



SUPPORTING INFORMATION

EENP APPLICATION CRITERIA

EENP is invested in the success of our assistance dog teams. The application process helps us determine if our programs can meet applicants' needs and gives applicants a chance to determine if EENP is a good fit for them. We have found the following qualities create successful assistance dog partnership, and are criteria we look for in our applicants:

- An EENP-trained dog is likely to provide skills the applicant needs.
- The applicant possesses the personal qualities necessary to ensure success in the EENP facility-based training. (The training is challenging – physically, mentally, and emotionally.) A sample Client Team Training schedule is included in this packet.
- The applicant has adequate emotional and cognitive skills, and appropriate judgment, to provide for an EENP-trained dog's safety and well-being, OR has a support system that will ensure these things.
- The applicant has access to adequate resources for housing, exercising, feeding, and providing medical care for an EENP-trained dog, OR has a support system that will ensure these things.
- The applicant should reside within a reasonable proximity to the EENP training facility to promote easy access to training and post-placement follow-up. "Reasonable proximity" is currently defined as a 2.5 hour driving radius from EENP's facility. Exceptions may be made on a case-by-case basis.

EXPENSES

The prospect of getting an Assistance Dog can be exciting. Along with the many benefits an Assistance Dog can bring to your life, there are also expenses. Below are expense estimates associated with obtaining and caring for an assistance dog. We hope this information is useful to you in determining if an assistance dog is the right choice for you. *Please note that these are only estimates, and your costs may be higher or lower.*

OBTAINING A DOG

The full cost of an Assistance Dog placement is \$20,000.

EENP has a scholarship program that makes awards to clients, based on income, for an Assistance Dog placement. Scholarships may be awarded for up to 75% (or \$15,000) of the cost of an assistance dog placement. EENP reviews financial information for those interested in applying for a scholarship once a client has been placed on our waiting list.

CLIENT TEAM TRAINING

We require every client to successfully complete our 13-day Client Team Training Seminar. In addition to the cost of the course, clients also need to pay for food, lodging, and transportation to, from, and during the course. Costs will be less for participants who live locally.

Team Training course fee:	\$600
Lodging (if you do not live locally)	\$910 (\$70 per night)

Food/Events	\$650 (\$50 per day)*
Transportation	<u>varies depending on location</u>
Total, not including transportation	\$2040

**This assumes restaurant meals. Participants may choose to reduce costs by bringing their own snacks, etc.*

ONGOING COSTS

After a client receives a dog, s/he is responsible for all costs associated with the dog --- like food and vet care. Below are estimates for basic care, and do not include extras like toys or professional grooming.

	Per year estimate
Food	\$600
Annual Vet Exam	\$125**
Heartworm Preventative	\$ 65**
Flea Preventative	\$150**
<u>Grooming/Dental supplies</u>	\$ 20
Annual basic care total	\$960

***IAADP membership benefits may defray these costs - see Resources List on following page*

RESOURCE LIST

INTERNATIONAL ASSOCIATION OF ASSISTANCE DOG PARTNERS (IAADP)

www.iaadp.org

A non-profit, cross-disability organization representing people partnered with guide, hearing and service dogs.

ASSISTANCE DOG UNITED CAMPAIGN (ADUC)

www.assistedogunitedcampaign.org

Health and human welfare organization which provides financial assistance to individuals who have the need for an assistance dog but have difficulty in raising the necessary funds. ADUC accepts applications in April and May each year.

ASSISTANCE DOGS INTERNATIONAL (ADI)

www.assistedogsinternational.org

Coalition of nonprofit organizations that train and place Assistance Dogs.

CANINES FOR DISABLED KIDS

www.caninesforkids.org

Resource for families exploring an assistance dog placement for their child. Canines for Disabled Kids offers scholarships for assistance dog placements with children 6-18 years of age.

EENP CLIENT TEAM TRAINING

Each EENP assistance dog team is required to successfully complete our 13-day Team Training Seminar. Clients must attend all parts of the entire seminar in order to complete the course. The seminar is fun and also can be a challenge for both mind and body. Below is an example of the Team Training schedule, to give you an idea of the level of activity. In reviewing the schedule, please consider your ability to complete the seminar.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	9am-5pm @EENP 7pm-9pm Dinner	9am-5pm @EENP	9am-5pm @EENP Dog matches made	9am-5pm @EENP	9am-5pm @EENP	10am-2pm Field Trip Time @ home/ hotel
Time @ home/hotel	9am-noon @EENP noon-5pm Field Trip	9am-5pm Field Trip	Noon-9pm Field Trip	11am-noon @ EENP 1pm-5pm ADI public access eval 5pm-7:30pm Practical eval	9am-5pm @EENP Public access review and personalized training	11am-2pm Graduation & Dinner

Week 1 - The first week takes place primarily at our training facility. Each hour we take a 10 minute break so that participants can attend to personal needs. We take a 1 hour break for lunch, and we eat together on-site. Meals noted on the schedule are required events. Please note that Saturday and Sunday do not have many scheduled events. However, this is considered scheduled class time at home or hotel and cannot be skipped.

Week 2 – Field trips comprise most of the 2nd week of training. During this time we will be going to shops, restaurants, and events. Clients are responsible for the cost of restaurant meals and events, unless advised otherwise.

CLIENT PAYMENT POLICY

COST OF AN ASSISTANCE DOG

The **placement fee** is a fee that covers matching of a client with an assistance dog and lifetime support for that partnership. The placement fee reflects a portion of the expense incurred by EENP to raise, train and place an assistance dog. The fee is set by EENP based on historical costs as well as projections of future expenses. This figure may be adjusted at any time in order to reflect a realistic expense to train an assistance dog, but will generally not be adjusted more often than annually, as part of the annual budgeting process.

Placements occur at the end of client training camp, which is an extensive facility-based training. A **training camp fee** is charged for client training camp. The training camp fee covers the course materials and instruction during client training camp.

PAYMENT AND FUNDRAISING

Once a training camp date has been offered to the client, the client must pay the full training camp fee within 2 weeks in order to reserve a place at client training.

Client training camp fees are non-refundable, unless EENP cancels training camp. If the client cancels before training camp begins, the payment may be transferred to a future training camp.

Payment of the placement fee is due one month before training camp. Clients who have not paid in full will not be allowed to attend training camp.

Any client who wishes to make payments toward her placement fee before training camp may do so.

Clients are not required to participate in fundraising or public relations events for EENP. EENP does support clients who are interested in fundraising any portion of their placement fee. We will accept donations to support a client's placement fee. Donations must clearly indicate this designation. Donors should consult their tax advisors regarding the deductibility of these donations, but should know that IRS guidance generally prohibits deducting donations made for the benefit of a specific individual (for more information on IRS guidance, see IRS Publication 526 (<http://www.irs.gov/pub/irs-pdf/p526.pdf>) – page six, column two, "Contributions to Individuals", second bullet). These donations cannot be refunded to donors, even if the client does not receive a dog from EENP.

Clients who want to fundraise the placement fee are encouraged to begin fundraising as soon as they join the waiting list in order to ensure that the placement fee has been paid one month before the start of training camp.

Statements will be sent to the client on request. Statements will indicate amount paid or raised and amount remaining.

FOLLOW-UP

EENP offers extensive follow-up training and support to ensure successful placements. Clients must attend all follow-up training offered by EENP. Any client who has problems or concerns with her placement should discuss these with EENP immediately so that EENP can provide any additional necessary support to resolve the problem. At EENP's discretion, the client will be given the option of another dog placement or other remedy.

Transfer of ownership of the assistance dog from EENP to the client is made when the client-dog team successfully completes a one-year follow-up evaluation at EENP's training facility.

FINANCIAL ASSISTANCE

An assistance dog partnership is a valuable asset, and EENP sets the placement fee to reflect the actual cost to raise, train, and place an assistance dog. EENP believes that clients are better served and have a more active voice when they are responsible for the full cost of their dogs. We also believe that no one should be denied an assistance dog for lack of money.

EENP offers financial assistance through fundraising support as well as scholarships for individuals who are unable to afford the placement fee for an assistance dog. Scholarships are offered based on client income, household size and medical expenses.

Clients may request a scholarship at the time they reserve space in training camp. Clients applying for a scholarship must provide tax returns for their entire household from the previous two years in order to document income and medical expenses. For clients who have not filed tax returns, a Personal Financial Statement will be allowed. All client financial information will be kept confidential.

Clients who plan to apply for a scholarship may consult the current scholarship table for an estimate of the maximum scholarship available for their income level. *The scholarship amounts provided in the table are estimates of the maximum scholarship that may be offered, and actual scholarships offered may vary.*



SCHOLARSHIP ESTIMATES AND OFFERS

SCHOLARSHIP ESTIMATES

We cannot extend a firm scholarship offer until you are scheduled for a Client Team Training, but we can tell you what scholarship you would currently qualify for given your financial situation. This estimate should give you a very good idea of what scholarship you will receive as long as your financial situation doesn't change dramatically.

In order to get an estimate of your scholarship, you will need the information listed in the worksheet below. *For households with multiple individuals filing separate tax returns, we will need this information for each person.* You can email or call us with these numbers; you can mail the relevant pages from your tax return; or you can estimate the scholarship yourself using the attached scholarship table.

If you wish to estimate for yourself, you can take AGI and subtract Excess Medical Expenses for each tax year, and then average that total for the two years. Then, using the appropriate line for household size on the table, you can see roughly what your scholarship would be.

Tax Year:
Household Size: [Form 1040, Box 6d]
Adjust Gross Income (AGI): [Form 1040, Line 37]
Excess Medical Expenses: _____ [Schedule A, Line 4]
TOTAL (AGI MINUS MEDICAL):

Tax Year:
Household Size: [Form 1040, Box 6d]
Adjust Gross Income (AGI): [Form 1040, Line 37]
Excess Medical Expenses: _____ [Schedule A, Line 4]
TOTAL (AGI MINUS MEDICAL):

TWO-YEAR AVERAGE TOTAL: *[using the appropriate line for your household size, you can use this number to estimate your scholarship using the table provided]*

SCHOLARSHIP OFFERS

In order to make an official scholarship offer once you are scheduled for Client Team Training, we will need copies of the following documents for the two most recent tax years *(for households with multiple individuals filing separate tax returns, we will need this information for each person):*

1. pages 1-2 of the 1040, including your signature
2. Schedule A worksheet *(Note: If you don't itemize but you do have medical expenses in excess of 7.5% of your AGI, you can submit an itemized accounting of those expenses for each year in lieu of Schedule A -- we will deduct the amount of expenses in excess of 7.5% of your AGI.)*

EENP Scholarship Table

effective September 1, 2010

updated January 18, 2017

Service Dog Placement Fee	\$20,000
Medical Assistance Dog Placement Fee	\$20,000
Maximum Scholarship Available	\$15,000

% of federal poverty level	100%	250%	300%	400%	500%	600%	700%
family size							
1	\$11,880	\$29,700	\$35,640	\$47,520	\$59,400	\$71,280	\$83,160
2	\$16,020	\$40,050	\$48,060	\$64,080	\$80,100	\$96,120	\$112,140
3	\$20,160	\$50,400	\$60,480	\$80,640	\$100,800	\$120,960	\$141,120
4	\$24,300	\$60,750	\$72,900	\$97,200	\$121,500	\$145,800	\$170,100
5	\$28,440	\$71,100	\$85,320	\$113,760	\$142,200	\$170,640	\$199,080
6	\$32,580	\$81,450	\$97,740	\$130,320	\$162,900	\$195,480	\$228,060
7	\$36,730	\$91,825	\$110,190	\$146,920	\$183,650	\$220,380	\$257,110
8	\$40,890	\$102,225	\$122,670	\$163,560	\$204,450	\$245,340	\$286,230
ea. additional	\$4,160	\$10,400	\$12,480	\$16,640	\$20,800	\$24,960	\$29,120
maximum scholarship	\$15,000	\$13,333	\$10,000	\$6,667	\$3,333	\$0	

The scholarship table is based on the federal poverty level, and may be automatically adjusted to reflect changes in the federal poverty level. Income figures are adjusted gross income (Form 1040, line 37), with an adjustment allowed for excessive medical expenses (Schedule A, Line 4). Excessive medical expenses (those over 7.5% AGI) may be deducted from gross income to determine income for scholarship purposes. Acceptable medical expenses are the same as those allowed by the IRS. Your household income and medical expenses are averaged over the most recent two years.

Placement cost and scholarship amounts may change periodically and are adjusted annually to reflect current poverty guidelines. **This is only an estimate of the maximum scholarship you may receive.** The actual scholarship you are offered will be determined when a Training Camp date is confirmed for you.

You are responsible for the full cost of your placement. If you receive a scholarship, you will receive a voucher which you can submit as part of your payment and/or fundraising for the cost of your placement.

FUNDRAISING TIPS FOR EENP CLIENTS

BY MICHELLE KRAWCZYK

*We raised over \$20,000 in four months time. **You can do it!** You will be surprised how fast the money starts pouring in. Don't be afraid to ask everyone! You will be surprised by the people who will want to be a part of your campaign.*

FIRST STEPS EVERYONE SHOULD TAKE

1. **Write down your plan!** Read over the scholarship materials, get your information to EENP, and find out how much of a scholarship you might get. Decide how much you can contribute. Then set a fundraising goal. Choose what individual efforts you will try, when you will do them, who is doing them, and how much money you hope to make from each effort. Fill out the attached sheet.
2. **Name your campaign.** Try to find something short and catchy. We used “Angel Paws for KK”.
3. **Create a campaign on LoveAnimals.org.** There are other sites you can use, but we recommend LoveAnimals.org because as a nonprofit, they charge a much lower transaction fee. It is easy to push updates to your supporters, so you can let them know about your progress as well as invite them to graduation once you are matched with a dog.
4. **Create a website.**
 - a. There are sites for free website domains. I used www.wix.com. It was easy and free 😊. There are several out there that are easy – just google “free website builder” for lots of options.
 - b. Put a donation link on the front page to EENP directly so people can donate immediately to your campaign. EENP can provide you with the account information. Make sure that people can click on this link and donate easily from their mobile phones, too!
 - c. Give them info about EENP, your story, your goal, etc.
5. **Create a Facebook page.**
 - a. Ask every one of your friends to share it with their friends. You will be AMAZED at how many people you don't even know will help you by donating or sharing your story.
 - b. Post often, keep your campaign fresh in their mind. It helps remind people to donate as well as update those who have donated where you are in the process. People love pictures!
 - c. Keep everyone updated on your progress. Excitement will build as you hit milestones in your campaign.
6. **Send a letter.** If they got a Christmas card from us, they got a letter. Tell people how the dog will help you and your goals.
7. **Get business cards printed** with your website and your Facebook page. You can get them very inexpensively. Ours were about \$15 for 250 cards on www.vistaprint.com
 - a. Carry them and give them to **EVERYONE** that will talk to you.
 - b. We also made a banner from vistaprint and used it for our events. Also inexpensive (look when they have sales).

8. **Contact the press.** This is easier if you know someone but not always necessary. We didn't know anyone and our story was on the front page, twice! They can also help you publicize your events. The more people that know about your story, the more donations you will have.
9. **Contact your local Lion's Clubs** or similar organizations. We had two different Lion's club donate to our campaign. They are very generous. Just modify your letter and mail. Also try to make some phone calls. Made about \$1000 in one morning.

EVENTS

- Plan a special event. We did a **wine tasting**. Other ideas are **spaghetti dinners, concerts, festivals** etc. Most importantly..... have a **silent auction** at the event! The silent auction was a huge fundraiser for us.
 - Once you have a venue, ask every business you come in contact with for a silent auction item. If you are eating dinner, ask them for a gift card. You take your kids to dance, music, art, karate, soccer; ask them for summer camps. Shopping at pet smart, local boutique, specialty store, anywhere, ask them to support your cause with a gift card to raffle. Cleaning company, dry cleaners, lawn service, I mean everyone! (don't forget to hand them your business card).
 - Start the silent auction online ahead of time (this will increase your bids). They need not be present to win. It's a bit more work because it must be managed but will increase the bids.
- **Pancake Breakfast**.... <http://www.aggregrestaurants.com/neighborhood-involvement/flapjack-fundraiser.asp>. Applebee's does this and it is so easy. No out of pocket expenses. Book early (they fill up). Just sell tickets and advertise. Pass out your business cards to everyone who comes. Have a donation bucket for tips. Recruit your friends to act as waiters and greeters. This was a lot of fun!
- **Parties**.... Pampered Chef, Scetsy, Thirty-One etc. If you know a consultant, ask them to have a party and if they would donate their commission to your campaign. Also ask them if they are willing to donate to your silent auction also!
- **Garage sale**. We all have junk we need to get rid of! Perfect opportunity. Ask your friends to donate their junk for your garage sale as well! Do a bake sale while you are there to increase your profit. Make sure you let people know that all the proceeds go to your campaign. Give them business cards with each transaction.

OTHER WAYS TO FUNDRAISE

- **Cookbooks:** You will need to do this early. It takes about 6 weeks to print.
 - Sell cookbooks on your facebook page and ask others to share. Does have some out of pocket costs so shop around and try to anticipate how many you can realistically sell.
- **Christmas time?** Ask people to give a donation in honor of your new dog! It's a perfect gift for those with everything. Think of ANY occasion to ask for money! Mother's Day.....post on your facebook page that they can buy a cookbook for mom or make a donation in her name.

- **Companies.....** there are many small business who are willing to donate. If it's not a business that would have something that could donate to your auction, ask them to give a monetary donation. Then honor them on your Facebook page to give them some more publicity for their business.
- **Your church or other social groups....** never underestimate the ideas that these groups will have! Ask them for ideas and see if they are willing to help you.
- **Grants:** Several groups give grants to help with the cost of an assistance dog.
 - **Canines for Disabled Kids:** <http://caninesforkids.org/change-a-life/scholarship/>
 - This organization helps with placements for children under 18 at time of placement only. Applications are due by the last day of May or December.
 - **The Gift of Sunshine Hope Chest:** <http://www.thegiftofsunshine.org/hopechest.html>
 - Grants for up to \$2,000
 - **Assistance Dogs United Campaign:**
<http://www.assistedogunitedcampaign.org/vouchers.html>
 - Vouchers for up to \$5,000. You can only request and submit applications IN APRIL AND MAY of each year. Vouchers are only good for one year plus a one year extension, so work with EENP to choose the best time to apply.

OTHER DETAILS

- Unfortunately, the IRS does not allow donations that support a particular person to be tax-deductible, even if they are made to a nonprofit, so donations to your campaign will not be tax-deductible.
- Ask EENP for printed material to give out along with your business cards. If you are local and they are available, having a service dog there is very helpful also. Keep them updated about your events. They are also there to support you. It might not always be possible for a pup to come but it's always a nice touch if possible.
- Don't be afraid to ask for help! We had people who helped us in so many ways. Many people could not donate financially but want to help in any way they could. They helped with the garage sale, cleaned out their closets, waitressed at the pancake breakfast and helped spread the word. I couldn't have done it without their help either!
- Although EENP sends out official thank you cards with the donations, we chose to send out personal thank you cards as well. We had cards printed with our "logo" on it but you could get generic thank you cards also. If it's someone you don't know, make sure you include your business card so they can join your facebook page and keep up on your website.
- We did a follow up now that we are placed. There are some people who donated that are not on Facebook and we do not know. They could be wondering, "I wonder if that person ever got her dog". I wanted everyone who supported us to know that their donation made a difference and helped us meet our goal!

THINGS WE FOUND THAT DIDN'T WORK WELL FOR US

- Restaurant nights. With the exception of the Applebee's pancake breakfast, these venues are often very time consuming and did not get a lot of money in return. Remember "10%" is often not 10% of the money but of the profits and they must have your flyer or say they are there supporting you in order for you to get credit. There is no out of pocket costs so that is good but it might be more time than it's worth.
- Make sure the event isn't very time consuming with little profit. If you have to put a lot of money out up front, you run the risk of the event costing more than you make. It can be a risky venture!
- Be careful of efforts that require you to pay for materials or venue – be sure that you can raise enough more than the costs to make it worth the effort!

EFFORT	GOAL	COST	WHEN?	WHO?	NOTES

