



ACCT PHILLY LOVE LOCAL PARTNER APPLICATION

Love Local Partners are needed to join with the Animal Care and Control Team of Philadelphia (ACCT Philly) in order to alleviate overcrowding and to provide placement for animals whose current medical or behavioral condition is not manageable in the shelter setting. Animals transferred to Love Local Partners will be vaccinated with age-appropriate vaccinations; additional medical services (spay/neuter, microchipping, testing) may be available depending on the animals and resources currently available.

In order to be approved as an ACCT Philly Love Local, every section of the application must be completed and all requested documents must be submitted. It is solely the responsibility of the applicant to ensure that applications are completed, as instructed. **Application packages that do not adhere to the application standards and guidelines will not be processed for approval.**

Contact Information

Organization Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Physical Address (if different): _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Authorized Representatives

Authorized Representatives refer to individuals who are authorized to act and speak on behalf of the Transfer Organization. Authorized Representatives will receive communication of transfer eligible animals, and are authorized to enter transfer agreements with ACCT Philly and make decisions on behalf of the Transfer Organization. **All Love Local Partner applicants must list at two Authorized Representatives, in addition to their organization's President/Director.**

Organization President or Director: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____

Authorized Rep #1: _____ **Position:** _____

Phone: _____ Email: _____

Authorized Rep #2: _____ **Position:** _____

Phone: _____ Email: _____

REFERENCES

ACCT Philly requires Love Local Partner applicants to submit the contact information of and letters of recommendations from a minimum of three references for the review process. One reference must be from the veterinarian who provides primary care for the organization's animals. Two references must be from shelters or other rescue organizations from which the applicant acquires animals. In addition, we ask you to provide the name and contact information of your local animal control provider. Please provide complete contact information for all references.

Applications that do not submit applicable references and letters of recommendation will not be processed for approval.

Primary Veterinarian:

Phone:

Email:

Address:

City:

State:

Zip:

Relationship with veterinarian and services provided:

Shelter/Rescue Reference #1:

Primary Contact:

Position:

Phone:

Email:

Address:

City:

State:

Zip:

Relationship with shelter/rescue:

Shelter/Rescue Reference #2:

Primary Contact:

Position:

Phone:

Email:

Address:

City:

State:

Zip:

Relationship with shelter/rescue:

Local Animal Control Provider:

Primary Contact:

Position:

Phone:

Email:

Address:

City:

State:

Zip:

OPERATING DETAILS

Year Established:

Annual Budget:

Number of Animals Handled Annually:

Average Budget, Per Animal:

Does your organization have a building/facility? Is it a network of foster homes? Does it use a boarding facility, and if so, which? *ACCT Philly Love Local Partners must be available for site inspection by ACCT Philly staff, if deemed necessary.*

Nonprofit Status. Please list EIN number or status of 501(c)3 incorporation. *ACCT Philly Love Local Partners must be nonprofit organizations or private foundations with tax exempt status granted by the IRS. Documentation of nonprofit status must be in the Love Local Partner organization's name, and Partners are not permitted to act as a subsidiary to another organization. A determination letter (approved) or Form 1023 (in process) should accompany the Partner application. If the organization is a private foundation, a copy of the most recent 990-PF should accompany the Partner application.*

What is your organization's spay/neuter policy? *ACCT Philly Love Local Partners must provide pre-adoption sterilization of all animals, including pediatric surgery for dogs and cats. All Partner must provide spay/neuter surgery for all animals, prior to adoption. Exceptions are allowed only when specifically recommended by a veterinarian for the health of an individual animal.*

Does your organization specialize in the care and placement of any type of animal? *ACCT Philly intakes a high volume of both medical and behaviorally urgent animals on practically a daily basis. Love Local*

Partners are needed to accommodate animals who may be suffering from injury or disease, or animals whose behavior may be concerning to continue housing in the shelter environment.

What type of animals are you expecting to transfer from ACCT Philly?

- | | |
|--|--|
| <input type="checkbox"/> Bottle-feeder kittens | <input type="checkbox"/> Bottle-feeder puppies |
| <input type="checkbox"/> Kittens without mother | <input type="checkbox"/> Puppies without mother |
| <input type="checkbox"/> Kittens with mother | <input type="checkbox"/> Puppies with mother |
| <input type="checkbox"/> Cats suffering from illness/disease | <input type="checkbox"/> Dogs suffering from illness/disease |
| <input type="checkbox"/> Cats suffering from injury/trauma | <input type="checkbox"/> Dogs suffering from injury/trauma |
| <input type="checkbox"/> Healthy and Social cats | <input type="checkbox"/> Healthy and social dogs |
| <input type="checkbox"/> Senior cats | <input type="checkbox"/> Senior dogs |
| <input type="checkbox"/> Small animals | <input type="checkbox"/> Small breed dogs |
| <input type="checkbox"/> Farm animals | <input type="checkbox"/> Large breed dogs |
| <input type="checkbox"/> Reptiles and Exotics | <input type="checkbox"/> Breed Specifics: |

SUPPORTING DOCUMENTS

The following supporting documents are required for submission:

- | | |
|--|--|
| <input type="checkbox"/> Foster/Adoption Application | <input type="checkbox"/> Kennel License (if applicable) |
| <input type="checkbox"/> Foster/Adoption Contract | <input type="checkbox"/> Spay/Neuter Contract |
| <input type="checkbox"/> IRS Determination Letter or Form 1023 | <input type="checkbox"/> Signed Manual Acknowledgement Form |
| <input type="checkbox"/> Letters of Recommendation (Shelter) | <input type="checkbox"/> Letter of Recommendation (Veterinary) |

Completed application and supporting documents should be sent using one of the following methods:

- Emailed to lifesaving@acctphilly.org
- Mailed to ACCT Philly, Attn: Lifesaving. 111 W. Hunting Park Ave. Philadelphia, PA 19140

LOVE LOCAL PARTNER AGREEMENT

As partnering animal welfare organizations, ACCT Philly Love Local Partners are expected to behave in alignment with ACCT Philly's core values of Transparency, Respect, Innovation, Commitment, Empathy, and Professionalism.

Upon application for ACCT Philly's Love Local Partner Program, your organization agrees to the following:

TRANSPARENCY

Partner acknowledges that The Animal Care and Control Team of Philadelphia will provide all animal information currently available, but makes no express or implied warranties about the health or soundness of the animals transferred and makes no guarantees to the behavior or disposition of animals transferred.

- Partner will openly disclose the full, available history of transferred animals to the public.
- Partner will maintain a veterinarian of record, or a relationship with a veterinarian or veterinary practice and provide ongoing health care for animals transferred while in the Partner's care.
- Partner will facilitate and authorize the sharing of medical information between organization's veterinarians of record, and that of ACCT Philly veterinarians.
- Partner will notify Lifesaving Manager prior to making a euthanasia decision of a transferred animal.
- Partner will notify Lifesaving Manager prior to placing a transferred animal with another organization.
- Partner will notify Lifesaving Manager, with 24 hours notice, if a transferred animal must be returned and disclose full history of animal.
- Partner will maintain an accurate "Authorized Representative" list on file with ACCT Philly of those who are authorized to select animals for transfer and act on behalf of their organization.
- Partner will maintain accurate and appropriate adoption and veterinary records of all animals transferred from ACCT Philly for a minimum of 3 years.
- Partner will provide ACCT Philly with any and all records relating to the care, placement, treatment, and sterilization of transferred animals upon request.
- Partner will permit the Animal Care and Control Team of Philadelphia to inspect Love Local Partner Organization facilities, with reasonable notice, during business hours.

RESPECT AND EMPATHY

- Partner will value each others' volunteers, employees, and representatives, treating everyone with respect and professional courtesy.
- Partner will follow the designated chain of command to immediately address all concerns or complaints to the Lifesaving Manager rather than with Frontline Staff.
- Partner will sign medical waivers for all medically urgent animals, and pursue immediate veterinary treatment to assess all animals transferred and to provide remedial and veterinary care, as needed.
- Partner will address any medical or behavioral problems that the animals transferred may have, and ensure that animals are housed and cared for in an environment that is suitable to their needs.
- Partner will provide animals transferred with nutritionally adequate food, clean water, and exercise sufficient to maintain the health and well-being of the animal.

INNOVATION AND COMMITMENT

- Partner will ensure that all animals are surgically sterilized, prior to placement for adoption.
- Partner will pay for any expenses incurred relating to the veterinary care and basic husbandry needs of the animals transferred, and waive any rights to claim reimbursement of said costs and expenses from the Animal Care and Control Team of Philadelphia.
- Partner may surrender animals to ACCT Philly, given extenuating circumstances. The act of surrendering an animal is taken as admission of inability to provide adequate care through the partnering organization, and Partner will not be eligible to transfer that same animal, and may be restricted in future transfer privileges.
- Partner will pick up, or arrange pick up for, transferred animals within 24 hours of committing, unless otherwise arranged by Lifesaving management.
- Partner will participate in an annual recertification review to renew Partner status.
- Partner will make a lifelong commitment to animals transferred into their programs, and will accommodate all animals at ACCT Philly who were previously owned by or transferred to their organization.

PROFESSIONALISM

- Partner assumes all legal responsibility and liability associated with animals transferred, and of any incidents pertaining to that animal.

- Partner may not engage in transfer activities while involved in a criminal case involving cruelty or neglect.

- Partner will provide for the sale of a dog license to any resident of Philadelphia who is adopting a dog.

- Partner must transfer animals for care and adoption through their own programs. Partner will not transfer animals from ACCT Philly with the specific intent of placing that animal with another organization.

- Partner will visit ACCT Philly during Lifesaving hours of operation, with the sole intent of selecting animals to accommodate through the Transfer Program, and will not loiter on shelter grounds, coerce ACCT Philly clientele, or engage in activities otherwise unrelated to the transfer of an animal.

- Partner will comply with any federal, state, and local laws, applicable to transferred animals, including the renewal of applicable kennel licensing for the Love Local Partner organization, as well as representatives and foster parents of the organization.

- Partner does hereby indemnify, release, and forever discharge and hold harmless ACCT Philly and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Transfer Program activities with ACCT Philly.

- Partner will waive and forfeit any and all claims that the Love Local Partner Organization or representatives may have in the future against the Animal Care and Control Team of Philadelphia.

- Partner ensures that all Authorized Representatives have read through the Love Local Partner Manual, and have filled out and submit a Love Local Partner Manual Acknowledgement form to the Lifesaving Manager.

- Partners who wish to engage in ACCT Philly volunteer activities must do so through the appropriate volunteering process.. Group events may be scheduled through the ACCT Philly Volunteer Coordinator.

Signature

Title

Date

THANK YOU!

Thank you for your interest in helping ACCT Philly save the lives of Philadelphia’s homeless, orphaned, and abandoned animals! Application packages may take anywhere from one day to several weeks to process, depending on how quickly references can be reached. You will be contacted shortly by an ACCT Philly staff about the status of your application.