

**APPLICATION FOR MEMBERSHIP**

Shelter Name:

Business Address:

Business Telephone:

Crisis Line Telephone:

Executive Director:

President, Board of Directors:

Address:

Telephone:

Geographic Location (Counties) Served:

Total Population of Area Served:

Location of Physical Facility:

Capacity of Shelter:

Philosophy Statement:

**CHECKLIST OF ATTACHMENTS TO ACCOMPANY APPLICATION**

\_\_\_\_\_ 1. Application fee of $125.00

\_\_\_\_\_ 2. Philosophy statement

\_\_\_\_\_ 3. Description of services

\_\_\_\_\_ 4. Copy of Applicant’s By-Laws (including statement of purpose)

\_\_\_\_\_ 5. Copy of Applicant’s Articles of Incorporation

\_\_\_\_\_ 6. Current list of applicant’s local Board of Directors

\_\_\_\_\_ 7. Confirmation of non-profit, tax-exempt status (501(c)(3)

\_\_\_\_\_ 8. Organizational chart of applicant agency

\_\_\_\_\_ 9. Copy of applicant’s personnel policies

\_\_\_\_\_ 10. Current financial statement and IRS Form 990

\_\_\_\_\_ 11. Current audit

\_\_\_\_\_ 12. Current annual report (this should include both a narrative and statistical report for the applicant’s last fiscal year).

\_\_\_\_\_ 13. Copy of applicant’s policy and procedure manual

\_\_\_\_\_ 14. Copy of Charities Registration with Secretary of State