



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 and [type of organization](#) (501c3 nonprofit, municipal shelter, spay/neuter group, etc.).
- EIN #.
- Mailing Address.
- 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.
- Mission statement - 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:

Step 1: All Applicants You must turn in an Annual Stats Report. Use [this link](#) to access the web form for reporting your baseline 2015 and 2016-2017 annual intake/outcome stats. Download [this worksheet](#) to see the data we collect.

Step 2: Shelters and Rescues Only Registration with Shelter Animals Count is required for organizations that take in animals (not spay/neuter-only groups, intake prevention organizations, transport groups, etc). [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 you are good to go.

Once your submitted application has been approved and the above steps 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 at or contact us at bfnetwork@bestfriends.org.