# REQUIRED DOCUMENTS

This is a checklist of the documents requested as part of the application process. All documents are kept confidential, with the exception of those that are publicly available or those documents that you have given us express prior permission to share. The Accreditation Committee reserves the right to request additional documentation if needed to evaluate the standard.

Please submit the required documents by email to Valerie Taylor at valerie@sanctuaryfederation.org . Documents can also be uploaded in Word, PDF, TIF or JPG format to an online Dropbox folder that has been set up so that only you and GFAS can access your particular folder (a link to your folder and instructions can be emailed to you). As you have documents ready, you can simply upload them to the site. If you have any technical questions or are unable to upload your documents, please contact Robin at robin@sanctuaryfederation.org.

**The documents preceded by an asterisk \* and bolded are for Accreditation applicants only and are NOT required for Verification.**

***Facilities***

[ ]  Labeled map of layout of main facility (hand drawn or Google/MapQuest/Zillow)
***Governing Authority***

[ ]  Proof of non-profit status
[ ]  Proof of ownership or copy of leasing agreement

[ ]  Lease Contingency plan, if property is not owned by sanctuary or its governing organization

[ ]  \***Succession plan** **and job descriptions for key personnel (Executive Director)**

[ ]  List of Board of Directors/Trustees members with occupation and number of years on Board

[ ]  \***By-Laws and amendments**

[ ]  \***Sample of Board meeting dates for the previous or current year**

[ ]  \***One set of Board minutes**

[ ]  \***Copy of grievance procedure**

[ ]  \***Copy of conflict of interest policy**

[ ]  **\*Copy of anti-discrimination policy**

[ ]  Copy of current licenses and permits, if required by law

[ ]  \***Copy of strategic plan**

***Financial and Risk Management***

[ ]  Most recent tax document filed to maintain non-profit status (for example, the IRS Form 990 in the United States)

[ ]  Current year annual operating budget

[ ]  Proof of amount of financial reserve

[ ]  \***Long term financial projections**

[ ]  \***Most recent Statement of Financial Position, Statement of Activities, and Statement of Cash Flows**

[ ]  Proof of organizational banking account (such as voided check)

[ ]  Repayment schedules for any personal loans to the rescue/sanctuary, unless N/A

[ ]  Declarations Page from Liability Insurance

**[ ]  \*Declarations Page from Management Liability (or Directors and Officers) Insurance**

## Safety and Security

[ ]  Copy of disaster preparedness/emergency plan

[ ]  Copy of escaped animal protocol

[ ]  Copy of complete firearm policies, unless N/A

[ ]  Copy of human first aid plan

***Policies***

[ ]  Copy of adoption policies/requirements unless N/A

[ ]  Copy of fosterpolicies/requirements unless N/A

[ ]  Euthanasia policy

[ ]  **\*Copy of acquisition policy**

[ ]  **\*Copy of written preventative medicine program**

[ ]  **\*Employee Manual, if applicable**

[ ]  **\*Volunteer/Intern Manual, if applicable**

[ ]  **\*Standard Operating Procedures Manual (SOP)**

***For U.S. Based Equine Groups***

[ ]  **\*Certificate of participation in most recent Equine Welfare Data Collective survey**