



Virginia Commonwealth University School of Medicine

Center for Human-Animal Interaction

WISHLIST

Computer equipment needs:

- Personal Computers
- Printers
- Laptop with accessories
- Jump drives
- Printer ink

Audio/Visual equipment needs:

- Digital camera
- Portable LCD projector
- CD/DVD/VCR recorder/player
- Portable television

Office supply needs:

- Center logo stationary and note pads
- Business cards
- Copy and photo paper
- Hanging folders and file folders
- 3-ring binders
- Poster board
- Craft items
- Gift certificate to office supply store for miscellaneous supplies
- Blank CD/DVD's
- CD/DVD's sleeves
- Postage stamps
- Printing and copying services

Center marketing items (also used for fundraising):

- Brochures
- Promotional materials for specific groups (foundations, schools, volunteers etc.)
- Logo pens
- Logo clips
- Logo key rings
- Logo stickers
- Logo tee-shirts,
- DOC calendars

- Trophy/plaques, awards, and certificates

DOC Team facilitation items:

- Public ID for dogs
- DOC dog “business” cards
- Leashes,
- Delta instruction, evaluation, and registration costs
- Team volunteer shirts,
- Training manuals
- Annual vet check ups
- Grooming items
- Dog toys
- Dog treats
- Dog water bowls
- Volunteer visitation bags with visitation aids (plastic bags, wipes, antibacterial cleanser, doggy clean up bags, map of hospital and dog walking areas)

Services --

Administrative assistance for Center Office:

- Respond to telephone requests
- Assist with routine correspondence
- Manage “Close At Heart” database
- Manage “Close at Heart” tribute book
- Manage “DOC “team” file database (Tracking team hours, locations of visits, Dogs vaccine records, team contact information, Dog certification status, TB testing for volunteers)
- Manage Center research files
- Develop Center Annual Report (updates/accomplishments list)
- Develop and disseminate Center newsletter
- Manage Center E-list
- Manage and update Center website
- Coordinate pet loss counseling and support groups
- Develop and disseminate pet loss support posters and pamphlets
- Plan Center annual meeting
- Orient and supervise student volunteers
- Provide routine Center information to visitors

Administrative assistance with Dogs On Call team development:

- Coordinate Delta evaluations/training with Vol. Services
- Update and issue the DOC team manuals
- Coordinate orientation/shadowing for new DOC teams
- Coordinate DOC team scheduling for regular and requested visitation (with entry updates on the scheduling calendar)
- Arrange/coordinate DOC teams for participation in community/fundraising events
- Coordinate annual volunteer picnic

Project assistance for:

Center Marketing and Fundraising:

- Identify fundraising and grant opportunities
- Develop and deliver marketing presentations
- Develop and submit funding proposals
- Develop contact list
- Develop and deliver presentations for various interest groups (hospitals, schools, Commonwealth of VA Campaign, etc.)
- Provide consultation to hospitals, nursing homes, etc
- Coordinate annual DOC calendar
- Develop/order fundraising items (t-shirts, notecards, keyrings, clips, pens, stickers, etc.)
- Participate in area fundraising activities (Pet Expo, Pet Smart, Gurney Tourney, Dog shows)

Center Research activities:

- Identify research funding opportunities
- Develop research proposals
- Coordinate DOC team participation as interventions
- Coordinate/supervise research assistants
- Coordinate studies
- Mentor students in human-animal interaction research