

Dear Flu Prevention Partner,

Thank you for your interest in preventing flu in your community. The Arkansas Immunization Action Coalition (ImmunizeAR) has created a toolkit to help you. The idea behind the toolkit is to show you how you can put on a Flu Prevention Workshop for a group of people. It could be any group in your community, including: your church, community-based organization, neighborhood centers, senior centers, homeless shelters, synagogue, social club, quilting group, or anyone you want to invite. The purpose of the workshop is to help people learn the facts about the flu, how to prevent it, and get a flu vaccine if they haven't had one.

The toolkit is a collection of all the materials you may need to put on a Flu Prevention Workshop. You can download and print all the documents from our website:

<https://www.immunizear.org/vaccine-workshop-toolkits>

Toolkit Documents

- A **Leader's Guide** with the instructions for how to organize and lead the workshop.
- A **Slide Presentation** using PowerPoint software that you can use to give the information to the people at your workshop. The Leader's Guide helps you know what to say with each slide. It is possible to lead the workshop without the slide presentation, as long as you cover the information given in the Leader's Manual.
- A **Workshop Booklet** that people attending the workshop can use to follow along during your presentation. There should be one copy for each person at the workshop.
- A **Question and Answer** document is there for your use.

The toolkit also contains various documents you may need for organizing your workshop:

- A **Workshop Flyer** that you can edit, print and post to publicize your workshop.
- A **Sample Press Release** that you can edit and send to your local newspaper to publicize your workshop.
- A **Sign-In Sheet** for people attending your workshop.
- A 1-page **Warm-Up Activity** and a 1-page **What Did I Learn?** for use at the beginning and the end of the workshop.
- Instructions for **How to Arrange for Someone to Give Flu Shots** at the end of your workshop.
- A **Photo Release Form** to use if you take photos or decide to share quotes from people who attend the workshop.
- A **Workshop Leader's Summary** survey (online) that you will need to fill out when the workshop is over, so we can learn about how your workshop went and keep track of how many workshops are completed in Arkansas this year.

After your workshop, please complete the Workshop Leader's Summary Survey (online) and send the following completed documents to Allie Staton, PharmD at ImmunizeAR. You are welcome to scan the documents and email them, or you may send the documents via mail. This is to help us keep track of data related to the workshops.

Survey:

- Leader's Summary: <https://www.surveymonkey.com/r/flu-leader-summary>



Documents:

- *"Sign-in Sheet"*
- *"Warm-up Activity"* sheets
- *"What Did I Learn?"* sheets
- *Optional: "Photo Release Form"* and photos, if you wish to share photos or quotes from people who attended the workshop

Send To:

Allie Staton, PharmD
417 S. Victory St.
Little Rock, AR 72201
Email: allie@immunizear.org

Thank you again for your interest in flu prevention. Please let me know what questions you have. ImmunizeAR stands ready to help you in any way that we can.

Sincerely,

Heather Mercer
Executive Director
Arkansas Immunization Action Coalition