if you wish to file articles of incorporation for a domestic for-profit corporation.

Name of Corporation

The name of the corporation must be in compliance with Ohio Revised Code §1701.05. The name must end with or include the word or abbreviation "company," "co.," "corporation," "corp.," "incorporated," or "inc." The name must be distinguishable on the records in the office of the secretary of state.

Ohio Principal Office Location

Please state the city and county in Ohio where the principal office of the corporation is to be located.

Effective Date (optional)

An effective date may be provided but is not required. Pursuant to Ohio Revised Code §1701.04(E), the legal existence of the corporation begins upon the filing of the articles or on a later date specified in the articles. The effective date cannot (1) precede the date of filing with our office or (2) be more than ninety (90) days after the date of filing. If an effective date is given that precedes the date of filing, the effective date of the corporation will be the date of filing. If an effective date is given that exceeds the date of filing by more than ninety (90) days, our office will return the filing to you and request that a proper effective date be provided.

Authorized Number and Par Value of Shares

Pursuant to Ohio Revised Code §1701.04(A)(3) and (4), please state the authorized number of shares, the type (common or preferred), and the par value, if any. Note: The express terms of the shares of each class must be attached. (See ORC 111.16(A)(2) for additional fee information.)

Initial Stated Capital

If the corporation is to have an initial stated capital, please state the amount of that stated capital. Pursuant to §1785.05, a professional corporation may issue its capital stock only to persons who are duly licensed, certificated, or otherwise legally authorized to render within this state the same professional service as that for which the entity was organized.

Original Appointment of Statutory Agent and Acceptance of Appointment

Pursuant to Ohio Revised Code §1701.07, an Ohio Corporation must appoint and maintain a statutory agent to accept service of process on behalf of the corporation. We cannot accept articles of incorporation unless the statutory agent information is provided. The statutory agent must be one of the following: (1) A natural person who is a resident of this state; or (2) A domestic or foreign corporation, nonprofit corporation, limited liability company, partnership, limited partnership, limited liability partnership, limited partnership association, professional association, business trust, or unincorporated nonprofit association that has a business address in this state. If the agent is a business entity then the agent must meet the requirements of Title XVII of the Revised Code to transact business or exercise privileges in Ohio. The statutory agent must also sign the Acceptance of Appointment at the bottom of page 2.

Additional Provisions

If the information you wish to provide for the record does not fit on the form, please attach additional provisions on a single-sided, 8 ½ x 11 sheet(s) of paper.

Signature(s) - Required

After completing all information on the filing form, please make sure that page 3 is signed by the incorporator(s).

Articles and original appointment of agent must be signed by the incorporator(s).

If the incorporator is an individual, then they must sign in the "signature" field and print (type) his/her name in the "Print Name" field.

If the incorporator is a business entity, not an individual, then please print (type) the entity name in the "signature" field, an authorized representative of the business entity must sign in the "By" field and print (type) his/her name and title/authority in the "Print Name" field.

A typed name signifies an "intent to sign" which is acceptable.

Note

Ohio Revised Code Chapter 1726 requires our office to submit Articles of Incorporation, or any amendment or amendments thereof, to the attorney general for examination. This process will require an extra 5-7 days to process the document. In addition, ORC 1726.11 requires a community development corporation to submit an annual financial report to the auditor of state within one hundred twenty days following the last day of the corporation's fiscal year.

Note

Our office cannot file or record a document which contains a Social Security number or tax identification number. Please do not enter a Social Security number or tax identification number, in any format, on this form.

Conclusion

As the founders of Out of the Doghouse, we are requesting additional funding through the board of commissioners so that we may continue to serve the community of Lake county, Ohio. As previously mentioned, our goals are to increase the Save Rate in our county, reduce disease in canines, and ultimately generate as many suitable adoptions as possible. Out of the Doghouse welcomes the opportunity to submit this proposal to the Lake County Board of Commissioners and assures that we have provided adequate documentation and data to offer the correct solution.

For any additional information, please feel free to contact our Chief Executive Officer, Carmella Boggess at (440)-555-8195.

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Appendixes

Here is a sample of the Dog Adoption Application:

First Name:

Last Name:

Phone #:

Driver's License #:

Email(optional):

Date:

Street Address:

City:

State:

Zip Code:

Country:

Do you want to adopt a dog from Out of the Dog House Today?

Yes

No

What type of house do you live in?

House Apartment

Other

Townhouse

Total Number of people living in the household?(Please write number below)

My dog will live:

Indoors

Outdoors

Both

Method of letting dog out:

Leash

Tie-out

Other(please state other):

I would describe my home environment as:*

Busy

Not busy at all

Some Activity

On average, how many hours will this pet be left home alone each day?

Are you a first time pet parent?

Yes No

I want my pet's activity level to be:

Very active Some Activity Little to no activity

The main source of exercise for my dog will be:

Jogging Fetch/games Nature walks Other

If needed, are you willing to see training for this pet to help him/her adjust to your home?

Yes No

I want to adopt this pet for:

Myself Partner/friend Family member Other

Do you own other pets?*

Yes No

Are your pets up-to-date on vaccinations?

Yes No

Date of last visit?:

Are there any additional details/concerns you would like to share?

Please check each box to demonstrate understanding of ODH adoption policies. If each box is not checked, your application will not be considered.*

- ODH reserves the right to deny any applicant for any reason
- ODH strongly recommends that all members of the household interact with the pet before adopting

- If you are interested in adopting a dog from ODH and you have another dog(s) in your residence, you are required to bring your dog(s) to the shelter for a Meet and Greet
- If you are misleading or untruthful in the information that you've provided on this application, you will be denied adoption of this animal and may be added to our do not adopt list
- Adoption fees and deposits are non-refundable under any circumstances
- I fully understand that completion of this application does not guarantee adoption

Type your name below to confirm the information provided in this application is truthful and accurate:



Survey

Please fill out this brief survey if you have recently visited Out of the Dog House and would like to tell us about your experience. Contact us by email Outofthedoghouse@gmail.com or by phone (440)-555-8195. Please visit us at:

Out of the Dog House
1234 Mentor Avenue
Mentor OH, 44060

1. What is your favorite breed of dog?

- ☐ Pitbull
- ☐ German Shepherd
- ☐ Golden Retriever
- ☐ Labrador
- ☐ Mixed:)

2. What kind of house do you live in?

- ☐ House
- ☐ Apartment

☐ Condominium

☐ Townhouse

☐ other

3. How well do you get along with your current pets?

☐ Extremely well

☐ Somewhat well

☐ Neutral

☐ Somewhat not well

☐ Extremely not well

4. What do you consider your Personality type to be?

☐ Introvert

☐ Extrovert

5. Would you consider yourself to live comfortably?

☐ Yes

☐ No

☐ Maybe

6. How would you rate your overall experience with Out of the Dog House?



7. Please feel free to add any suggestions for us as we aim to improve your experience!:)

Enter your answer