

Responsibilities of the Host Organization Before the Clinic

- Locating and securing an appropriate building in a convenient location for people who will bring pets. The building will have a floor that can be mopped, electricity or very good natural lighting, temperature controls and access to water.
- Locating housing for the team (no matter who will be paying, this should be planned early on).
- Getting permits or permission to use the building, the parking area, knowing who will have the key on clinic days, where to turn on water (or other utilities), and arranging for disposal of trash with medical waste, (contact a local hospital or clinic).
- Assessing the needs of the community (described under budgeting and assessment) to be sure the size of the clinic is on track for success.
- Keeping a checklist of items needed for each area of the clinic and making sure items are in place (check in supplies, blankets, etc) and securing committed volunteers.
- Creating and distributing outreach posters, flyer's and getting the clinic announced on the radio, etc.
- Organizing volunteers who will assist homes that lack transportation or other resources needed for a successful clinic.
- Holding calls with the visiting team to be sure that plans are on track.
- Scheduling the appointments for s/n (unless the clinic is a walk-in service).
- Holding a volunteer orientation to review “who does what” in each volunteer position. A volunteer orientation is the only way to ensure that people are aware of how the clinic is expected to ‘flow,’ how to make sure that paperwork is done properly and even expectations regarding post-surgical monitoring,.
- **Volunteer tasks are explained in Document 16.**