



## A Practical Guide to Health Fairs

By sponsoring a health fair, Project AsPIRE will enable to share practical and valuable health information and:

- Promote good health
- Provide screening services for the community (and offer referrals to additional resources as needed)
- Utilize health care professionals to identify potential health related problems which if properly treated can be eliminated, or prevented from becoming serious
- Provide the community with a variety of health education information and resources
- Emphasize the practice of good health habits
- Connect with health organizations and agencies in the Filipino community

A health fair is an invaluable service to the community and can be an exciting and rewarding experience for everyone.

# Health Fair Check List

## PRE-HEALTH FAIR

### *Getting Site and/or Co-Sponsor*

- ☐ Set up meeting with prospective site or organization
- ☐ Discuss and obtain approval to hold a health fair from site or co-sponsoring organization
- ☐ Discuss expectations with site or co-sponsoring organization. Put all agreements in writing (MOA).
- ☐ Select a health fair point person(s) from the co sponsoring organization
- ☐ As early as possible, check calendar and decide on a date.

### *Logistics, Raincheck/Plan B*

- ☐ Order/request sufficient tables and chairs.
- ☐ Create a detailed drawing of the layout for tables and chairs.
- ☐ Plan refreshments, such as coffee and donuts in the morning or a light lunch for all participating volunteers.
- ☐ Discuss/consider weather, expansion needs for additional service providers, and other logistic issues.

### *Manpower*

- ☐ Decide how many volunteers and what type of roles are needed (see *Volunteer Role Description*)
- ☐ Notify staff and recruit volunteers. Explain health fair goals and requesting their support.
- ☐ Send follow-up letter to confirm volunteer participation
- ☐ Assign volunteers specific duties
- ☐ Check all participating service provider requirements
- ☐ Ensure volunteers have completed IRB and HIPAA certification
- ☐ Schedule volunteer meeting/orientation prior to event.

### *Publicity*

- ☐ Press release
- ☐ Post information on website(s)
- ☐ Advertisements in newspapers, magazines, newsletter
- ☐ Flyers for placement at local business locations
- ☐ Posters for placement at health fair, site, or organization

### *Ordering Supplies and Health Education Materials*

- ☐ Order medical equipment (see *Medical Supply*) and ensure all equipment is working.
- ☐ Determine and order health education materials (see *Health Education Materials*)
- ☐ Determine and order activities and crafts for Kids' table (see *Kids' Activity Table*)

- ☐ Order needed office supplies (see *Office Supplies*)

## **DAY OF**

- ☐ Have name tags for all volunteers ready
- ☐ Check to make sure hospitality area for volunteer is in order and refreshments are prepared
- ☐ Check setup of the health fair stations
- ☐ Ensure all volunteers check in with health fair point persons when they arrive and leave
- ☐ Ensure all volunteers know who the designated troubleshooters are for the day
- ☐ Clean up the facility and leave it in as good or better condition before the event

## **POST-HEALTH FAIR**

- ☐ Send thank you notes to participating volunteers and site and/or co-sponsoring organization
- ☐ Schedule a post-health fair meeting to debrief about the event
- ☐ Summarize discussion from post-health fair meeting and write it up

## **SUPPLY LIST**

### *Medical Supplies*

- |                                                    |                                                                                      |
|----------------------------------------------------|--------------------------------------------------------------------------------------|
| <input type="checkbox"/> Omron BP Machines (3)     | <input type="checkbox"/> Batteries AAA (3 boxes)                                     |
| <input type="checkbox"/> Obese cuff (1)            | <input type="checkbox"/> bandages                                                    |
| <input type="checkbox"/> Weighing Scale (2)        | <input type="checkbox"/> Alcohol swabs                                               |
| <input type="checkbox"/> Height measuring stick    | <input type="checkbox"/> latex gloves (1 box-100 small, 3 boxes medium, 1 box-large) |
| <input type="checkbox"/> Measuring tapes           | <input type="checkbox"/> disinfectant lotions, soap, towel, tissue paper             |
| <input type="checkbox"/> Retractable lancets (252) | <input type="checkbox"/> First Aid Kit (2)                                           |
| <input type="checkbox"/> Glucose meter (3)         |                                                                                      |
| <input type="checkbox"/> Glucose strips (500)      |                                                                                      |
| <input type="checkbox"/> Sharps disposal box       |                                                                                      |

### *Health Education Materials*

#### National Heart, Lung, and Blood Institute

- ☐ Alamin ang Kalagayan ng Inyong Puso--Alamin ang Inyong Presyon (Keep Your Heart in Check-Know Your Blood Pressure Number)--Bilingual (Filipino and English)
- ☐ **My Blood Pressure Wallet Card**
- ☐ Your Guide to Lowering Blood Pressure (Updated May 2003)
- ☐ Huwag Sayangin ang Inyong Buhay--Ingatan ang Inyong Puso (Don't Burn Your Life Away-Be Good to Your Heart--Smoking) --Bilingual (Filipino and English)

- ☐ Magkaroon ng Malusog na Pamumuhay--Ibigay ang Regalo ng Mabuting Nutrisyon (Serve Up a Healthy Life-Give the Gift of Good Nutrition)--Bilingual (Filipino and English)
- ☐ Maging Aktibo para sa Malusog na Puso (Be Active for a Healthy Heart) --Bilingual (Filipino and English)

American Heart Association:

- ☐ **Eat Heart Smart, Filipino Style**
- ☐ **Docs answer your questions about Blood Pressure**
- ☐ **Mula Sa Puso – healthy Filipino cookbook**

NYC Department of Health

- ☐ Health Bulletin #36: Cut the Salt! (NYC Department of Health)
- ☐ Health Bulletin #30: Healthy Heart -- Blood Pressure
- ☐ Health Bulletin #26: Healthy Heart -- Eat Less Trans Fat
- ☐ Health Bulletin #13: Healthy Heart -- Cholesterol
- ☐ Health Bulletin #09: Healthy Weight

*Kids' Activity Table*

- ☐ Coloring books, stickers, crayons, markers

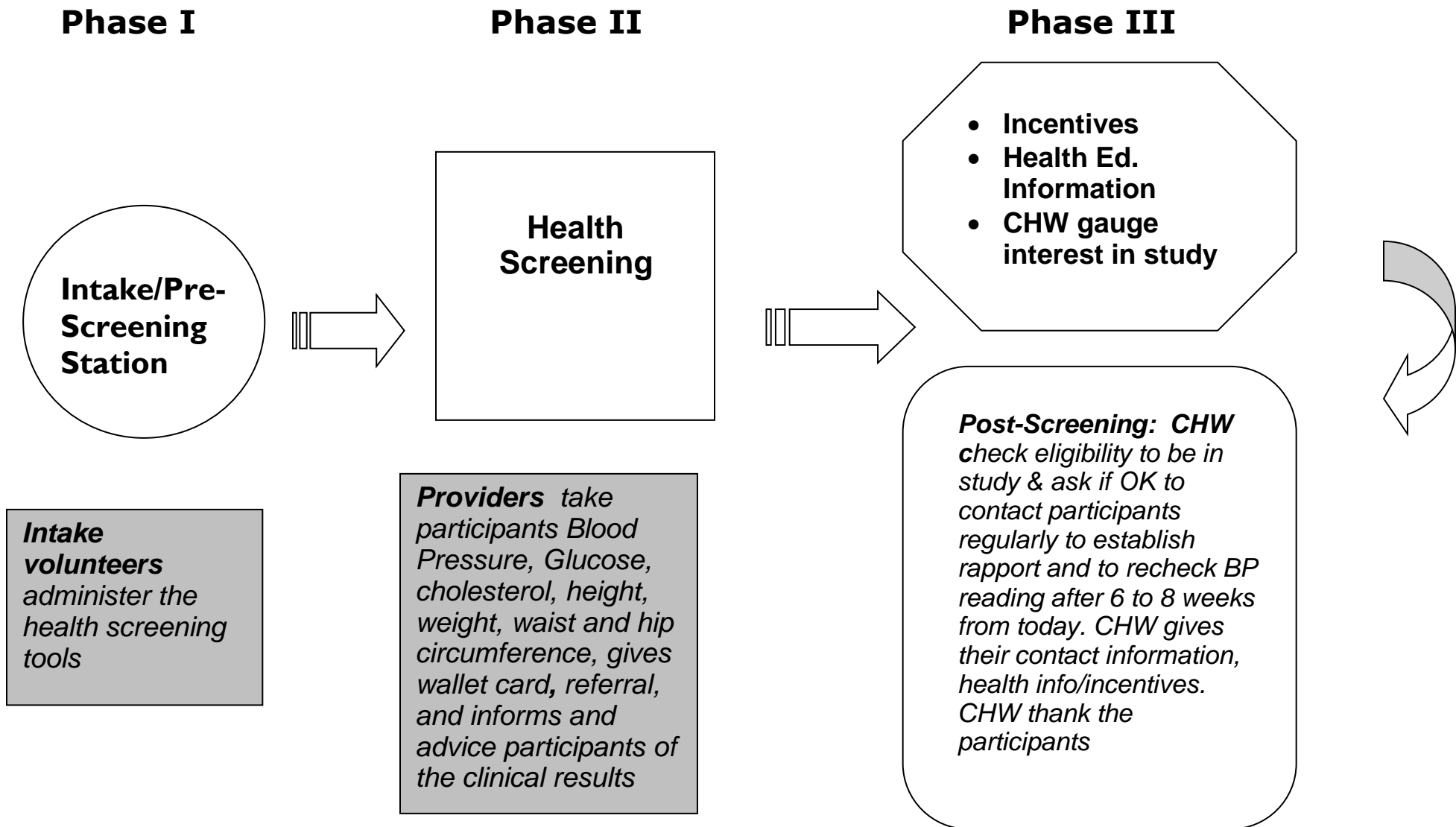
*Office/Misc. Supplies*

- ☐ Tape, tablecloth, garbage bags, markers , 2 bags/carts – to transport supplies
- ☐ Banners (NYU, Project AsPIRE, KC, other orgs); string to tie up banners; signs; flyer

## **FORMS**

- ☐ Screening tools
- ☐ Waiver form
- ☐ Referral forms
- ☐ Photo release form
- ☐ Volunteer forms

## Screening Event Flow Chart



## **Volunteer Role Description**

*Per shift*

### **Set-Up**

Volunteers will help set up tables, chairs, and other materials before the event. They must arrive at least one hour prior to start of activities.

### **Intake/Pre-Screening Tool Volunteer**

Volunteers will be the first contact for the potential participants of the health screening. They will be responsible for informing potential participants about the research study and assisting them to fill out the screening form and consent form.

NOTE: Participation in the study is completely voluntary. Individuals who do not wish to participate in the study can still avail of the free health screening services.

### **Volunteer Health Providers**

Providers are licensed health care professionals. They will be responsible for providing basic health screenings such as blood pressure, glucose, and cholesterol checks. They may also provide minimal health advice and recommendations to participants as needed.

### **Give-away/Incentive Volunteer**

Volunteers will manage, organize, and distribute any give-aways/incentives.

### **Flyer Distribution Volunteer**

Volunteers will distribute flyers, put up banners, signs, and other publicity materials about the health screening during the festival.

### **Clean-Up**

Volunteers will help strike down tables and chairs, pack up medical supplies and materials, and clean up facilities as needed.