

SOCIAL SERVICES ROUNDTABLE

PLANNING GUIDE



*An event that unites
human and animal
welfare to solve
problems, together.*

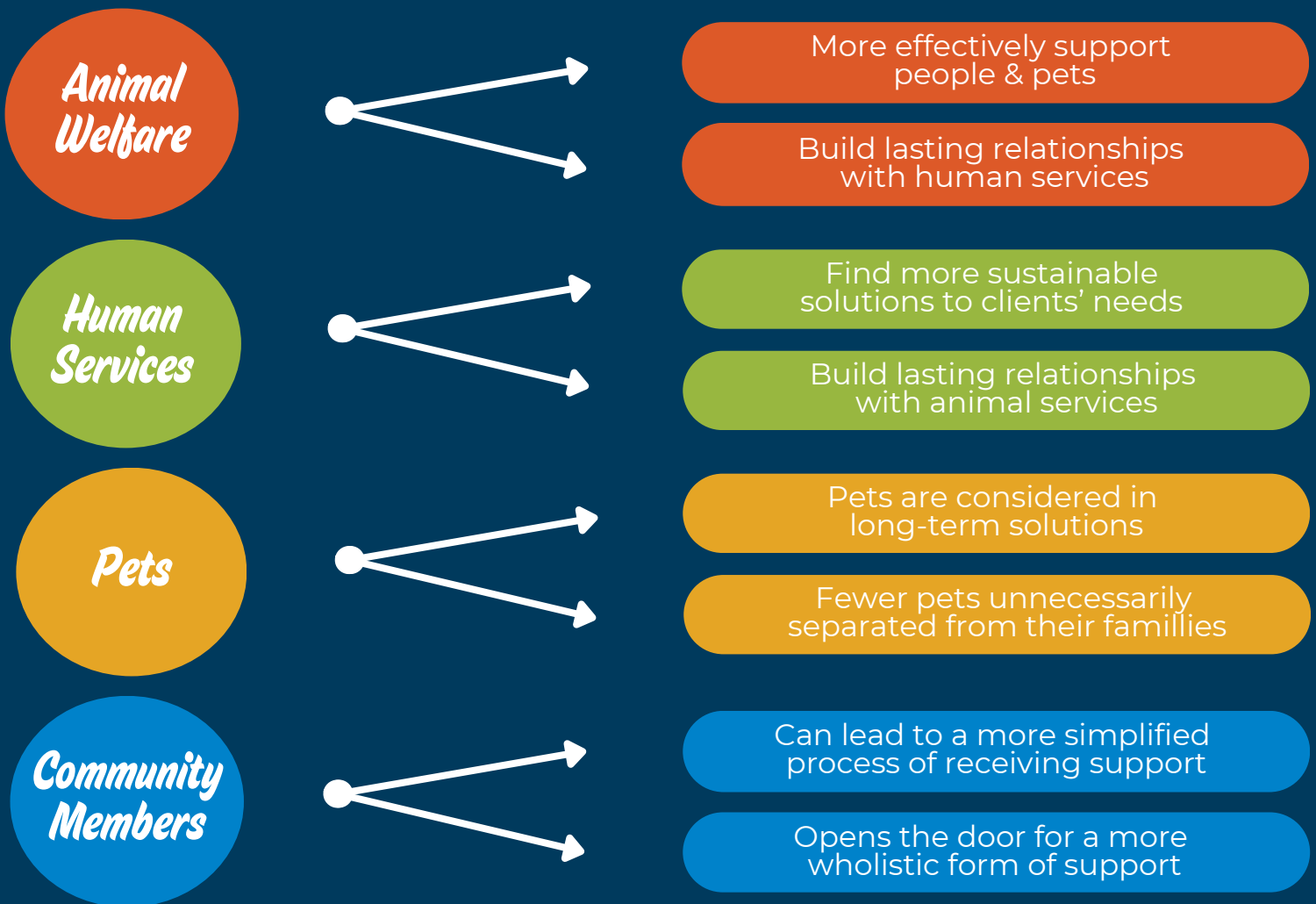


**HUMAN ANIMAL
SUPPORT SERVICES**

WHAT IS THE GOAL?

Identify opportunities for collaboration between human and animal welfare services to provide social service programs that support BOTH ends of the leash and eliminate barriers that prevent families from receiving the help they need.

WHAT ARE THE BENEFITS?



STEP 1: DEVELOP A SOCIAL SERVICES “ECOSYSTEM MAP” & EVENT INVITATION LIST



Make a copy of this template to create a customizable list of local human social service providers in your area.



Google local human services agencies. Local municipality websites and 211 directories are excellent resources for identifying what's available.



Consider using findhelp.org to search for human services in your area, specifically low cost programs that aim to support your local community members. If you are interested in inviting other animal welfare groups, you can also utilize **pets.findhelp.com**



Identify contact information of invitees by looking on the organization's leadership page. Once found, utilize the template above to keep all information in one place.

TIP: It's best when your invitation list is diversified in leadership, areas of expertise, and services offered.



STEP 2: RESERVE A MEETING SPACE

Brainstorm **locations to host this meeting, day of the week, and time of day.** These factors may impact your attendance.

Consider places like **community action centers, public works departments, local libraries.** It is recommended to reach out to them prior to learn more about booking meeting space.

Pay mind to **meeting room size versus the amount of invitees on your invite list.** Be sure to count any staff from your organization that you plan to bring along.

Think about what you plan to bring to the roundtable meeting. Ask questions like:

- Are food and drink allowed in the meeting space?
- When will I have access to the space to set up?
- Do you have tech hook-up (HDMI, audio)?
- Do guests need to know anything prior to arriving (security sign-in, bathroom codes)?

*Once you have an event space reserved,
you're ready to send invites!*



STEP 3: SEND EVENT INVITES



Use the **contact information gathered in Step 1** to send invites.



Be sure to **include any information needed for attendees**, such as date, time, location and any building codes/check-in process (if applicable).



Consider **visiting invitees in person** with an event flyer. This is a great way to jumpstart connections and develop relationships prior to the roundtable!



To maximize attendance, it is helpful to **send reminder emails** leading up to the event

TIP: Most organizations have spam filters, so do your best to avoid too many attachments or images to avoid landing in the invitee's spam inbox.



Sample
Template!



Hi [Insert Name],

My name is [Insert Name] from [Insert Organization], and I'm reaching out because we know that pets are family—**98% of pet owners agree!** As we work to create social service solutions that support both people and their pets in our community, we would like to invite you to participate in a Social Services Roundtable!

We understand that your work focuses on people, not pets. However, many of the individuals and families you serve are pet owners, and their pets play a significant role in their well-being and decision-making. Your perspective can help us better understand how pet ownership intersects with human services and how we can work together to develop solutions that support both ends of the leash.

Please join us on [Date] at [Time], at [Location & Address] for a chance to connect on how to better serve our community, together! Please RSVP by replying to this email.

Warm wishes,
[Insert name]
[Organization name]

copy & paste the
text into an email

STEP 4: HOST YOUR ROUNDTABLE WITH A THOUGHTFUL, SOLUTION-ORIENTED AGENDA

An effective roundtable discussion includes

Share real-life stories.

Consider making a visual presentation to keep on topic.

Bring informational resource sheets outlining the programs your shelter offers.

How can animal services support human services, and vice versa?

Consider bringing refreshments.

Allow organizations to introduce themselves, share their area of focus, and what brought them to the table.

Ask about common challenges.

Recap action items and think about next steps: program building, partnerships, coalitions, events?

Incorporate human-animal bond research to inform and enhance your case.

Discuss Topics like:

- Asking about pet ownership when client seek support
- Providing sheltering for both people and their pets
- Pet ownership as a barrier to accessing services or support
- Existing relationships with an animal welfare organization

After the event, it's all about putting the solutions discussed into action!



STEP 5: POST-ROUNDTABLE FOLLOW-UP



***KEEP THE
CONVERSATION
GOING!***

Be sure to **send a follow-up email containing any relevant information:**

presented materials, contact information of attendees, next steps, and helpful links to research or resources.

Develop actionable plans for any tasks that resulted from the roundtable discussion. Document these intentions or brainstorming ideas to ensure progress in the planning process.

Start thinking about your next meeting! Is there anyone who couldn't make it? Be sure to add them to the next discussion! Think about the challenges that came up in the discussion. Are there any social services organizations that can add to the conversation?



Example: At Columbia Animal Services' roundtable, pet friendly housing came up frequently during their roundtable discussion. We suggested diving deeper into relationships with their local Housing Authority and inviting them to the next roundtable!

KEY TAKEAWAYS: SOCIAL SERVICES ROUNDTABLES



Learn about your community's offerings. Learning more about what service providers exist in your community can benefit your organization and your community by keeping pets and people together.



Start planning. Think about meeting space, invite list, resources, and research.



Host your roundtable. Even a small conversation can lead to big changes! What can be done now, and what can your community benefit from?



Keep the conversation going! Be sure to send a follow-up email with relevant information, schedule additional planning meetings and lead the charge in project planning!

