

Program Name: \_\_\_\_\_

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

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

<input type="checkbox"/>	Candidate Application – fully completed and signed by Executive Director and President of the Board of Directors
<input type="checkbox"/>	Nonrefundable Application Fee (\$500 US Dollars)
<input type="checkbox"/>	Proof of program’s nonprofit and/or registered charitable status. (for example, an IRS Determination Letter)
<input type="checkbox"/>	Mission Statement
<input type="checkbox"/>	Copy of Program’s Business Plan
<input type="checkbox"/>	Current Annual Budget
<input type="checkbox"/>	Copy of Organization’s Complaint Policy
<input type="checkbox"/>	Letter from Board President in support of the Candidate Application
<input type="checkbox"/>	List of board members including their occupations
<input type="checkbox"/>	Completed Letter of Recommendation Form from an existing ADI Accredited Member in a sealed envelope. *OPTIONAL-Request a site visit and interview with a member of the Candidate Review Committee.
<input type="checkbox"/>	Reference Letter from assistance dog client (who has worked with their assistance dog successfully for a minimum of one (1) year) in a sealed envelope. (1 of 3 reference letters)
<input type="checkbox"/>	Reference Letter from assistance dog client (who has worked with their assistance dog successfully for a minimum of one (1) year) in a sealed envelope. (2 of 3 reference letters)
<input type="checkbox"/>	Reference Letter from assistance dog client (who has worked with their assistance dog successfully for a minimum of one (1) year) in a sealed envelope. (3 of 3 reference letters)

The Candidate Application Packet, ALL required documentation, and \$500 USD nonrefundable application fee must be completed and sent to:

**Assistance Dogs International**  
**PO Box 276**  
**Maumee, OH 43537-0276**