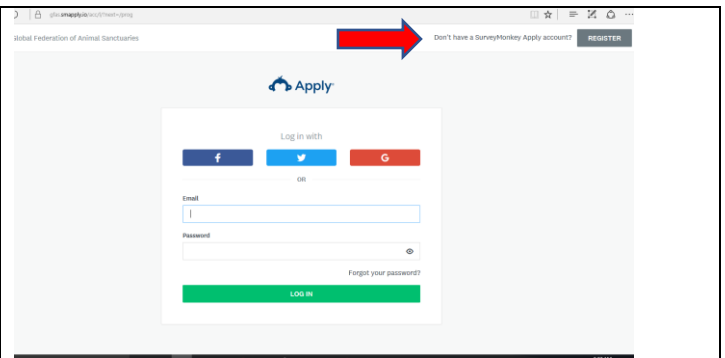
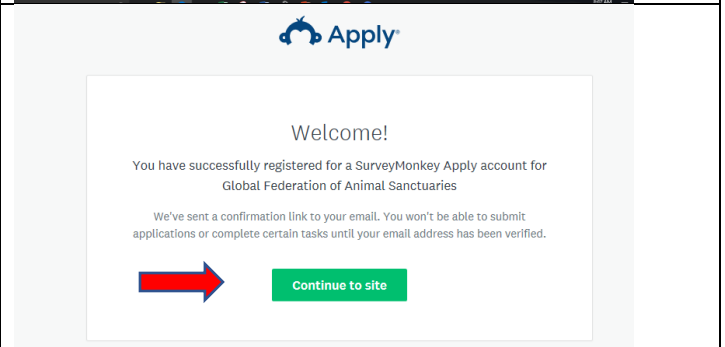


REGISTRATION

The first time you start the application process, you will need to register with the site: gfas/smapply.io

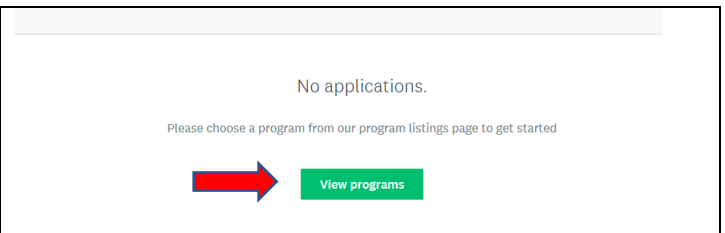


You will see the message below after you register. Before you can continue with the application, you need to verify your email. You will receive an email with a link to verify.



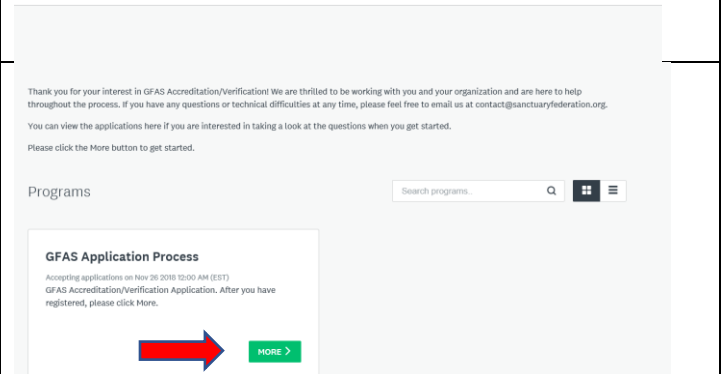
FORM A

After you have confirmed your email, you should an option to View Programs, click that button.

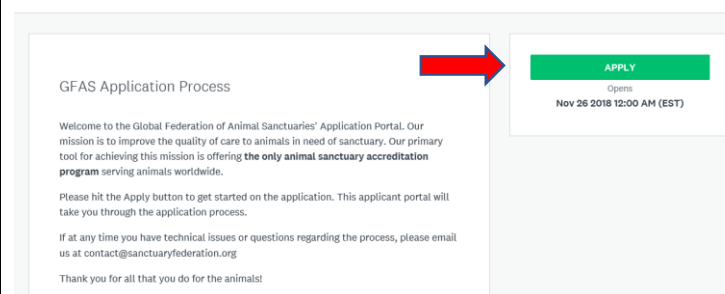


After you select View Programs, you will see the screen below. If you are interested in reviewing the applications before you start them, please click this link to access them. <https://www.sanctuaryfederation.org/application-forms-pdfs-for-download/>

When you are ready to get started, please click the More button on the screen. Please keep in mind, you will be able to start and save your applications at any time if you'd like to stop and start a later time.



On the next screen, click Apply:



You will now start to see your tasks listed. The first task is Form A (this is required). Supporting Documentation is listed in case there are any documents you'd like to upload in relation to Form A (those documents are not required). To start on Form A, click on the line that says Form A.

The screenshot shows the 'GFAS Application Process' dashboard. On the left, there's a 'Required task incomplete' section with a 'REVIEW & SUBMIT' button. On the right, under 'Your tasks', there's a list with 'Form A' (marked as required) and 'Supporting Documentation (optional)'. A red arrow points from the 'Form A' task to the next screen.

As you move through Form A, the system will prompt you if you have missed any questions. Once it is complete, please click Review & Submit.

The screenshot shows the 'Form A' application form. It includes a 'Task instructions' section, an 'Application Form' section with a progress bar at 0%, and fields for 'Name of Preparer' and 'Email of Preparer'. A red arrow points from the 'REVIEW & SUBMIT' button in the previous screen to this form.

After you have reviewed your application, if it is complete, please click Review and Submit again. If you notice a change you need to make, you can click the three dots at the top right of the screen and choose the edit option.

The screenshot shows the 'Form A' application form with a green checkmark and 'Completed Feb 26 2019 08:18 AM (MST)'. The 'Name of Preparer' is filled with 'robin' and the 'Email of Preparer' is 'smtestgfas@gmail.com'. A red arrow points from the 'REVIEW & SUBMIT' button in the previous screen to this form.

Please make sure to click Submit Your Application when you get to this screen. You can also download your completed document on this page too.

The screenshot shows the 'Your tasks' section with 'Application Form A' at 100.0% complete. Below it, there's a 'SUBMIT YOUR APPLICATION' button. A red arrow points from this button to the next screen.

Once you have submitted Form A correctly, you should see the screen to the right:

The screenshot shows the 'Application Submitted!' confirmation screen. It includes a green checkmark, a thank you message, and a 'Go to My Applications' button.

APPLICATION FEE

After Form A has been submitted, you will receive a confirmation email which explains we will review this form and you will receive another email when we are ready to move on to the next steps.

Form A Submitted Inbox X

noreply@mail.smapply.io [unsubscribe](#)
To me

Global Federation of Animal Sanctuaries

Dear Robin Testing,

Thank you for submitting your application. One of our Program Managers will review the information you have submitted. We may follow up with additional questions. If everything looks good to move forward, we will send you another email with the instructions to pay the application fee, and then get you started on the next stages of the process.

If you have any questions at all, please email us at contact@sanctuaryfederation.org.

Thank you for all that you do for the animals!

After we have reviewed your initial Form A, if there are no follow up questions, you will receive the email to the right regarding paying the application fee:

Global Federation of Animal Sanctuaries

Thank you for your interest in GFAS. We have reviewed the first form in the application process, which you submitted online, and are happy to have you continue with the application process.

Before you can continue with the full application, we do ask that you submit the application fee. As of January 1, 2015, GFAS requires an application fee for NEW applicants, based on a sliding scale of your total annual expenses for the last applicable fiscal year.

You can sign back into your applicant portal [here](#) to pay the application fee. You will see a task for the fee. Just click that and it will walk you through paying the fee. The fee amount is already set, based on how you filled out the question related to expenses on Form A. If you feel that the fee is incorrect, or you do not want to pay online, please contact us at contact@sanctuaryfederation.org.

If you sign back into your Survey Monkey Apply account and click Start, you will see a new task entitled, Sanctuary Annual Expense. The fee is determined by the expenses you added in Form A (you can also see the fee breakdown in the email you received (above)).

All Applications ▾

GFAS Application Process
0000000036

0 of 1 tasks complete

START

Submitted on: Sep 16 2019 11:39 AM (MST)

When you click on this task, the prompts will walk you through paying the fee.

0 of 1 tasks complete

Last edited: Feb 26 2019 08:25 AM (MST)

REVIEW & SUBMIT

Robin Testing (Owner)
anrongfai@gmail.com

Add collaborator

GFAS Application Process [🔗](#) [Preview](#) [...](#)

0000000013

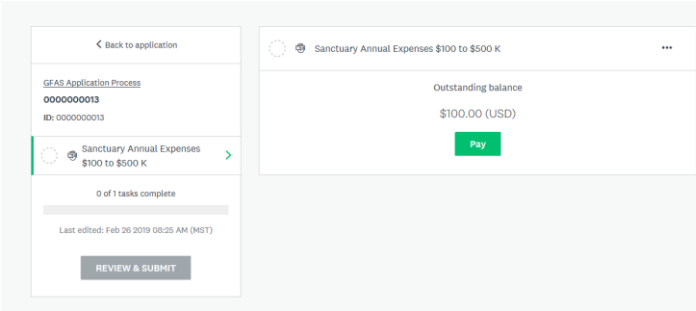
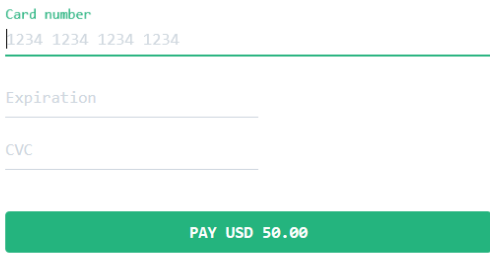
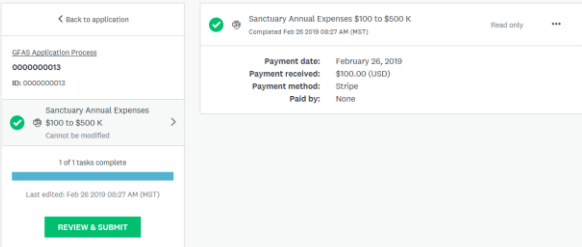
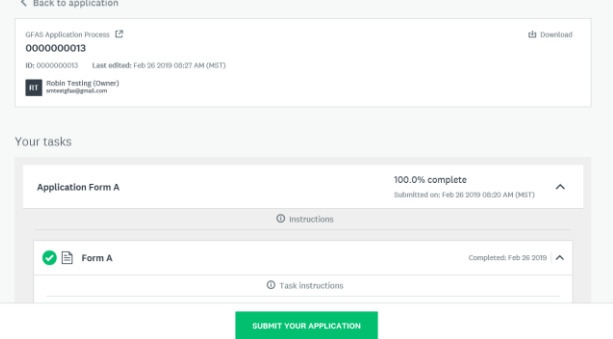
APPLICATION ACTIVITY

Your tasks

- Sanctuary Annual Expenses \$100 to \$500 K >

Previous tasks

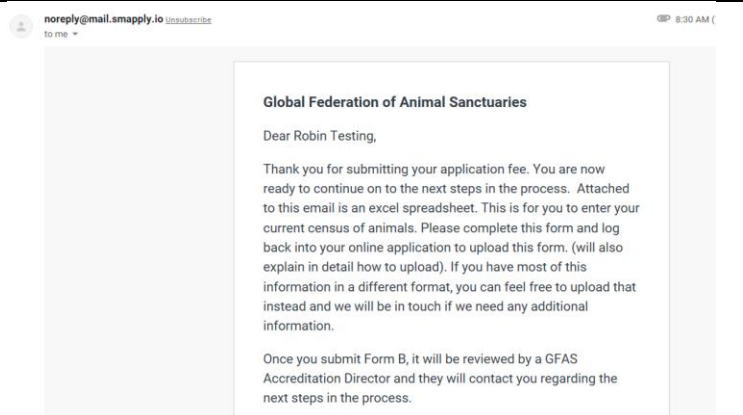
- Form A
Completed on: Feb 26 2019 08:18 AM (MST) >
- Supporting Documentation (optional) >

| | |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |
| <p>When you get to this screen, make sure to click Review & Submit.</p> |  |
| <p>On the next screen, click Submit Application.</p> |  |

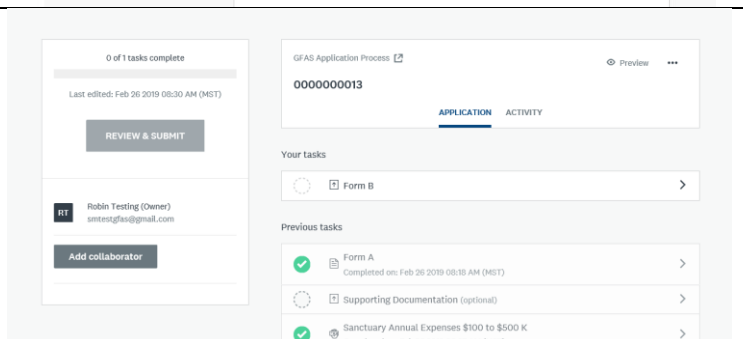
FORM B (CENSUS OF ANIMALS)

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>After the fee has been submitted and the application submitted, you will receive an email regarding the next steps in the process. The email you receive will have a spreadsheet attached. This is to complete your census of animals. You will need to fill out this spreadsheet and upload into your Survey Monkey Apply account. If you have this information in a different format, you can upload that instead.</p> | <div data-bbox="873 1255 1164 1276">Global Federation of Animal Sanctuaries</div> <div data-bbox="873 1293 998 1314">Dear Robin Testing,</div> <div data-bbox="873 1331 1287 1524"> <p>Thank you for submitting your application fee. You are now ready to continue on to the next steps in the process. Attached to this email is an excel spreadsheet. This is for you to enter your current census of animals. Please complete this form and log back into your online application to upload this form. (will also explain in detail how to upload). If you have most of this information in a different format, you can feel free to upload that instead and we will be in touch if we need any additional information. You can view your application here.</p> </div> <div data-bbox="873 1541 1263 1602"> <p>Once you submit Form B, it will be reviewed by a GFAS Accreditation Director and they will contact you regarding the next steps in the process.</p> </div> <div data-bbox="873 1619 1247 1659"> <p>If you have any questions or technical issues, please don't hesitate to contact us at contact@sanctuaryfederation.org</p> </div> <div data-bbox="873 1675 982 1696">Thank you again,</div> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

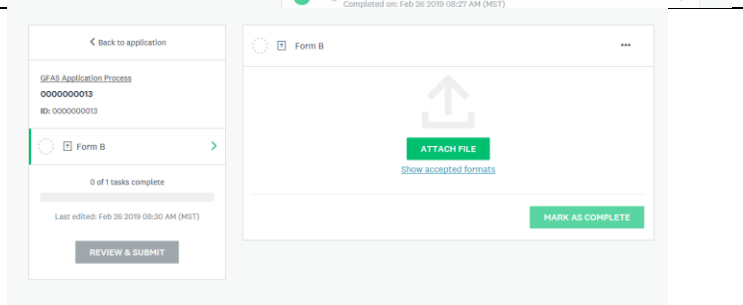
You will receive 2 emails after you submit your application fee. One will be a receipt of payment and the second will be instructions for the next step in the process.



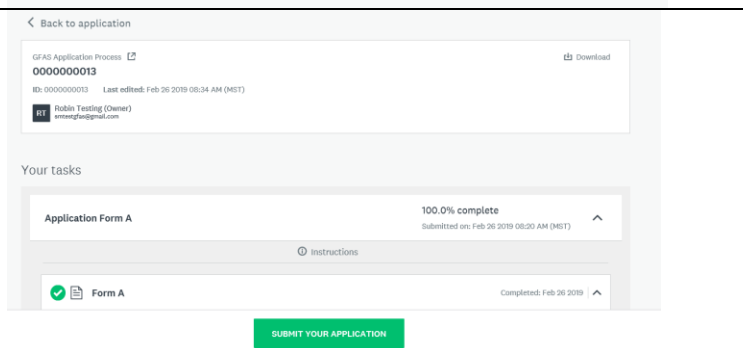
You can sign back into your Survey Monkey Apply account and you will see a new task listed, called Form B. When you click on that task, you will be taken to a screen to upload your document.



Once you have uploaded the document, click Mark as Complete and then Review and Submit



You can then click Submit Your Application.



After Form B has been submitted, you will receive a confirmation email.



ANIMAL CARE AND OPERATIONS APPLICATION AND REQUIRED DOCUMENTS

After Form B has been submitted, staff will review that form before starting you on the last steps in the process. After that has been reviewed and it has been determined which animal care applications you will need to complete, you will receive another email.

When you receive that email, you can sign back into your Survey Monkey Apply Account. You will notice several new tasks to complete. There is an animal care application, an operations/general animal care application and a place to upload the required documents. After completing each task, make sure to click Review and Submit and then Submit Application.

Global Federation of Animal Sanctuaries

Hello,

Thank you for submitting your census of animals. We have reviewed your document and are ready for you to start on the next steps in the process.

You can sign back into your Survey Monkey Apply Account [here](#).

You will have several task to complete during this stage. There is an Operations/General Animal Care Application, Species specific Animal Care Application(s), and a Required Documents Upload.

For the species specific animal applications, you will need to complete:

0 of 4 required tasks complete

Last edited: Sep 17 2019 06:56 AM (MST)

REVIEW & SUBMIT

RT Robin Testing (Owner)
sanctuaryfederation@gmail.com

Add collaborator

GFAS Application Process [Preview](#) [...](#)

0000000036

APPLICATION **ACTIVITY**

Your tasks

- Equine Application >
- Farm Application >
- Operations and General Animal Care Application >
- Required Documents Upload >
- Supporting Documentation (optional) >

Previous tasks

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ID: 0000000013

- Equine Application
- Farm Application
- Final Operations Application
- Required Documents Checklist >
- Required Documents Upload
- Required Documentation Form

0 of 6 required tasks complete

Last edited: Feb 26 2019 08:39 AM (MST)

REVIEW & SUBMIT

Required Documents for Accreditation/Verification

NOTE: We recognize that not all facilities have the listed items as separate documents, but that rather they are included in other manuals or folders, in hard or electronic copy. We also understand that some categories of documents may differ by country, and we will work with you if you need assistance in drafting a document.

If you have questions about what is needed, please look to the templates and samples that we have made available, or please contact your Program Director. We are here to support you and help you through the process to make it as easy as possible for you.

Documents with an asterisk (*) are required for Accreditation only.

Required Documents FOR ALL APPLICANTS

| | Yes, I have documentation | I need assistance with this document |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------------------------------|
| Labeled map of layout of each facility location (can be hand drawn or Google/MapQuest/Zillow) | <input type="checkbox"/> | <input type="checkbox"/> |
| Organizational Chart | <input type="checkbox"/> | <input type="checkbox"/> |
| Training and supervision protocols for employees, volunteers and interns (do not need to submit separately if submitted as part of other manuals/SOPs) | <input type="checkbox"/> | <input type="checkbox"/> |

[Back to application](#)

GFAS Application Process

0000000013
ID: 0000000013

- Equine Application
- Farm Application
- Final Operations Application
- Required Documents Checklist
- Required Documents Upload >
- Required Documentation Form

Required Documents Upload [...](#)

Task instructions [Hide](#)

Here is where you can upload the required documents you were asked about in the previous task. If you did not print your completed Required Documents Checklist, you can do so here (see if I can include a link to that). You will want to upload all of the documents that you have marked you currently have. **ADDITIONAL INSTRUCTIONS**

ATTACH FILE **LINK TO VIDEO**

MARK AS COMPLETE

After all the information has been submitted, our staff will review your application. This may take several weeks, and they will be in contact with any questions and to get a site visit scheduled.

At any point in the process, please email us at contact@sanctuaryfederation.org with any questions or technical issues.