

Field to Foster: Sample Logistics Meeting Agenda

Opening

15 Minutes

- Welcome team members and thank them for participating.
- Set the stage by explaining what an FTF process is and discussing its benefits.
- Provide a high-level overview of the FTF process.
- Ask for questions before continuing.

Use what you've learned in this course to explain the FTF process. Consider asking teammates to complete this course before the planning and logistics meeting.

Discuss the Population in Need

10 Minutes

Discuss what you know—and what you still need to find out—about the animals you're helping.

Consider the following:

- What kind of animals are they (i.e., cats, dogs)?
- How many animals are there?
- What are their probable medical needs?
- What are their probable behavioral needs?

Tip: If you believe the population in need has a large number of animals who require significant medical or behavioral care, an FTF process will not be an effective approach.

Plan the Animal Arrival Stage

15 - 20 Minutes

Plan the first stage of the FTF process. Discuss the following questions:

- How will the animals be transported to the facility, and who will bring them? At what time?
- Will all the animals arrive at once, or should waves be planned?
- What entrance to the facility will be used?
- Who will receive the animals, and how will they know the vehicle has arrived?
- How will the team be notified that animals have arrived (e.g., group text, PA announcement)?
- Where will the animals be kept while awaiting medical exams?
- How will animals be initially identified and documented (e.g., cage labels, collars)?
- How long will this stage last?

Tip: Think carefully about how you will use your space to maximize efficiency and reduce the possibility of fear, anxiety, and stress for the animals.

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Plan the Animal Exam Stage

15 - 20 Minutes

Consider these questions when planning the animal exam stage:

- Who will bring the animal to the exam room?
- How will they know it's time to bring in the next animal?
- Who should be in the exam room (i.e., foster staff, animal medical professionals)?
- What will the initial triage consist of? In other words, how will examiners determine whether an animal will be placed in foster care or kept for further assessment and treatment?
- Where will animals with significant medical and/or behavioral needs be transported for further assessment? Who will transport them? Who will staff the "special needs" room and what will they do?
- What exams, treatments, and medications will be administered to animals who have been identified for foster placement?
- What supplies will be needed for triage and medical assessment and treatment? In what quantity?
- What will be documented and what forms will be used?
- Who will take animals cleared for foster placement to the next stage? How will they know an animal is ready to be moved?
- About how long will each animal take in the exam stage?

Plan the Animal Foster-Out Stage

15 - 20 Minutes

Discuss these questions when planning the animal foster-out stage:

- How will we recruit foster caregivers for the FTF process?
- When will foster caregivers arrive at the facility?
- Who will greet foster caregivers when they arrive and take them to the appropriate location?
- What counseling and guidance will be offered to foster caregivers on the day of the event?
 - (And what should be shared with them prior to the event?)
- What supplies will be provided to foster caregivers?
- Who will match animals with foster caregivers, and how?
- What follow up will be carried out with foster caregivers?

Tip: For a more efficient process, foster caregivers can be greeted and counseled while the stages above are being carried out.

Plan Foster Caregiver Outreach and Communications

10 Minutes

Consider these questions when planning outreach and communications to foster caregivers:

- Who will contact potential foster caregivers?
- What methods will be used to contact foster caregivers (i.e., phone call, text, email)?
- What are the key messages to share with potential foster caregivers?
- How will we gain and document commitment from foster caregivers to participate?

Commitment & Conclusion

10 Minutes

Here are some suggestions for the conclusion of your meeting:

- Ask for questions about anything related to the FTF process.
- Ask participants to share any concerns about the process that have not been addressed.
- Ask participants to make a commitment to the process.
- Thank participants for their time and effort.