

## How to Start

- Write an agreement with the expectations of both the humane organization and the veterinarian. Specifically, include the costs for spay/neuter, what volunteer tasks are expected and when, ratio of male to female and ratio of cats to dogs, costs that may be incurred by the organization (sliding scale), and which services are included (surgeries, rabies, any others).
- The agreement outlines communication (when the appointment list will be emailed to the clinic, when payment will be made, etc), and should designate the volunteer and staff who will remain in touch.
- The animal clinic provides surgeries, holds animals until picked up and provides aftercare.
- Volunteer positions will be spelled out.
- The humane organization provides the scheduling, reminder calls and onsite volunteers when needed. The humane organization will collect prepayments and will pay the veterinary clinic in full.
- Equipment such as folding crates that may remain onsite will be in the agreement.
- The humane organization reaches out to low-income communities as for other spay/neuter programs. This includes posters, handouts, meeting with officials and churches, etc.

