**International Guide Dog Federation (IGDF)**

Company no: 2376162. Registered Charity no: 1062441

**ENQUIRING ORGANISATIONS**

**Recognition of Organisations Working Towards Applicant Organisation Status**

**1. Purpose**

It is a requirement of IGDF membership that organisations meet all IGDF Standards, have produced 10 guide dog teams, have been assessed by an IGDF assessor and have been accredited by the IGDF Board as meeting the minimum member requirements.

Enquiring Organisation status is for those organisations who do not currently have any working guide dog teams but who are committed to working towards IGDF Applicant Organisation status and eventual IGDF membership.

Registration as an Enquiring Organisation does not imply IGDF membership, nor compliance with the IGDF standards.

Registering an organisation as an Enquiring Organisation enables IGDF to provide guidance in proven operational methods facilitating the process towards successful IGDF Applicant Organisation status and, ultimately, membership.

**2. Eligibility**

The Enquiring Organisation must:

* Be registered as a legal entity
* Be developing a guide dog service with aspirations towards becoming an IGDF Applicant Organisation and eventual accreditation and IGDF membership.
* Be actively working towards meeting the IGDF Standards.

**3**. **Benefits**

An Enquiring Organisation is eligible to:

* Attend the IGDF biennial Conference.
* Submit a poster and/or present DVD updates on their organisation in a special session at the IGDF biennial Conference.
* Submit an abstract to the Conference Programme Committee for consideration to present at a plenary or workshop session at the IGDF biennial Conference.
* Receive the Visionary journal and E-News newsletter.
* Request to post a job advertisement on the IGDF website.
* Receive developmental assistance from the IGDF through the Development Committee in form of consultations, provision of examples of documents and best practices, facilitating networking and similar. The assistance can in some cases include an onsite visit, which would incur costs to the organization (see under 7. Fees).

**4. Limitations**

An Enquiring Organisation:

* Is not permitted to use the IGDF logo or, at any time, imply membership or that the Enquiring Organisation meets IGDF Standards. If the Enquiring Organisation is found in breach of this requirement, its status will be immediately revoked and all IGDF developmental assistance will cease. The Enquiring Organisation will be ineligible to re-apply for Enquiring Organisation status, or any other IGDF status, for 2 years.
* Has no IGDF voting rights.
* Cannot nominate any individual nor have a representative stand for any elected IGDF position or committee membership.

**5. Process to Apply to Become an Enquiring Organisation**

An organisation wanting to apply to become an Enquiring Organisation must complete, in English, the application form available from the IGDF website. [http://www.igdf.org.uk](http://www.igdf.org.uk/)

A completed application should be submitted electronically to enquiries@igdf.org.uk

The Development Committee (DC) will review the application and forward it, with a recommendation, to the IGDF Board for a decision.

A decision will be made by the IGDF Board within 3 months of receiving the application and the IGDF Office will inform the organisation of the outcome.

If the application is successful, the IGDF Office will put the organisation in contact with the Development Committee who can assist the organisation to create a development plan to work towards being ready to submit an application for Applicant Organisation status.

New Enquiring Organisations are not required to pay a subscription during the yea in which their EO status is approved. Thereafter, an annual subscription of £100 will be invoiced in January of each year.

If the application is unsuccessful the IGDF Office will advise the organisation of the reasons why and what the next steps are.

**6. Maintaining Enquiring Organisation Status**

Once an organisation becomes an IGDF Enquiring Organisation it is expected to achieve Applicant Organisation status within 3 years. Extension beyond the 3 years is at the discretion of the IGDF Board, considering advice from the Development Committee.

In order to maintain Enquiring Organisation status an organisation is expected, on an annual basis, to demonstrate sufficient progress towards being ready to apply for Applicant Organisation status.

The requirements to maintain Enquiring Organisation status include:

* Being actively engaged in developing a guide dog organisation.
* Within 12 months of obtaining Enquiring Organisation status, complete or demonstrate progress in meeting the following core organisation functions:
	+ Having made confirmed steps towards achieving an ongoing suitable dog source.
	+ Being in the process of identifying a source of education for your future Guide Dog Mobility Instructor(s) (GDMI) and/or in the process of recruiting an IGDF qualified GDMI.
	+ The education must come from an IGDF accredited member organization and/or a GDMI qualified by an IGDF member organization (“a qualified GDMI”)
* Within 2 years of obtaining Enquiring Organisation status acquiring or outsourcing at least 1 dog assessed as having potential as a guide dog.
* Within 3 years of obtaining Enquiring Organisation status have graduated at least 1 guide dog team. A 'team' is a trained partnership of a person who is blind or visually impaired and a guide dog of safe and effective standard. This 'team' can be trained by your organisation or have been trained and provided to your organisation by an IGDF Member Organisation and/or a qualified GDMI.
* Demonstrate evidence of providing ongoing support to your clients starting from the time the first guide dog team graduates, which includes:
	+ Support by a qualified GDMI in relation to safety & performance. The GDMI can be external to your organization but evidence of providing onsite and/or remote support must be provided in form of a contract/agreement between the Enquiring Organization and the GDMI and written reports on support given by the GDMI.
	+ Support and professional health and well-being advise from a qualified veterinarian
* Demonstrate evidence of providing ongoing support to your unqualified trainers and instructors starting from the time the first guide dog enters your own training program, which includes:
	+ Support by a qualified GDMI in relation to assessment of dogs’ suitability for guide work, training methods and final performance standard of the dogs to current IGDF standards. The GDMI can be external to your organization but evidence of providing onsite and/or remote support must be provided in form of a contract/agreement between the Enquiring Organization and the GDMI and written reports on support given by the GDMI.
	+ Support professional health and well-being advise from a qualified veterinarian
* Responding promptly to IGDF and Development Committee emails and requests for status updates. Failure to respond to 3 reminders in a timely manner will result in Enquiring Organisation status being terminated.
* Completing an annual report and check-list of IGDF standards’ requirements, which will be forwarded to you and reviewed by the Development Committee.
* Not using the IGDF logo or, at any time, implying membership or that the Enquiring Organisation meets IGDF Standards.
* Pay the £100 annual subscription (effective 1st January 2023)

Failure to maintain sufficient progress towards Applicant Organisation status and comply with the above requirements may result in Enquiring Organisation status being terminated.

**7. Fees**

From 1st January 2023 an annual subscription of £100 will be invoiced in January each year. New EOs will not be required to pay a subscription in the year in which their EO status is approved by the Board, and their first invoice will be issued the following January.

Should an organisation’s EO status lapse, be terminated, or otherwise come to an end, the organisation shall **not** be eligible for a refund of fees paid.

An Enquiring Organisation may incur costs in case of assistance provided in form of an onsite visit, where internal travel, accommodation and food for the visiting professional appointed by the IGDF will be payable by the Enquiring Organization. These costs would be on a case by case basis and agreed before any arrangements are made.

**Version Control**

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