

Preventive care clinic

Planning timeline



Community clinics are an amazing way to give back. Through these no-cost volunteer clinics, veterinary teams can provide access to care for the most vulnerable pets in our communities. Commonly offered services provided at preventive care clinics include wellness exams, vaccines, microchipping, ear cleaning, nail trimming, flea and tick treatment, and treatment for basic skin and ear conditions.

How far in advance should I start planning my clinic?

In general, you should begin planning a standard clinic at least 4 - 6 months in advance. Depending on your nonprofit partner and the needs for your clinic, this could take more or less time, but 6 months should be adequate to thoughtfully coordinate all the details.

6+ months

- Obtain approvals from any internal stakeholders to host a clinic.
- Decide who will be the primary point of contact to facilitate and coordinate the details on your organization's behalf. This could be one individual but is best done as a team or committee. Someone with medical knowledge should be closely involved with planning as a co-lead or advisor.
- Research potential nonprofit organizations to partner with such as a local shelter or rescue, or an organization that supports low-income, houseless, and vulnerable populations. Look for a strong partner with a good reputation in the community. Get more information about nonprofits in your area through [Charity Navigator](#).

4-6 months

- Contact your potential partner to establish a relationship and an initial understanding about what you hope to accomplish together. Many large shelters have extensive experience with neighborhood clinics and may be able to offer valuable insight, such as how best to handle any language barriers or cultural considerations.
- Hold a kickoff meeting or call with your partner organization.
- Establish a date for your event. Consider what else may be scheduled on that date and what will work best for the pet owners you're serving.
- Assign roles and responsibilities between you and the partner.

3 months

- Work with your partner to determine what services you will offer at your clinic and if there are any specific or pressing needs (for example a spay and neuter clinic) in the community you'll be serving and estimate the number of pets you hope to treat. Make sure the planned services align with local laws and legislations.
- Put together a rough agenda for the day. Agree on the hours you'll be offering care and determine approximately how much time is needed for set up beforehand and load out afterward.
- Work with your nonprofit to find a suitable location. Think through how pet owners will receive services so you're accounting for adequate parking/traffic flow and ensure the size of the area will accommodate the number of stations needed to intake patients and deliver care. The location should have adequate fencing to help prevent any animal escapes, and if possible, provide separate areas for dogs and cats.
- Consider how your clinic will be funded. Agree on who will provide medications and supplies.
- If additional funding is needed, encourage your nonprofit partner to see if they qualify for a [Banfield Foundation grant](#).

1-2 months

- Identify your volunteer needs and recruit your team. You may want to secure doctors first since their work schedules can be most rigid. Be sure to include plenty of general volunteers to assist with intake, animal handling, and wayfinding.
- Order the supplies you will need based on the services you will be offering. Don't forget to address patient safety in your planning.
- Work with your nonprofit partner to promote the event to the community. They will likely be in the best position to know how to reach their constituents.
- Contact your State Veterinarian and/or refer to your state practice act to inquire about the administration of vaccines outside of your veterinary hospital to remain compliant with state laws.
- If you are administering rabies vaccines, you must contact your county to inquire about how to properly file and process paperwork.
- Consider what additional forms or documentation are needed, such as a patient exam sheet for the pet owner to take with them, a waiver of liability and a photo release.
- Work with the nonprofit to order any signage that may be required to help direct pet owners.

2 weeks

- Finalize your schedule for the day and establish how the event will be laid out physically so there is an efficient flow.
- Review all logistics and confirm final details for the clinic.
- If you will be outdoors, look at the weather forecast and plan accordingly. Pop-up tents over the treatment areas are usually necessary.
- Arrange for lunch, snacks, and water for the volunteer team.



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- Send a “know before you go” email to volunteers to communicate important details such as:
 - The daily schedule with confirmation of their specific volunteer shift(s) and duties.
 - Details on parking and restroom locations.
 - What to wear and what to bring with them.
- Assign someone to take photos during the event.
- Ensure the partner continues outreach to the community.

1 week

- Send a final reminder email to volunteers and include any last-minute details.
- Begin organizing and packing supplies.
- The partner may want to do a final reminder to the community.
- Assign someone from your organization and someone from the nonprofit as spokespeople in case a print or broadcast reporter shows up to cover your event. Outline speaking points you'd want them to cover in advance and practice together so they are prepared for whatever questions they may be asked.

1 day

- Finish packing up supplies and get ready to go!

Event day

- Pace yourself - it will be a busy day!

Post-event

- Document necessary records or paperwork.
- Post on social and thank your volunteers for a job well done!

We wish you the best of luck hosting your free community care clinic! These clinics are vital to underserved communities and we are happy to share our experience and knowledge with you to help make your event a success.

If you found this tool useful or have any feedback, please share with us at BanfieldGivesBack@banfield.com.

For more resources and industry information, visit:

banfieldexchange.com



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