

PLEASE COMPLETE THE FOLLOWING CHECKLIST AND ENCLOSE IT WITH YOUR NOMINATION APPLICATION PACKET:

In order for your Candidate Nomination Application Packet to be complete, it must contain:

Candidate Application · fully completed and signed by Executive Director and President of the Board of Directors/Trustees

Proof of organization's nonprofit and/or charitable status

Mission Statement

Copy of Organization's Business Plan

Current Annual Budget and Financial Statement

Organization's Complaint or Grievance Policy, including escalation to the Board if necessary

Letter from Board President in support of the Candidate Application

List of board members

Client application/intake form

Client contract or agreement that is signed before or at placement

A sample of the training records your organization maintains for individual dogs

Completed Letter of Recommendation Form from an existing ADI Accredited Member

**OPTIONAL · Request a Site Visit and Interview with a member of the Candidate Review Committee.*

Reference Letter from assistance dog client (minimum 1 year with their dog) (1 of 3)

Reference Letter from assistance dog client (minimum 1 year with their dog) (2 of 3)

Reference Letter from assistance dog client (minimum 1 year with their dog) (3 of 3)

Nonrefundable Processing Fee (\$500 US Dollars)

Note: All three Reference Letters from assistance dog clients must not be dated more than three months prior to submission.

Once all required application documents have been gathered, please contact the appropriate ADI representative below to request access to a secure Dropbox folder for document submission:

In Europe: Steph Atkin, ADEu Development Coordinator: steph@assistedogsinternational.org

All other regions: Gabi Silva, Operations Specialist: gabi@assistedogsinternational.org

After all required documentation has been uploaded to the Dropbox folder, an invoice for the \$500 USD nonrefundable application processing fee will be issued.