

## Checklist to Expand an Existing Program

If you're already doing some form of Adoption Ambassadors and want to expand or modify it, this checklist can help keep you on track and chart your progress.

### 1. Define Your Program

- Clearly and thoroughly write out a description of your program and all its elements

### 2. Examine Your Program

- Ask staff and volunteers what's working and what's not
- Compile data to determine successes and areas of improvement
- Set goals based on feedback and data

(For example, length of stay, number of animals placed, number of new volunteers in the program, number of check-ins with volunteers, etc.)

### 3. Embrace Change

- Release some of the restrictions that are holding the program back  
(For example, consider dropping vet check, landlord check or fenced yard requirements; consider waiving fees)
- Execute your changes!
- Set a date to re-evaluate

For more information, visit [ASPCApro.org/ambassadors](https://ASPCApro.org/ambassadors)