



## Best Friends Network Partner Application Checklist

*Have these items / information ready before you start filling out the application form. Once you start the form you cannot save your information and come back to it. The application must be filled out in one sitting.*

### **Information Needed:**

- Name
- Determine the [type of organization](#) (501c3 nonprofit, municipal shelter, spay/neuter group, etc.) that you categorize as according to our definitions.
- EIN #
- Mailing Address
- Physical Address (if applicable)
- URL's for Online Presence (website and/or Facebook)
- Contact information for up to 3 members of your organization (one MUST be your organization's ED or equivalent).
- Municipality name(s) if you hold animal control or shelter contracts with local government.
- .JPEG or .PNG file of organization's logo.
- Mission statement (for all organizations) - this is the wording that will appear on the Best Friends website along with a link to your organization's website (435 character limit).

**It is also required that you download and have your ED (or equivalent) sign the network terms and conditions, [click here to download form.](#)**

Save this file to your computer, you will attach it to your [application web form.](#)

### **Required Statistics:**

In order to become a Network Partner and remain in good standing, organizational statistics are required to be current and kept up-to-date. Statistics that are required will be dependent on your [organization type.](#)

**Organizations that perform intake/outcomes of animals (Shelters, Rescues, Government Animal Services):**

- **Registration with Shelter Animals Count** is required for organizations that take in animals. [Click here](#) to register your organization.
  - Please note, your authorized user must confirm your account via email and opt in to sharing your data publicly in this step. Click [here](#) to learn more.
  - If your organization shows up on [this list](#), then your organization is registered with Shelter Animals Count. Please ensure you have opted in to sharing your data publicly in order for us to send you our SAC coalition invitation.
- **Minimum of two years of historical** data logged into Shelter Animals Count is required to be approved as a Network partner.
- If you are a Private Friends of a Municipal Shelter, the shelter that you support is required to sign up with

Shelters Animals Count and fulfill the data requirements.

**Community Support type organizations** (Spay/neuter, intake prevention or transport type organization):

- You will be asked to complete [this form](#) to submit your 2019 - 2020 annual statistics report of animals served.
- We will ask that community support organizations update their stats annually after becoming a Network partner.

Once your submitted application has been approved and the above steps are completed, you will receive an email confirming your organization is now active on the network.

If you have any additional questions, please read program information and [FAQs](#) on our website or contact us at [bfnetwork@bestfriends.org](mailto:bfnetwork@bestfriends.org)