



# Agency Survey: Instructions & Agency Attachments Checklist



The Agency Survey for partnership with the ASPCA has two components:

- An online Agency Survey
- A set of Agency Attachments, which you submit after you complete the online survey

This document provides instructions for collecting and submitting the Agency Attachments. This document also includes a checklist and signoff sheet, which you submit with the attachments.

## I. Collect Your Attachments

We accept documents in MSWord, MS Excel or PDF, as well as JPEG image files submitted by e-mail. Include the name of your agency and the name of the document in the file name of each attachment; for example: *ABCHumaneSociety-AdoptionPolicy.doc*. **Please do NOT submit any documents that are not requested.**

### 1. A list of your goals/objectives for 2011

If your agency operates on a fiscal year other than calendar, include your goals/objectives for your 2010-2011fiscal year. If your agency does not have a strategic plan or does not set goals and objectives for each year, simply indicate so in the appropriate column of the checklist.

Your goals/objectives should be brief.

For example:

<b>Goal:</b>	<i>Decrease euthanasia by at least 10% over previous year</i>
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• <i>Schedule shelter vet consult by 1/31</i></li> <li>• <i>Implement shelter vet recommended protocol changes by 2/28</i></li> <li>• <i>Recruit and train 25 kitten foster families by 3/31</i></li> <li>• <i>Train foster families in adoption counseling by 5/31</i></li> </ul>
<b>Goal:</b>	<i>Increase community support</i>
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• <i>Increase newsletter to quarterly beginning 3/31</i></li> <li>• <i>Respond to all donations within 72-hours beginning 1/31</i></li> <li>• <i>Secure at least two positive news stories in Sun Times by 10/31</i></li> </ul>
<b>Goal:</b>	<i>Improve staff morale</i>
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• <i>Distribute employee survey by 2/28</i></li> <li>• <i>Publish survey results by 3/31</i></li> <li>• <i>Implement at least two changes to improve morale (based on survey results) by 8/31</i></li> </ul>

(For items 2 – 10, if your agency does not provide a particular service or does not have the policy or form, you can indicate this in the appropriate column on the checklist.)

2. Admissions policy
3. **a)** Adoptions policy  
**b)** Adoption application  
**c)** Adoption contract
4. Reclaim form
5. **a)** Sample animal record  
**b)** Sample cage card



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6. Spay/neuter policy
7. Cleaning, disinfecting, and sanitizing procedures
8. Vaccination protocols
9. Euthanasia policy
10. TNR policy
11. Your 2011 budget (income and expenses), total and by line item

If your agency's budget is NOT based on a typical calendar year (Jan-Dec), it is fine to include the budget for a year beginning in 2010 and ending in 2011.

**Budget is a required attachment** for all partners — whether nonprofit or public agencies.

12. A PDF or link to your most recent newsletter. If your agency does not publish a newsletter, you may provide a PDF or link to an agency brochure.
13. **Nonprofits only — required:** A PDF or scanned image file of your 501(c)(3) determination letter from the IRS (See Section IV below for more information.)
14. A copy of your agency's organizational chart

### II. Complete and Sign the Agency Attachments Checklist

Page 3 of this document is a checklist of the items described in Section I. The checklist must be signed by **three persons of authority** for your agency.

- Nonprofit applications should be signed by the President or Chair of the Board, the Executive Director or CEO, and the staff person in charge of shelter operations.
- If your nonprofit is all-volunteer, the checklist should be signed by three Board members including the President or Chair.
- If you are a public agency, your checklist should be signed by the Government Official who oversees your Department, the Director of Animal Services/Control, and the staff person second-in-command.

### III. E-mail Your Agency Attachments to the ASPCA

**Within one week** of completing the online Agency Survey, and **no later than February 17, 2012** e-mail your agency attachments to [joinAP@aspca.org](mailto:joinAP@aspca.org). You will receive an e-mail acknowledgement when we receive your materials.

**Note:** Submit all documents in electronic format as attachments to e-mail messages. Paper documents, such as your IRS 501(c)(3) determination letter and the signed agency checklist, can be scanned, saved as image files (JPEG format), and attached to e-mail messages.

**Please DO NOT submit any documents that are not requested.**

**All community and agency application materials must be received by February 17, 2012.**

### IV. More Information

Details about partnership with the ASPCA, including application criteria, instructions, and frequently asked questions, are available on [www.ASPCApro.org](http://www.ASPCApro.org). You can also contact us at [joinAP@aspca.org](mailto:joinAP@aspca.org).



# Agency Attachments Checklist

**Agency:** \_\_\_\_\_

**Contact Person/Title:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Contact E-mail:** \_\_\_\_\_

**Applying as Partner in Community:** \_\_\_\_\_

### Please find attached:

#	Attachment	✓	Does Not Apply	Do Not Have	Sent via E-mail
1.	Goals and objectives for 2011	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Admissions policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	a) Adoptions policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Adoption application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Adoption contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Reclaim form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	a) Sample animal record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Sample cage card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Spay/neuter policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Cleaning, disinfecting, and sanitizing procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Vaccination protocols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Euthanasia policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	TNR policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	2011 budget	<input type="checkbox"/>	<b>Budget is required</b>		<input type="checkbox"/>
12.	Newsletter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	501(c)(3) determination letter <b>required for nonprofits</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Organizational chart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### By signing below for our agency to be a partner in this endeavor, we confirm that:

- At least one of us is legally authorized to sign agreements on behalf of our agency, and
- In order to target life-saving programs effectively, we understand that this project is about timely, accurate data collection and careful analysis, and we agree to collect and submit required animal data monthly.

### And, if our community is accepted into a partnership with the ASPCA, we confirm that:

- We are ready, with help from the ASPCA and our partner agencies, to implement life-saving policies and programs in an expedient fashion in order to save more lives,
- We agree to co-brand this community effort with the ASPCA and our partner agencies and to share in all media and PR, and
- We agree to work collaboratively with our community partners and the ASPCA in order to maximize the number of lives saved community-wide.



## Agency Attachments Checklist

### Authorized signatures for your agency:

**Signature:**

**Name:**

**Title:**

**Date:**

**Signature:**

**Name:**

**Title:**

**Date:**

**Signature:**

**Name:**

**Title:**

**Date:**

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You will receive an e-mail acknowledgement when we receive your materials.

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