



TAOS

The Association of Sanctuaries

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TAOS Application for Animal Sanctuary Accreditation

Application Date _____

Sanctuary Name _____

Physical Address _____

City _____ State _____ Zip _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ E-mail _____

Sanctuary Director _____ Board President _____

Date Sanctuary was Founded _____ Date of Incorporation _____

Permits Held by Sanctuary _____

Please enclose copies of the following:

- By-Laws
- Articles of Incorporation
- IRS Determination Letter
- List of Board Members
- Mission Statement
- Brief History of Sanctuary

Staff

- 1) Submit a list of all staff members that includes titles, whether full- or part-time, and salaries. Attached
- 2) Will job descriptions be available to read at time of site visit? Yes No
- 3) Submit description of your sanctuary's employee training program. Attached

Comments _____

Finances

- 1) Submit a copy of your current annual operating budget, including funding sources. Attached
- 2) List major projects planned over the next 3–5 years with anticipated costs and funding sources. Attached
- 3) Submit copy of most recent Form 990. Attached
- 4) Submit last year's end-of-year operating statement and balance sheet. Attached
- 5) List types of insurance coverage and amounts. Attached
- 6) Do you charge a fee or request a donation for admission to your facility? Yes No

Comments _____

Safety

- 1) Submit a copy of your written procedures and recapture plans in the event of animal escapes. Attached
- 2) Submit copies of other emergency procedures. Attached
- 3) Submit a copy of your procedures and training program for handling and disposal of toxic or hazardous materials and animal wastes. Attached
- 4) Describe your provisions for employee first aid. Attached

Comments _____

Animals Held

- 1) How many animals do you hold at present? _____
- 2) How many species do you hold? _____

Please list major species. _____

- 3) Is any breeding allowed? Yes No

If yes, please explain. _____

- 4) Do you donate, adopt, exchange, sell, or otherwise place animals out of your facility? Yes No

If yes, please explain. _____

- 5) Submit a copy of your animal acquisition policy. Attached

- 6) Do you utilize animals off-premises (e.g., fund-raising, sporting events, educational/outreach programs, etc.)? Yes No

If yes, please explain. _____

- 7) Describe your animal record-keeping system. _____

Comments _____

Facility

- 1) Total acreage of your property _____ Acreage used for animals _____

- 2) List your major physical structures by type of use. _____

- 3) Who owns the facility? _____

Comments _____

Veterinary Care

1) Do you employ a veterinarian? Yes No How many hours per week? _____

Submit a copy of the agreement with your veterinarian. Attached

2) Briefly describe your veterinary care program. _____

3) What is the distance between your veterinarian's office and the sanctuary? _____

4) Do you have isolation facilities for sick or infectious animals? Yes No

5) If you are licensed by USDA, please submit a copy of your last two inspection report forms. Attached

6) What is your euthanasia policy? Attached

7) What is your policy for disposition of deceased animals? Attached

Comments _____

Networking

1) Do you work with other facilities on receiving or transferring of animals? Yes No

2) Describe your sanctuary's involvement cooperative programs with other organizations for education, advocacy, or other purposes.

3) What other animal-related organizations are you a member of? _____

Comments _____

Security

1) Do you have 24-hour staff on premises? Yes No

2) Do you have a perimeter fence? Yes No

3) Is capture equipment kept on the premises? Yes No

Please list staff who are trained in its use. _____

Comments _____

Education/Outreach

1) What types of education and outreach are conducted by your sanctuary?

- Guided Tours
- School Presentations
- Community Presentations
- Classes at Sanctuary
- Radio/TV Appearances
- Speaker's Bureau
- Other

2) How much education/outreach does your sanctuary provide (e.g., # tours or presentations, staff hours allocated, etc.)?

3) Who is primarily responsible for your educational and outreach activities? _____

4) What are the main topics of your education programs? _____

Comments _____

Volunteers

1) How many volunteers work at your sanctuary per year? _____

In what capacities? _____

2) Please describe your program for volunteer training. Attached

3) How many times has your Board of Directors met in the last year? _____

Describe the role of the Board at your sanctuary. _____

Comments _____

Miscellaneous

1) If you have a written short or long range plan, please submit a copy. Attached

2) Submit copies of your public relations materials, newsletter, annual report. Attached

3) Will you have employee manual, Board minutes for the past two years, Board manual, and other policy and procedure materials available at the site visit? Yes No

Comments _____
