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 that you want--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 need to put on a Flu Prevention Workshop. You can download and print all the documents from our website, which is [www.immunizear.org](http://www.immunizear.org). There are 10 documents in the toolkit. Here is the list:

* A **Leader’s Manual** 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 Manual 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 for each person at the workshop. If you do not want to print the copies yourself, you can get copies already printed from the Arkansas Department of Health at no cost.
* Various **Questions and Answers** sheets and **Flu Stories** are there for your use. Look them over and use the ones that fit best with your group.

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

* A **Workshop Flyer** that you can edit, print and post to publicize you workshop
* A **Sample Press Release** that you can edit and send to your local newspaper to publicize your workshop
* Directions for putting together **Flu Kits** that you can give as gifts at your workshop. This is optional. If you decide to have them, you will need to pay the cost yourself. If you do not provide Flu Kits, you will still need a digital thermometer and a bottle of hand sanitizer so you can show their proper use.
* A **Sign-In Sheet** for people attending your workshop
* A **Suggested Agenda** that you can use to plan how long the activities in your workshop will take.
* 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 **Media Release Form** to use if you take photos or decide to share quotes from people who attend the workshop
* A **Workshop Leader’s Summary** form that you will need to fill out when the workshop is over and send to me at the Arkansas Immunization Action Coalition, so we can learn about how your workshop went and keep track of how many workshops we do in Arkansas this year.

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