



# Animal Assisted Interactions Program Request and Planning Sheet

*Please complete the following form to request a CAPS program. If you don't have all the answers now, that's okay! We can work together to fill out some of the details.*

<b>Program Creator</b>	Name:		Email:	
	Phone Number:	Department/Class/Club/Office (if any):		Position (student, staff...):
<b>Logistics</b>	<p>Note: Program requesters should contact Jennifer Penn, LCSW <i>at least</i> 4 weeks prior to the desired program date. Email: Jennifer.penn@stonybrook.edu Phone: 631-632-6720</p> <p><i>Animal Assisted Interaction events are only available M-F, 9am-5pm and run for 2 hours at a time.</i></p> <p>Date/Time preference 1:</p> <p>Date/Time preference 2:</p> <p>Date/Time preference 3:</p>			
	<p>Program location, and plan for reserving this location.</p> <p><i>Please note, for Animal Assisted Interaction events, we want to consider the safety and well-being of the dogs. If the event is inside, please note whether there is temperature control in the room. If the program is outside, please note if there is shade in the area and your rain plan.</i></p>			
<b>Volunteers</b>	Who will help you on the day of the event?			
<b>Program Purpose</b> (aka: Learning Outcomes)	Please share your goals for the program. Be specific!			
<b>Connection with your mission</b>	How/why do Animal Assisted Therapy/Interactions (AAT/AAI) fit with your club/organization/department's mission?			

<b>Other Program Activities</b>	What other activities will be happening as part of this event? We strongly encourage you to have other activities as part of an AAI event, but we also want to ensure the safety of the dogs. How will you keep the animals separate from other activities? If you are planning to have food at the event, it must be in a separate location from the dogs. To clarify, you can attach a separate sheet with a diagram of the event space.		
	Activity		Location
<b>Audience and Advertising</b>	Who is your audience?	Anticipated attendance:	How will you advertise to your audience?
	Animal Assisted Interactions can become busy. How will you manage a line, should you need to control the number of people in the room with the dogs?		
<b>Supplies</b>	What materials and equipment do you need for your program? <i>Please note: Each handler (dog) will need two chairs and a table. In addition, they will need parking and parking passes that is close to the event location.</i>		
	What is your plan for obtaining these supplies? Parking passes: Table and chairs: Other:		
<b>Program Evaluation</b>	How will you know you met your goals? How will you evaluate the effectiveness of your event?		
<b>Additional Information</b>	Is there any additional information that may be helpful in facilitating your request?		

Within one week of the completed event, requesters are asked to submit how many students attended the program, and information on the effectiveness of the event.

*Questions or concerns? Please contact Jennifer Penn at  
 Email: Jennifer.penn@stonybrook.edu Phone: 631-632-6720*