

Checklist to Start a Program

When starting out, think small! Remember, the goal is to get your first two or three animals out the door – many shelters can do that within the first month. From there you can grow and evolve, building on your successes and making changes organically.

1. Choose Your Coordinator

Timeframe: 1 to 2 weeks

- This is a crucial step, and you want to find the perfect fit
- You can use your existing foster coordinator to simplify the process, or a qualified volunteer

2. Select Your Animals

Timeframe: 1 day to 1 week

- You may already know which types of animals you want to include in the program, so this step should be fairly simple and can be handled by your coordinator
- Pick animals who will set your Ambassadors up for success

3. Create Shelter-to-Home Placement Plan

Timeframe: 1 to 2 weeks

- Your coordinator can lead this effort
- This step involves knowing your intake-to-availability process and identifying what it'll take to get an animal ready to place in an Adoption Ambassadors home

4. Decide What to Provide and Gather Supplies

Timeframe: About a week

- Your coordinator can handle this, and along with supplies should identify a place they'll be kept for easy access

5. Recruit Ambassadors

Timeframe: About a month

- Your coordinator will handle this
- Remember, you can start with just a few – or 1 or 2! – volunteers
- Be creative and consider populations you might have previously overlooked, like college students, business owners or social/civic organizations

6. Train Ambassadors

Timeframe: Within the first month

- Remember, a small group is fine
- Your coordinator will set this up, and will need to look for enough time and space to accommodate training

For more information, visit ASPCApro.org/ambassadors