



East Bay Pet Sitters Association
www.ebpsa.org

Application process:

1. EBPSA Application is submitted to the Membership Coordinator with required documentation: proof of liability coverage, copy of Business License, copy of EBRPD permit (if applicable), certifications if trainer or groomer. (The applicant **must** contact the Membership Coordinator **before** submitting the application.)
2. Application is reviewed by EBPSA's Board of Directors, and applicant will be contacted to answer any questions. The Membership Coordinator will also contact the referring member to notify them that the application has been submitted.
3. If the application is accepted by the board, applicant is invited to attend an upcoming meeting. An email will be sent to all members with a brief description of the business, based on the application submitted. The referring member is asked to attend the meeting with the applicant. If they can't be present, they should submit a written statement to be read at the meeting.
3. Applicant attends a meeting, has 10-15 minutes to introduce themselves and answer members' questions about their business. At this meeting the applicant submits dues payment, and signed Membership Agreement and Code of Conduct, if not already submitted.
5. All members are notified by email of the applicant's intent to join EBPSA. Members have 10 days to respond to the Membership Coordinator with any objections. If there are no objections within 10 days, the applicant is approved. If there are 3 or more recommendations to deny membership, a further discussion will take place at the next meeting. After discussion, a secret vote will be held at the meeting for approval/denial of the applicant. The vote to accept or deny membership is based on a simple majority of those present at the meeting.
6. Applicant is notified of the status of their application. If membership is denied, we do not explain the reason(s) for denial. Denied applicants may reapply after a period to be determined.