

AAFMED APPLICATION PROCEDURES

Members of the **AAFMED** Board/Executive Committee will review and discuss your application for assistance and may request additional information before making a decision. The Veterinary Advisory board may assist Board/Executive Committee members in making decisions on funding and may also request additional information. **Terminal illness and/or injury cases will not be considered for assistance.** The dog in question must have the capacity to recover from its health issues.

AAFMED will require verification that the dog is a purebred German Shepherd. **AAFMED does not require AKC papers or pedigree to determine whether or not the dog is a GSD.** It does mean that we will require several photographs of the dog, showing several viewpoints. **AAFMED** may ask to see the dog in person, where feasible, to determine whether or not it is a GSD. **AAFMED** will require verification of the medical condition of the dog. (**AAFMED** will require vet records, vet contact information, copies of estimates of the medical procedure, copies of the dogs history, copies of the temperament test and any other documentation you feel is necessary regarding the dog). **These should all be submitted along with your application to us.**

AAFMED requires that you tell us a little bit about your organization. We will not limit our funding to those rescues/shelters with 501c3 status, but if you have a tax exempt ID we will request copies of this information. **You must submit copies of your adoption contract/application (outlining your policy about returning dogs to you, spay/neuter requirements, obedience requirements etc) along with your application for funding.** You should also include **one person** from your rescue that is designated as the primary contact, should we have further questions.

Any misrepresentations of the facts or providing false information about the case will result in the immediate dismissal of your application. In the event of false information or misrepresentation, any future applications for assistance from your organization will not be considered.

Before **AAFMED** votes on the application, you must provide pictures of the dog in question. **If the application does not include photographs, you will be notified that you need to send them into us within 30 days.** At the end of 30 days if you have not provided the required photographs, your application will be denied. Incomplete applications will not be processed. We reserve the right to refuse any application with or without cause and applications will be processed in the order in which they are received.

If **AAFMED** votes to accept your application for the dog in question you will be notified within ten day after the decision is reached. Applications take several weeks to process and **AAFMED** will be in touch with your designated representative during this time, so your organization will be aware of the applications status. Once you receive funding from **AAFMED**, a check will be issued for reimbursement for the billed services of the veterinarian or clinic. Only in rare circumstances will **AAFMED** consider reimbursing an individual person for expenses incurred in the treatment for the dog. IF we do

consider reimbursing an individual (e.g. in the case that one of your volunteers/employees steps forward to cover the cost of the medical procedure before you apply), that person will be required to provide documentation that they personally paid the bills incurred for the animal named in the application. ***We will NOT reimburse any individual or organization for the entire amount of the medical costs they paid.***

All information and photo's submitted to **AAFMED** will become the property of **AAFMED** and not be returned. We reserve the right to use any photographs submitted for fundraising or publicity purposes on behalf of **AAFMED**.

All requested pictures, documentation, records, invoices and funding information must be received by **AAFMED** within 30 days of the application date. If all documentation is not received within that time frame, your application for funding will automatically be denied.

If your application is not approved for funding, you will be notified (typically via your designated representative or contact) that you will not be receiving funding. We may provide an explanation of why you were denied and/or also offer alternatives for you to try.

The applicant will be responsible for supervising final decisions on medical treatment, any follow-up required, fostering, spay/neuter and adoption. **AAFMED will not cover any cost of altering the dog, but will require that as soon as medically possible the animal be spayed or neutered.** Proof of the spay/neuter must be sent to **AAFMED** when that procedure is completed, if the animal is not altered at the time of application. Failure to follow any of these guidelines will result in your ineligibility to participate in any future **AAFMED** funding for your animals.

In our on-going efforts to track **AAFMED** assisted dogs, **AAFMED will require follow up information on all funded animals.** When the dog is adopted (we do not need personal information such as name of the adopter etc), if the dog continues to thrive physically, if the dog dies, and what the dog expired of. This information should be sent to **AAFMED** directly, either via the post office box or the email address.

The Board/Executive Committee may change or waive any of the above listed requirements for due cause and without notice to applicants.