

IMPLEMENTING POSITIVE CHANGE through PARTNERSHIPS: Immediate and Down the Road

This worksheet is for you to keep.

Begin by PRIORITIZING:

- ✓ *Eliminate any specific items you already have under control (hooray for you!). Mark those boxes "X".*
 - ✓ *Determine your top three IMMEDIATE priorities – action you will take within three months. Mark those boxes 1, 2, or 3.*
 - ✓ *Determine your top three DOWN THE ROAD priorities – action you will take within six months to a year. Mark those boxes 4, 5, or 6.*
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➤ MEASURE AND EVALUATE – know where you are

• **Basics**

- Determine capacity -- physical capacity, required holding capacity, adoption capacity, staff/volunteer capacity
- Calculate cost of daily animal care, cost of illness
- Calculate length of animal stay/turnover time and current length of stay to different outcomes

• **Combining and Sharing Resources**

- Determine what services, supplies, space, or people resources your agency may have that other agencies need.
 - Is there a way to provide them to partners? Who would those partners be?
 - Will they be able to share something in return?
- Determine what services, supplies, space, or people resources your agency needs which partners may have.
 - Is there a way for the partners to provide them to you? Who would those partners be?
 - Will you be able to share something in return?

• **Referral and Transfer Partnerships**

- Determine what information you and your staff have (and use) about local agencies
- Review considerations and logistics provided for transfer programs.
 - Evaluate your agency's readiness to act as a releasing agency or receiving agency.

➤ INITIATE OR IMPROVE PARTNER RELATIONSHIPS

Use the "action for change" questions to help determine what steps to take to get started

- Regarding combining/sharing resources
 - Initiate contact
 - Gather and provide information, determining how you can help each other

- Regarding referrals
 - Initiate contact
 - Fill gaps, clarify information, and correct misinformation on both sides
 - Discuss how and when partners will make referrals to each other
- Regarding pet transfer programs
 - Initiate contact
 - Fill gaps, clarify information, and correct misinformation on both sides
 - Discuss how you can help each other, realistic expectations on both sides

➤ **BUILD OR REVISE GUIDELINES, PROCEDURES, AND DOCUMENTS**

- Regarding combining/sharing resources
 - Define what, when, how often, how much, by whom, where, etc.
- Regarding referrals
 - Decide how and when to make referrals to other agencies
- Regarding pet transfer programs
 - Review considerations and logistics provided to build agreements and define program
 - Be sure that both partners are clear about responsibilities, roles, and expectations
 - Clarify what tasks will be handled by whom within your agency

➤ **PROVIDE PERTINENT INFORMATION AND TRAINING to agency staff**

- Include all employees and volunteers in basic information about programs and partnerships
 - Reinforce importance of respect for partners and parameters of programs
- Provide specific training for appropriate teams and individuals regarding their roles and the roles of others.