

Program Name: _____

PLEASE COMPLETE THIS CHECKLIST AND ENCLOSE IT WITH YOUR APPLICATION PACKET:

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

	Candidate Nomination Application – fully completed and signed by Executive Director and President of the Board of Directors
	Nonrefundable Processing Fee (\$500 US Dollars)
	Proof of program’s nonprofit and/or charitable status. (for example, an IRS Determination Letter)
	Mission Statement
	Copy of Program’s Business Plan
	Current Annual Budget and Financial Statement
	Organization’s Complaint or Grievance Policy
	Letter from Board President in support of the Candidate Application
	List of board members including their occupations
	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.
	Reference Letter from assistance dog client (who has worked with their assistance dog successfully for a minimum of one (1) year) (1 of 3 reference letters)
	Reference Letter from assistance dog client (who has worked with their assistance dog successfully for a minimum of one (1) year) (2 of 3 reference letters)
	Reference Letter from assistance dog client (who has worked with their assistance dog successfully for a minimum of one (1) year) (3 of 3 reference letters)

The Candidate Application Packet, ALL required documentation, and \$500 USD nonrefundable processing fee must be completed and sent electronically to Shannon Chaney, Candidate Program Coordinator at: shannon@assistedogsinternational.org