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**Required Documents for Accreditation/Verification**

**Documents with an asterisk (\*) are required for Accreditation only.**

**NOTE: We recognize that not all facilities have the listed items as separate documents, but that rather they are included in other manuals or folders, in hard or electronic copy. We also understand that some categories of documents may differ by country, and we will work with you if you need assistance in drafting a document.**

**If you have questions about what is needed, please look to the templates and samples that we have made available, or please send an email to contact@sanctuaryfederation.org. We are here to support you and help you through the process to make it as easy as possible for you.**

**Facilities and Staffing**

* Labeled map of layout of each facility location (can be hand drawn or Google/MapQuest/Zillow [(download sample)](https://sanctuaryfederation.org/wp-content/uploads/2017/06/MAP.docx)
* Organizational chart
* Training and supervision protocols for employees, volunteers and interns (do not need to submit separately if submitted as part of other manuals/SOPs)

**Governing Authority**

* Proof of non-profit, non-commercial, or equivalent status
* Proof of land ownership or copy of leasing or other agreement for each facility location
* Lease Contingency plan for each location, if property is not owned by sanctuary or governing organization
* *Job descriptions for key personnel (sanctuary manager and/or executive director)* ***\****
* List of Board of Directors/Trustees
* Copy of current licenses and permits required by law
* *Bylaws (or equivalent document) and amendments \** [*(download sample)*](https://www.sanctuaryfederation.org/wp-content/uploads/2017/06/Sample-Bylaws-ADP.docx)
* *Succession plan \**
* *Strategic plan (3 year) \**
* *One set of Board Minutes \**
* *Grievance policy \** [*(download sample)*](https://www.sanctuaryfederation.org/wp-content/uploads/2017/06/Sample-Whistleblower-Policy-ADP.docx)
* *Code of Conduct/Ethics* ***\**** [*(download sample)*](https://www.sanctuaryfederation.org/wp-content/uploads/2017/06/Sample-Code-of-Ethics-for-Nonprofit-Organizations-ADP.docx)
* *Anti-discrimination policy \** [*(download sample)*](https://www.sanctuaryfederation.org/wp-content/uploads/2017/06/Sample-Anti-Discrimination-ADP.docx)
* *Conflict of interest policy* ***\**** [*(download template)*](https://www.sanctuaryfederation.org/wp-content/uploads/2017/06/Template-Conflict-of-Interest-Policy-ADP.docx)

**Financial and Risk Management**

* Most recent tax document filed to maintain non-profit status, if applicable (example: IRS Form 990 in the U.S.)
* Current fiscal year annual operating budget
* Proof of separate organization or facility bank account (such as voided check or bank statement)
* Repayment schedules for any loans to the rescue/sanctuary
* Proof of General/Public Liability Insurance Coverage (unless not available in country)
* *Proof of Management Liability/ Directors and Officers Insurance Coverage (unless not available in country)* ***\****
* *Long term financial plan* ***\****
* Proof of funds (at least 3 months for Accreditation, at least one month for Verification) available to cover operating costs.
* *Most recent Statement of Financial Position and Statement of Activities* ***\****

**Policies and Standard Operating Procedures (may be in one or more SOP manuals, or submitted separately)**

**Safety**

* Disaster preparedness/emergency plan
* Escaped animal plan
* Firearm policies, unless N/A
* Human first aid plan
* Daily procedures for shifting animals, cleaning, locking, etc.

**Animal Care**

* Preventative medicine program, including zoonotic disease policy
* Feeding/ diet policies/procedures
* Enrichment program policy
* Euthanasia policy
* For programs doing release/reintroduction:
  + Protocol for evaluating potential release candidates (e.g. SOP, checklist, decision tree)
  + Policy/protocol for post-release monitoring, including policy regarding handling of potential problems with released animals
  + Any agreements with authorities regarding the release/reintroduction process, including release sites

**Education/Public Access/Advocacy**

* *Education and outreach policy unless N/A* ***\****

**Acquisition/Disposition**

* Adoption policies/requirements/contracts unless N/A
* Foster policies/requirements/contracts unless N/A
* *Acquisition policy* ***\****
* *Disposition policy* **\***

**Human Resources**

* *Employee manual, if applicable* ***\**** [*(download template)*](https://www.sanctuaryfederation.org/wp-content/uploads/2017/06/Employee-Handbook-Template-ADP.docx)
* *Volunteer/Intern manual, if applicable* ***\****