



Thank you for your interest in the Kitty Haven Sanctuary of Utah Board of Directors. Our mission for the last seventeen years has been to provide shelter, care, humane treatment and loving homes for abandoned, surrendered, Community cats or unwanted cats and kittens. We serve our community by fostering relationships, promoting education and making a positive impact on cat and kitten populations.

The Board of Directors is an all-volunteer organization chartered with advancing the mission of Kitty Haven Sanctuary of Utah. We are involved with working with towns, cities, Cache County, and Animal Control Officers in Cache County to set up Community the State of Utah Community Cat Act and Utah Torture laws, budgeting, financial management and capital goals (new equipment, building improvements (new building), etc...), and participating in the Shelter Vet Program to make the Sanctuary as disease free as possible for the cats and kittens currently living at Kitty Haven Sanctuary of Utah. We are deeply involved in fundraising as only a portion of the monies needed to run the shelter is covered by adoption fees and items that have been donated that we sell in our store. As a team, we strive to provide expertise, community perspective, time and organizational credibility. We also have specialized functions – either as individuals or as small teams (committees) focused on a specific area or initiative.

I hope you will consider joining the Kitty Haven Sanctuary of Utah Board of Directors, and helping us to make an impact on the lives of the cats and kittens living in and around Cache County Utah. The first step in the process is to complete the short application that follows, as a way of introduction.

On behalf of the entire Board of Directors and the staff and animals at Kitty Haven Sanctuary of Utah, we look forward to hearing from you.

Regards,

Melissa Cowley  
Founder and Executive Director  
Kitty Haven Sanctuary of Utah



## **Board of Directors Application**

**INSTRUCTIONS** for completing and submitting this form: This is a Microsoft Word Form document. Simply click on the grey box and type in the requested information. Use your TAB key to move from one field to the next. The grey text box will expand to accommodate your information. When finished, save the document and send as an email attachment. Thank you!

Full Name

Date

Home Address

Home Phone

Cell Phone

Personal Email

Employer

Position Held

Employer Address

Work Phone

### **Please check any of the following skills that you feel you could bring to the board**

- |  |   |
|--|---|
| <input type="checkbox"/> Accounting and Finance              | <input type="checkbox"/> Event Management   |
| <input type="checkbox"/> Animal Behavior and Vet Medicine    | <input type="checkbox"/> Grant writing      |
| <input type="checkbox"/> Community Relations/Public Outreach | <input type="checkbox"/> Human Resources    |
| <input type="checkbox"/> Development & Donor Relations       | <input type="checkbox"/> Fundraising        |
| <input type="checkbox"/> Special Events                      | <input type="checkbox"/> Capital Campaign   |
| <input type="checkbox"/> Policy Development                  | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Public Policy Advocacy              | <input type="checkbox"/> Evaluation         |
| <input type="checkbox"/> Legislative Contacts                | <input type="checkbox"/> Technology         |
| <input type="checkbox"/> Other (please specify)              |   |



**Memberships in other organizations: (Please list name of organization, city and state of organization and position held within the organization)**

- 1.
- 2.
- 3.
- 4.

**Please answer the following questions**

Are you willing to attend monthly board meetings (these can be done by Skype or other conferencing methods if you live some distance from the Sanctuary)?

Yes       No

Are you willing to serve additional hours as needed on committees?  Yes       No

Why are you interested in serving on Kitty Haven Sanctuaries Board of Directors?

What is your definition of a good board member?

Please list previous experience in, or with non-profit organizations. What were your major contributions to their mission?

What qualifications do you have that would be beneficial to the Board of Directors of Kitty Haven Sanctuary of Utah?

What other volunteer commitments do you currently have?



**Check the committee(s) that you would be interested in serving on, if elected to the Board.**

- Executive Committee
- Nominating Committee
- Finance Committee
- Human Resources Committee
- Development – Annual Fund
- Development – Major Gifts
- Development – Advocacy & Community Outreach
- Development – Special Events

Are you related to a current board member or employee of Kitty Haven Sanctuary?

- Yes       No

If yes, please specify

***Please email to [kittyhavenutah@gmail.com](mailto:kittyhavenutah@gmail.com)***

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***For Board Use***

\_\_\_ Nominee has had a personal meeting with either the Executive Director, Board Chair, or other Board Member.      Date \_\_\_\_\_

\_\_\_ Nominee reviewed by the Committee      Date \_\_\_\_\_

\_\_\_ Nominee proposed to the Board.      Date \_\_\_\_\_

\_\_\_ Board Action      \_\_\_ Elected      \_\_\_ Rejected      Date \_\_\_\_\_