



Required Documents for Accreditation/Verification

Please 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 send an email to contact@sanctuaryfederation.org or to the program director with whom you are working. We are here to support you and help you through the process to make it as easy as possible for you.

Sample documents and templates for many of the items listed below that can be found [here](#).

Standard		Needed for Verification	Needed for Accreditation	Samples/Templates
Facilities and Staffing				
	Labeled map of layout of each facility location (can be hand drawn or Google/MapQuest/Zillow) showing enclosures, buildings, etc.	✓	✓	
	Organizational chart/list for facility staff (e.g. managers, caregivers, other personnel)	✓	✓	
S-3	Training and supervision protocols for employees, volunteers and interns (do not need to submit separately if submitted as part of other manuals/SOPs)	✓	✓	
Governing Authority				
G-1	Proof of non-profit, non-commercial, or equivalent status	✓	✓	
G-2	Proof of land ownership or copy of leasing or other land use agreement (e.g. MOU) for each facility location	✓	✓	
G-2	Lease contingency plan for each location, if property is not owned by sanctuary or governing organization	✓	✓	
S-1	Job descriptions for key personnel (sanctuary manager and/or executive director, animal care manager)		✓	
G-4	List of Board of Directors/Trustees	✓	✓	
G-4	One set of Board minutes		✓	
G-6	Current licenses and permits required by law	✓	✓	
G-4	Bylaws (or equivalent document) and amendments		✓	
G-3	Succession plan		✓	
G-7	Strategic plan (3 year)		✓	
Governance Policies				
G-5	Grievance policy		✓	
G-5	Whistleblower policy		✓	
G-5	Code of Conduct/Ethics		✓	

G-5	Anti-discrimination policy		✓	
G-5	Conflict of interest policy		✓	
Financial and Risk Management				
F-1	Most recent tax or other document filed to maintain non-profit status, if applicable (example: IRS Form 990 in the U.S.)	✓	✓	
F-1	Current fiscal year annual operating budget showing revenue and expenses	✓	✓	
F-2	Proof of separate organization or facility bank account (such as voided check or bank statement)	✓	✓	
F-4	Proof of General/Public Liability Insurance Coverage (unless not available in country)	✓	✓	
F-4	Proof of Management Liability/ Directors and Officers Insurance Coverage (unless not available in country)		✓	
F-1	Proof of designated funds for emergencies (at least 3 months for Accreditation, at least one month for Verification) available to cover operating costs.	✓	✓	
F-1	Most recent Statement of Revenue and Expenses (Statement of Activities)		✓	
F-1	Most recent Statement of Financial Position (Balance Sheet)		✓	
G-7	Long Term Financial Plan		✓	
Safety				
S-6	Disaster preparedness/emergency plan	✓	✓	
S-7	Escaped animal plan	✓	✓	
S-8	Firearm policies, unless N/A	✓	✓	
S-9	Human first aid plan	✓	✓	
S-2	Written Standard Operating Procedures or manual regarding animal care (e.g. shifting animals from enclosures, cleaning, locking)	✓	✓	
Animal Care				
V-3	Preventative medicine program, including zoonotic disease policy	✓	✓	
N-2, N-3	Feeding/diet policies or procedures	✓	✓	
W-4	Enrichment program policy	✓	✓	
W-4	Enrichment schedule	✓	✓	
W-6	Chemical restraint policy/protocol	✓	✓	
V-9	Euthanasia policy	✓	✓	
See "R" section	For programs doing release/reintroduction:	✓	✓	
	<ul style="list-style-type: none"> Protocol for evaluating potential release candidates (e.g. SOP, checklist, decision tree) 	✓	✓	
	<ul style="list-style-type: none"> Policy/protocol for post-release monitoring (including policy regarding handling of potential problems with released animals) 	✓	✓	
	<ul style="list-style-type: none"> Any agreements with authorities regarding the release/reintroduction process, including release sites 	✓	✓	
Education/Public Access/Advocacy				
E-1	Education and outreach policy unless N/A		✓	
Acquisition/Disposition				
ADR-1	Acquisition policy and Disposition policy		✓	

ADR-2	Disposition policy		✓	
Human Resources				
HR-1	Employee manual, if applicable		✓	
HR-1	Volunteer/Intern manual, if applicable		✓	

Last updated 12/3/21. Added correct link for samples.