

# Guide for Planning a Health Fair

A product of the Health Fair Workgroup of the Rockland County School Health and Wellness Coalition

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## Guide for Planning a Health Fair

The Guide for Planning a Health Fair can assist you and other educators/organizations in conducting a successful health fair by providing information for planning, implementing, and evaluating a health fair. In this guide, we provide many suggestions, but you can modify things to meet your particular needs.

**Let's get started.**

Successful health fairs require a tremendous amount of planning beginning at least six to twelve months before the target date.

**The first task** is to identify a goal for your health fair. Consider consulting with school personnel such as administrators, nurses, and Family Resource Centers, to help you identify a goal that meets the needs of the community. Typical goals can include:

- Increase health awareness by providing health screenings, activities, materials, demonstrations, and information
- Increase awareness of local, state, and national health services and resources
- Motivate participants to make positive behavior changes
- Provide immunizations for children and adults.

You may want to create and collect a survey designed for your target audience to identify their needs and desires.

**The second task** is to identify a chair and co-chair who will lead a health fair committee.

**The third task is to form a health fair committee.** Organize a planning committee of six to eight people. Committee members can include health professionals, dentists, nurse practitioners, health agencies, parents, hospitals, school professionals, mental health professionals, media specialists, PTA, etc. *Remember to contact your School Health Advisory Council or SHAC to let its members know that you are planning a health fair and see if they would like to assist you.*

A broad-based committee will provide wide-spread support and potentially better attendance and ideas that will better meet the unique needs of the people in the community.



**Plan 6 – 12 months in advance of event.**



**Identify a goal.**



**Identify a chair and co-chair for a health fair committee.**

**Form a health fair committee.**

The responsibilities of the health committee can include the following:

- Identify the target audience
- Identify the best ways to reach the target audience. Should entertainment and games be a part of the health fair? Should the health fair be only activity oriented? Should screenings and immunizations be offered?
- Select a date.
- Selection of a site if not at school location.
- Develop a theme like “Family Health Fair.”
- Develop a timeline.
- Create a schedule for the health fair, including opening and closing times.
- Identify subcommittees and possible members.
- Set and manage budget (see the Appendix for the Sample Budget Worksheet and checklist), considering:
  - publicity and promotional costs
  - rental of equipment, tables, chairs, audiovisual, etc;
  - decorations; printing; mailing, promotional and follow-up; and screening costs.



**Identify target audience and develop a theme.**



**Select a date and develop a timeline.**



**Identify subcommittees.**



**Develop and monitor budget, if you have one.**

Subcommittees can include but are not limited to clinical, administrative, facilities, procurement, clerical staffing/scheduling, and publicity/community relations. Depending on the size of the health fair and if you have a standard venue, you may need only two or three of these committees.



**Clinical subcommittee.** Health professionals on the clinical subcommittee can help determine what medical or health screenings are appropriate the target audience. **Select brochures, giveaways, and topics related to your theme.** This committee should identify booths and topics for their target audience. It should determine the kinds of screenings or services for the target audience, such as: blood cholesterol, blood glucose, blood pressure, skin cancer, lung capacity, vision screening, glaucoma screening, hearing tests, foot care. The committee should plan and arrange for booths from agencies, clinical staff, laboratory services, mammogram van, and universal precautions regarding drawing and handling blood; plan for the delivery of results to participants; plan and arrange for treatment referrals for participants with abnormal results. The committee should define and review the kinds of health information, brochures, and giveaways appropriate for the target audience; plan and arrange for “Ask a Doctor,” “Ask a Nurse,” “Ask a pharmacist,” etc. booths. Plan for first aid needs during the health fair, and certainly plan to protect the confidentiality of participants regarding results.



**Administrative Subcommittee.** Depending on the size of the health fair, this subcommittee might need to be broken down into smaller committees that address: facilities, procurement, clerical duties, and community relations.

### ***Facilities***

- Inside vs. outside?
- Plan for equipment and electrical needs.
- Are tables and chairs available? Is parking adequate?
- Are there stairs? Is the location easily accessible for the target audience?
- Plan for crowd flow.
- Create a map for participants to locate booths of interest at the fair, as well as essential services like restrooms and water fountains.



### ***Procurement***

- Plan for and obtain incentives, giveaways, brochures, promotional items, giveaways, and door prizes.
- Secure decorations.
- Plan for and obtain supplies, including: garbage cans and bags, tablecloths, pens, pencils, paper, notebooks, extension cords, tape, scissors, staplers.

### ***Clerical***

- Write letters and invitations, and create the following forms:
  - Sign in or registrations forms
  - Evaluation forms for participants and exhibitors
- Plan for setup and cleanup the day of event
- Develop an assignment list for day of fair

### ***Community relations***

- Develop and disseminate posters, flyers, and mailings
- Develop and disseminate announcements to the media
- Place flyers in grocery bags, bank statements, and other regular mailings, if possible.



The **clinical subcommittee** helps determine what is appropriate to include in a health fair for the target audience. It can identify booths, topics, and health screenings for target audience.



The **administrative subcommittee** helps address the facilities, procurement, clerical duties, and community relations tasks. This subcommittee may need to be broken down into smaller committees that address the above-mentioned tasks.

## Time Table

- Step 1 Select chair and co-chair. Select and meet with health fair committee.
- Step 2 Form and meet with subcommittees. Have subcommittees appoint chairs to report activities to planning committee.
- Step 3 Select dates and times, and secure a location for the health fair.
- Step 4 Ask exhibitors, clinicians, and other people working in the fair to reserve the selected date.
- Step 5 Provide a written confirmation to exhibitors and include the following information:
  - Date of event
  - Time (to set up booth and hours open to public)
  - General guidelines
  - Booth signs
  - Reminder for exhibitors to bring special equipment, such as extension cords.
  - Request for exhibitors to provide information about space and electrical requirements
- Step 6 Duplicate printed materials (registration forms, evaluation forms, etc.).
- Step 7 Locate and get equipment needed (chairs, tables, necessary supplies).
- Step 8 Draw a floor plan. Consider traffic flow and lines for screening (if provided), location of electrical outlets and space requirements for each booth.
- Step 9 Meet with subcommittees at least one month before event and review progress.
- Step 10 Set up tables, equipment, chairs, etc. the night before fair, if possible
- Step 11 Welcome participants, press, and special visitors.
- Step 12 Clean up and return borrowed equipment.
- Step 13 Tabulate evaluation results.
- Step 14 Write thank-you letters to all who assisted in the health fair.
- Step 15 Follow-up on referrals from screenings, evaluate the health fair and report accomplishments.



## Checklist for Health Fair

### 6 to 12 Months before the Health Fair:

- Establish goals and objectives for the health fair.
- Select a co-chair.
- Select planning committee members.
- Form and meet with subcommittees.
- Have subcommittees appoint chairs to report activities to the planning committee.
- Identify target audiences.
- Select a theme.
- Select a date and time.
- Select and reserve the location.
- Identify possible services, information, exhibits, and activities.
- Prepare a budget.

### 3 to 6 Months before the Health Fair:

- Establish timelines.
- Secure commitments from health care providers, exhibitors, etc.
- Ask exhibitors, clinicians, and other people working in the health fair to reserve the selected date.
- Secure volunteers, including someone who can take pictures the day of the fair and someone to welcome and direct participants.
- Select health screenings and services to be offered.
- Decide on exhibits, activities, demonstrations, etc.
- Reserve rental equipment such as tables and chairs.

### 3 Months before the Health Fair

- Order educational and promotional materials from sponsoring organizations and/or national organizations such as the American Heart Association.
- Plan and begin securing prizes, decorations, goodie bags, giveaways, films, etc.
- Secure a cash box and money to make change.
- Reserve hand trucks, carts, etc.
- Reserve trash receptacles.
- Plan to secure trash bags.
- Plan to secure tablecloths.
- Make posters, flyers, etc. to publicize the event.
- Duplicate printed materials, such as registration and evaluation forms.
- Locate and arrange for needed equipment (chairs, tables, and other necessary supplies).
- Receive written commitments from exhibitors, providers, volunteers, etc.
- Provide written confirmation to exhibitors, including the following:
  - date of the event



## Health fair checklist cont'd

- time (to set up booth and hours open to public)
- location (include a map)
- general guidelines
- title for their booth signs (provided by either the committee or exhibitor)
- ask exhibitors about space and electrical requirements, and to bring special equipment, such as extension cords, three-prong adaptors, etc.

### **1 Month before the Health Fair:**

- Meet with committee chairs to review progress towards implementation of plans.
- Publicize the event with flyers, posters, etc.
- Contact television, radio, and newspapers to publicize.
- Plan booths, exhibits, and classroom locations.
- Make booth signs.
- Make a map for exhibitors and participants.
- Create the program, acknowledging exhibitors, volunteers, donors, etc.
- Make a list of items needed; these could be donated and/or purchased.

### **1 Month before the Health Fair, cont'd:**

- Create the “be prepared for anything” kit
  - felt-tipped markers – large, small, different colors
  - extension cords
  - paper clips, rubber bands, tacks, pins
  - stapler and extra staples
  - scotch, masking, and duct tape
  - hammer, nails, pliers, and screwdriver
  - poster board
  - paper
  - batteries
  - emergency kit with first aid supplies
  - trash bags
  - paper towels
  - tissues
  - camera (and film if not using a digital camera) for the volunteer photographer
  - phone book, exhibitor and volunteer lists with phone numbers, etc.

### **1 Week before the Health Fair:**

- Confirm with all volunteers, vendors, and any other health fair workers.
- Print floor plan and program for health fair participants, volunteers, and vendors.



## Health fair checklist

cont'd

- Make exhibitor, volunteer, chairman, etc. nametags.
- Purchase perishable items and safely store them.
- Make a list of where volunteers will be assigned the day of the health fair.
- Finalize plan for the registration table and registration process.
- Finalize plan for staffing, including the command center table.
- Finalize plan for evaluation, including distribution and collection.

### **Day before the Health Fair:**

- Set up tables, booths, exhibits, chairs, classrooms, etc.
- Bring the “be prepared for anything kit.”
- Label the command center table and equip it with the “be prepared for anything kit.”

### **Day before the Health Fair cont'd:**

- Set up the registration table, including:
  - sign-in/registration sheets, including addresses and phone numbers
  - plenty of pens and pencils for participants
  - maps of exhibits and programs
  - “goody bags” for giveaways
  - assignment list for volunteers
- Set up the evaluation area, including forms for exhibitors and participants.
- Set up the food area.
- Make sure there are enough electrical cords, outlets, audiovisual equipment, etc.

### **Day of the Health Fair:**

- Complete set up, as needed.
- Be ready one hour before opening.
- Direct and instruct volunteers.
- Collect registrations.
- Collect evaluation forms.
- Clean up.
- Estimate attendance.

### **Follow-up after the Health Fair:**

- Send thank-you letters to exhibitors, volunteers, and donors.
- Check with health agencies doing screenings to make sure follow-up is done for all lab results.
- Tabulate evaluation results.
- Determine and document possible improvements for the next health fair.
- Report results to the Commissioners Court, exhibitors, media, etc., as appropriate.

People are bombarded by various health messages every day. How can you make sure your health messages are heard, remembered, and effective in compelling people to take action? **Keep the messages simple, know your audience, and align your health messages with the health fair's goal.**

### **Keep it simple**

On the following pages, there is a list of recommended health messages. Choose no more than five messages to promote at your health fair, although three are ideal. When people are bombarded with a lot of messages, they don't remember any of them.

Remember to ask your vendors to promote your health messages. For example, if you have a Yoga vendor, he/she may distribute his/her business card and include with it a piece of paper that says, "Kids need 60 minutes of physical activity every day" – your health message.

Also, consider how you can design a floor plan that aligns with your messages. For example, a Yoga vendor could be placed with the physical activity vendors and you could create a large banner that says, "Kids need 60 minutes of physical activity every day" and place it near the physical activity vendors. See next page for an example of a floor plan aligned with health messages.

### **Know your audience**

Before you decide how you will convey the health messages you have chosen to promote at your health fair, consider your audience. Will you have mostly moms attend with their elementary school-age children? Will you have teenagers or preteens attend? Will it be a mix? For example, the USDA (US Department of Agriculture) says:

Messages directed to mothers have the potential to affect what moms eat and their children's diets. Women are still the primary food shoppers and meal preparers in most households. Moms are also more likely than dads to eat breakfast and dinner with their children- even in two-parent households. Several studies have shown that children's consumption of fruits and vegetables is correlated with parents' intake and children's attitudes about fruit. Children are also more likely to eat new foods when they see a parent consuming them.<sup>1</sup>

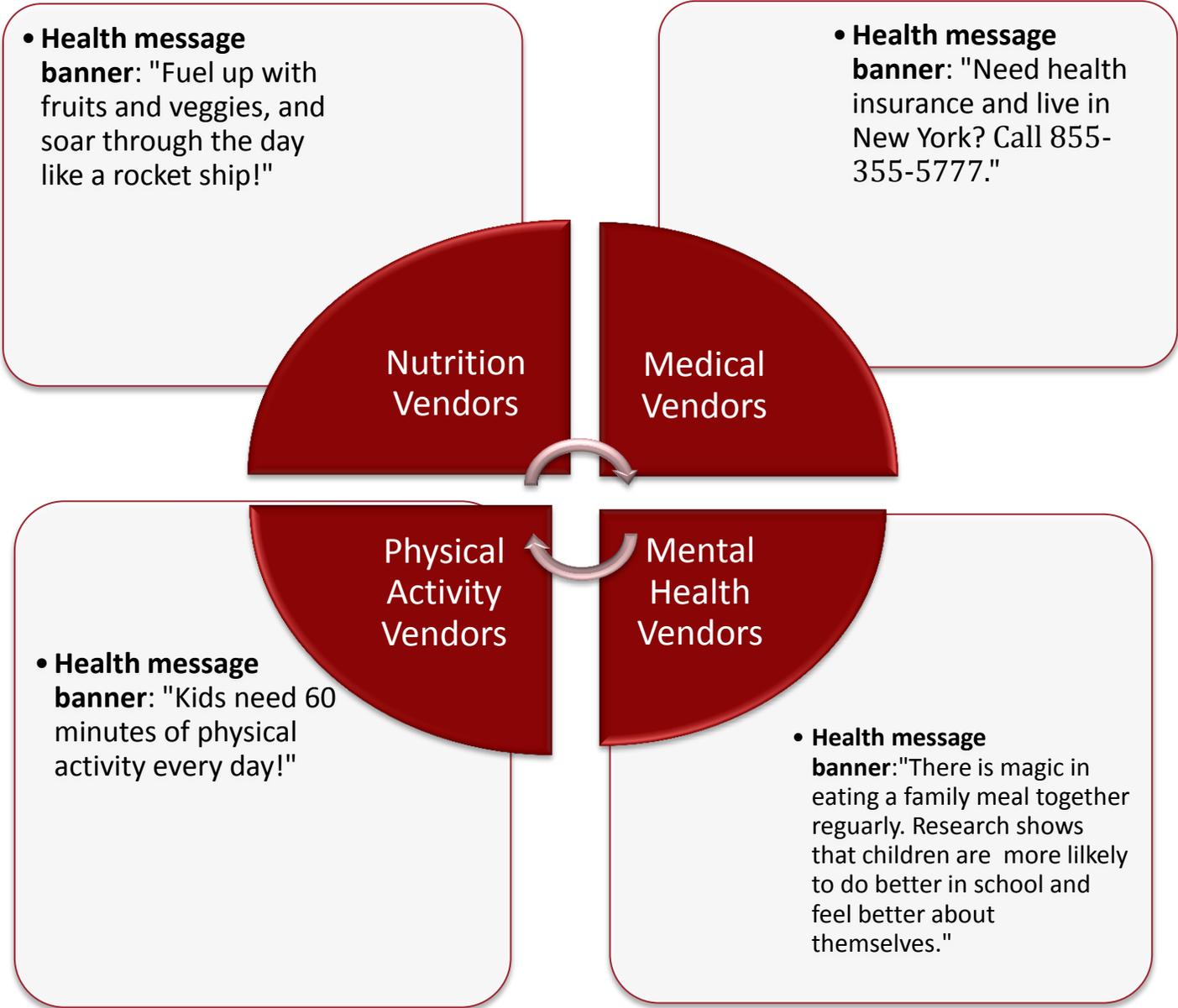
### **Align health messages with health fair goal**

Choose health messages that promote your health fair goal and then tailor those messages to reach your intended audience.

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<sup>1</sup> See <http://www.fns.usda.gov/sites/default/files/Guidebook.pdf>

Align the floor plan at the venue with your health fair theme. For example, place your physical activity vendors together (yoga, fitness groups, etc.) and have them help you promote your health message, "Kids need 60 minutes of physical activity every day" and/or "Get up and move, it will make you happier!" See below for example.



Health Message Type	Health Message	Resource(s)
<b>PHYSICAL ACTIVITY</b>		
	Children need at least 60 minutes of physical activity every day.	<a href="http://www.letsmove.gov">www.letsmove.gov</a>
	Physical activity builds strong bones and muscles, and helps maintain a healthy weight. Even your brain benefits!	<a href="http://www.letsmove.gov">www.letsmove.gov</a>
	Physical activity makes you happy – It’s Science!	Journal of Exercise and Psychology, 2012, See summary of study at <a href="http://www.huffingtonpost.com/2012/02/09/exercise-happy-enthusiasm-excitement_n_1263345.html">http://www.huffingtonpost.com/2012/02/09/exercise-happy-enthusiasm-excitement_n_1263345.html</a>
<b>SAFETY</b>		
Bike Safety	Follow the rules of the road and always wear your helmet.	NYS Department of Transportation: <a href="https://www.dot.ny.gov/display/programs/bicycle/safety_laws/safety-tips">https://www.dot.ny.gov/display/programs/bicycle/safety_laws/safety-tips</a>
Car Safety	Not sure if your car seat is installed right? Call 888-327-4236 to arrange for someone to inspect it.	New York State Department of Transportation: <a href="http://www.nyc.gov/html/dot/html/about/safety-education.shtml">http://www.nyc.gov/html/dot/html/about/safety-education.shtml</a>
<b>EMOTIONAL WELL-BEING</b>		
Family Meal	Option1: There is magic in eating a family meal together! Some benefits include: better academic performance, higher self-esteem, lower risk of substance abuse, lower risk of depression, lower risk of teen pregnancy, lower rates of obesity, and a greater sense of resilience. Option 2: Cook together. Eat together. Talk together. Make mealtime a family time.	The Family Dinner Project: <a href="http://thefamilydinnerproject.org/about-us/benefits-of-family-dinners/">http://thefamilydinnerproject.org/about-us/benefits-of-family-dinners/</a>

Health Message Type	Health Message	Resource(s)
<b>EMOTION WELL-BEING CONT'D</b>		
Family Meal Cont'd	<p>Option 3: Make meals and memories together. It's a lesson they'll use for life.</p> <p>Option 4: Remove distractions during mealtime. Turn off the electronics. Your kids with thank you for it.</p>	<p>The Family Dinner Project:  <a href="http://thefamilydinnerproject.org/about-us/benefits-of-family-dinners/">http://thefamilydinnerproject.org/about-us/benefits-of-family-dinners/</a></p>
<b>NUTRITION</b>		
<b>Fruits and Veggies</b>	<p>Option 1: Eat fruits and veggies and your kids will too!</p> <p>Option 2: Sometimes new food takes time. Offer new fruits and veggies often, be patient and keep trying.</p> <p>Option 3: When your kids come home hungry, have fruits and veggies ready to eat.</p> <p>Option 4: Fuel up with fruits and veggies and soar thru your day like a rocket ship!</p> <p>Option 5: Drink low-fat milk and yogurt at meals and snacks to build strong bones and a healthy body.</p> <p>Option 6: Whole grains make a difference! At least ½ of the grains you eat each day should be whole grains. Enjoy oatmeal, brown and wild rice, and popcorn.</p>	<p>US Department of Agriculture:  <a href="http://www.fns.usda.gov/sites/default/files/Guidebook.pdf">http://www.fns.usda.gov/sites/default/files/Guidebook.pdf</a></p>

Health Message Type	Health Message	Resource(s)
<b>HEALTH INSURANCE</b>		
	<p>Need health insurance and live in New York? Call 855-355-5777 for more information.</p>	<p>New York State of Health:  <a href="https://nystateofhealth.ny.gov/individual">https://nystateofhealth.ny.gov/individual</a></p> <p>For location info, go to:  <a href="http://rocklandgov.com/departments/health/programs-and-services/health-insurance-program/">http://rocklandgov.com/departments/health/programs-and-services/health-insurance-program/</a> . For more info, go to  <a href="http://rocklandgov.com/departments/health/programs-and-services/health-insurance-program/">http://rocklandgov.com/departments/health/programs-and-services/health-insurance-program/</a></p>
<b>HEALTH &amp; HUMAN SERVICES</b>		
	<p>Option 1: Need information about health and welfare services and programs? Call Info Rock at 364-2020.</p> <p>Option 2: Did you know that community health centers provide health care services to ANYONE?</p>	<p>Info Rock:  <a href="http://www.informationrockland.com/">http://www.informationrockland.com/</a></p>
<b>PRENATAL AND INFANT HEALTH</b>		
	<p>Pregnant? New mom? Grab your cell phone and text the word “baby” to the number 511411 and get free text messages to keep you and your baby healthy.</p>	<p>Text4Baby, a Johnson &amp; Johnson Program:  <a href="https://text4baby.org/index.php/about/how-it-works">https://text4baby.org/index.php/about/how-it-works</a></p>
<b>SCHOOL HEALTH</b>		
	<p>Support the nutrition and physical activity policies in your school. They keep your kids healthy!</p>	<p>The Rockland School Health &amp; Wellness Coalition:  <a href="http://www.rocklandsteps.org/index.php?section=school-coalition">http://www.rocklandsteps.org/index.php?section=school-coalition</a></p>



**Interactive health fairs** inspire more learning than a passive “look-and-see” health fair. Ask participant agencies to come prepared to provide a hands-on teaching activity in their exhibit booth. (You might ask each exhibitor to provide one door prize.) Booths should provide something to do that teaches at least one important point about the exhibitor’s subject.

Topic choices are limitless. Your health fair planning committee can help choose topics. You may choose a narrow focus, such as a fair that specifically addresses diabetes or cancer concerns; or you may choose a broader variety of topics to cover. **The type of health fair you have depends on your target audience.**

The following pages are worksheets you can use when preparing for a health fair.

## Sample Budget Worksheet and Checklist

This sample budget lists potential expenses that might be incurred when planning and implementing a health fair. Use it only as a guide – each fair is different and will incur different expenses. Dollar values for the items listed were not accessed since prices will vary, and some items may be donated.

Item	Amount
Rental of facility	
Liability insurance (check with facility – you may or may not need to purchase insurance)	
Refreshments (including cups, plates, napkins, forks, spoons, knives, etc.) for committees, exhibitors, and volunteers	
T-shirts for planning committee and volunteers (cost varies depending on quantity ordered)	
Door prizes (gift baskets, measuring spoons, cups, fruits, etc.)	
Misc. expenses (tape, disposable table cloths, trash cans/bags, nails, hammer, rope, wire, crayons, pens, etc.)	
Possible giveaway items, such buttons, magnets, sports/water bottles, pedometers, etc. (search Internet or local community for vendors)	
<b>Proposed Booth, Exhibit, Demonstration, Activity Supplies</b>	
Jump ropes	
Hula hoops	
Ping pong balls	
Straws	
<i>Healthwise Handbooks</i>	
<b>Proposed Printing</b>	
Handouts, activities, recipes, coloring books, etc.	
Publicity flyers and posters (in color and/or black & white)	
Scavenger hunt forms	
Sponsorship acknowledgement (e.g., posters, banners, etc.)	
<b>Other</b>	

## Sample Donation Request Form

(Print this form on your letterhead, and include it with your donation request letter. Personalize the information below to reflect what you have requested in the letter [financial contributions only; request for items for door prizes, food, etc.; or both]).

Thank you for agreeing to be a sponsor of the \_\_\_\_\_ (specific name of the event). Contributions to the event will be acknowledged in our advertisements, program, and throughout the fair.

If you are making a financial contribution, please complete and return this form, along with your check made payable to: \_\_\_\_\_ (name and address) by \_\_\_\_\_ (date).

If you are donating items for our health fair, please complete and return this form by \_\_\_\_\_ (date), with the items you are donating listed in the area below. We will contact the person listed below to make arrangements to receive the items being donated.

For more information, please contact: (contact's name, title, telephone number, and e-mail address).

\*\*\*\*\*

Name of Sponsor/Organization: \_\_\_\_\_  
(as you want it to appear in written information/materials)

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

**Amount of Financial Contribution:      Special Designations for Your Contribution:**

- |  |  |
|--|--|
| <input type="checkbox"/> Platinum Sponsor \$5001 and above | <input type="checkbox"/> Booth Rental, Stage Setup |
| <input type="checkbox"/> Gold Sponsor \$2501 - \$5000      | <input type="checkbox"/> Food                      |
| <input type="checkbox"/> Gold Sponsor \$2501 - \$5000      | <input type="checkbox"/> Demonstration Supplies    |
| <input type="checkbox"/> Bronze Sponsor \$1000 and below   | <input type="checkbox"/> Posters and Supplies      |
|  | <input type="checkbox"/> Liability Insurance       |
|  | <input type="checkbox"/> Advertisements            |
|  | <input type="checkbox"/> As Needed                 |

In Kind Contribution (specify): \_\_\_\_\_

## Sample Donation Request Letter

Date

Name of Potential Donor

Address

City, State, Zip Code

Dear \_\_\_\_\_:

In response to the growing epidemic of childhood overweight/obesity (specify your target audience), East Ramapo Central School District is conducting a health fair that will be held on \_\_\_\_\_ (date) in \_\_\_\_\_ (city). I would like to request the donation of \_\_\_\_\_ and/or your monetary sponsorship of this educational event. (If you are asking for a donation of items and/or money, provide as much detail as possible to let the potential donor know how the donation will be used.)

We hope you can attend and participate in the health fair to witness all of the hands-on educational activities that will be conducted throughout the day. It will be a great time of learning for the entire family.

Thank you for your willingness to assist with this valuable project. (Describe how person/business will be acknowledged for their contributions – sponsorship wall, promotional flyers/posters, or t-shirts, for example.)

Sincerely,

Your Name

Organization with which you are affiliated

(Enclose any promotional flyers.)

## Sample Exhibitor's Evaluation

Exhibitor/Organization: \_\_\_\_\_ Booth number: \_\_\_\_\_

Your Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

1. Please rate the following aspects of the \_\_\_\_\_ County Health Fair:

2.

	Excellent	Fair	Poor
Attendance			
Pre-planning			
Management			
Facilities			
Location of booth			
Booth space			
Publicity			

Comments or suggestions for change:

2. If another health fair was held, would you participate?    Yes                   No

3. Please estimate the number of participants with whom you actually spoke:

4. Please estimate the number of publications handed out from your booth:

Thank you for your participation in the health fair.

## Exhibitor's Information Tally Sheet

Please return to \_\_\_\_\_ (health fair coordinator)

Name of organization: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Service provided: \_\_\_\_\_

Number of volunteers involved: \_\_\_\_\_

Number of hours **each** volunteer participated at health fair: \_\_\_\_\_

Hourly rate per hour of volunteer time (Independent Sector, 2010, rate \$21.36/hour): \_\_\_\_\_

Health Screen Name	Number Administered	Cost per Screening

Health Advice Provided	Number of Conferences	Cost per Conference

Giveaway Items	Number of Items	Cost per Item

Educational Handouts	Number Distributed	Cost per Handout

## Sample Exhibitor Invitation Letter

Date: \_\_\_\_\_

Memo to: Prospective \_\_\_\_\_ (name of your health fair or event) Participants

Subject: \_\_\_\_\_ (name of your school) School Health Fair (specific event name)

The \_\_\_\_\_ (school name) \_\_\_\_\_ (committee name) Committee is hosting the 2<sup>nd</sup> annual Health and Safety Fair on Friday, October 1 from 10:00 A.M. to 3:00 P.M (provide your event's title, date/time). This event will be held in the (provide your event's location). The target audience for this event is (provide your target audience); however, the community will be welcome to participate. The objectives of the fair include (see example below; concisely list your event's objectives):

- To increase health awareness and disease prevention for county employees by providing health screenings, educational information, and related activities.
- Provide disaster preparedness information.
- Increase awareness of local, state, and national health services and resources.
- Motivate participants to make positive health behavior changes.
- Teach self-care practices.

Your agency or business is invited to showcase your services at this event by providing educational information, screenings, or health awareness activities. Booth spaces are available for \$25.

If you are interested in participating, please complete and return the enclosed, self-addressed postcard by \_\_\_\_\_ (date).

For more information, please contact \_\_\_\_\_ (contact person's name) at \_\_\_\_\_ (address & phone number).

Sincerely,

Your Name

Organization with which you are affiliated

## In-Kind Volunteer Donation Worksheet

(You may use this worksheet to account for in-kind volunteered time, including planning time and for the event itself.)

Name of Event: \_\_\_\_\_

Name of Agency Sponsoring Event: \_\_\_\_\_

Event Date(s) (include month/dates/year): \_\_\_\_\_

Event Coordinator(s): \_\_\_\_\_

Total Number of Volunteers: \_\_\_\_\_

Total Number of Participants (adults and children): \_\_\_\_\_

<b>Total Volunteer Work Time</b>	<b>Total Hours Worked for All Volunteers</b>	<b>Multiply the Total Hours Worked by \$21.36 (or the Most Current Designated Rate)</b>
<p>Add together all volunteer work time/hours. Volunteer work time/hours could include travel time, but it does not have to include it.</p> <p>You may want to keep record of all planning and/or training time.</p> <p>Multiply volunteer work time by \$21.36/hr (the 2010 rate is most current at this writing). Rates change on a yearly basis, so check the following website for the most current rates:</p> <p><a href="http://www.independentsector.org/volunteer_time?s=volunteer%20time">http://www.independentsector.org/volunteer_time?s=volunteer%20time</a></p>	<p>_____ hours</p>	<p>\$ _____</p>
<p><b>Total Volunteer Value for the Event</b></p> <p>Note: you do not have to collect travel time to and from home and other places; however, if you do collect such data, it will give you a more accurate total of your in-kind contributions.</p> <p><b>Total Volunteer Value for this Event (value in dollars) \$ _____</b></p>		

## Sample Participant Evaluation of the Health Fair

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Your Organization or School: \_\_\_\_\_

Thank you for participating in the health fair. To plan for future events, we would appreciate answers to the following questions:

1. How would you rate the health fair in general?    Excellent                   Fair                   Poor

Comments : \_\_\_\_\_

2. Do you plan any changes in the things you normally do as a result of anything you learned or participated in at the health fair, such as taking a class or stopping smoking?

Yes                   No

Comments: \_\_\_\_\_

3. How do you plan on using any of the health fair information received today? Please check all the ways you plan to use the information you received today.

- I do not plan to use the information.
- I plan to read the pamphlets for my own benefit.
- I plan to share information with friends, relatives, or neighbors.  
If so, how many? \_\_\_\_\_
- I plan to see a doctor.
- I found that I had a health problem I did not know about previously.
- I found that someone in my family has a health problem we did not know about previously.
- I learned about one or more health agencies and their services that I did not know about previously.

4. List your favorite exhibitors/booths/activities and speakers.

My Favorite Exhibitors/Booths/Activities	My Favorite Speakers

5. Why did you come to the health fair? Check all that apply.

Free                   Convenient                   Curious about health                   Recently felt bad   
 My school came                   My family came                   I was at the fair

Other: \_\_\_\_\_

6. How did you hear about the health fair?

- TV (specify station) \_\_\_\_\_
- Newspaper (which one?) \_\_\_\_\_
- Word of mouth \_\_\_\_\_
- Radio (specify station) \_\_\_\_\_
- Poster (specify where) \_\_\_\_\_
- Do not remember

Other: \_\_\_\_\_

7. Screenings, etc., I had today:

- Blood Pressure
- Blood Sugar
- Cholesterol
- Diabetes Education
- Donated Blood
- Donated Eye Glasses
- EMS Ambulance Tour
- Eye Screening
- Flu Shots
- Healthy Heart Evaluation
- Helicopter Tour
- Hearing Screening
- Mammogram
- PSA Testing
- Skin/Mole Screening

8. If you had an abnormality detected through screening, do you plan on getting a follow-up examination?

- Yes  No

9. I would attend a health fair next year. Yes  No

10. Topics I would like to see at the next health fair: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. General comments and suggestions (bad and good equally welcome): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. *Optional* (so we can get further information from you about the above, if needed):

Name: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Office Phone # \_\_\_\_\_

Thank you for your help!

## Sample Thank-You Letter to Donors

Date

Donor's name

Address

City, State, Zip Code

Dear \_\_\_\_\_:

On behalf of the Ramapo Valley School District (list any other planning partners here, too), I would like to thank you for your contribution to the \_\_\_\_\_ (specific name) Health Fair that was held on \_\_\_\_\_ (date) in \_\_\_\_\_ (city). Your donation provided \_\_\_\_\_ (t-shirts, giveaways, refreshments, etc.) to those who participated in the event. The health fair was planned and implemented in response to \_\_\_\_\_ (reason for target audience, e.g., obesity epidemic, rising diabetes, etc.), and we believe it was a great success, with over \_\_\_\_\_ (insert number) attendees.

(Example paragraph) Currently, the rate of overweight children is at an all-time high in the United States. During the last three decades, the number of children who have become overweight has doubled; the weight increases occur across all ages, races, and gender groups.. It is well documented that overweight children become overweight adults, and overweight individuals are at risk for numerous diseases.

Once again, thank you for your support and for your willingness to make a difference in the lives of our children. Please be assured that you played an important part in addressing the growing problem of overweight children.

We appreciate your support of Ramapo Valley School District's in \_\_\_\_\_ County.

Sincerely,

Your Name

Title

\_\_\_\_\_

Enclosures: (Include newspaper articles, clippings, project report, etc.)

## Sample Thank-You Letter to Exhibitors

Date

Exhibitor's Name  
Address  
City, State, Zip Code

Dear \_\_\_\_\_:

On behalf of Ramapo Valley School District (list any other planning partners here, too), I would like to thank you for your contribution to the \_\_\_\_\_ (specific name) Health Fair that was held on \_\_\_\_\_ (date) in \_\_\_\_\_ (city). We appreciate your willingness to offer your information and services during the event. The health fair was planned and implemented in response to \_\_\_\_\_ (reason for target audience, e.g., obesity epidemic, rising diabetes, etc.), and we believe it was a great success, with over \_\_\_\_\_ (insert number) attendees.

(Example paragraph) Currently, the rate of overweight children is at an all-time high in the United States. During the last three decades, the number of children who have become overweight has doubled; the increases occur across all ages, races, and gender groups. It is well documented that overweight children become overweight adults, and overweight individuals are at risk for numerous diseases.

Once again, thank you for your support and for your willingness to make a difference in the lives of our children (target audience). Please be assured that you played an important part in addressing the growing problem of overweight children.

We appreciate your support of Ramapo Valley School District's programs in \_\_\_\_\_ County.

Sincerely,

Enclosures: (Include newspaper articles, clippings, project report, etc.)

## Sample Thank-You Letter to Volunteers

Date

Volunteer's Name

Address

City, State, Zip

Dear \_\_\_\_\_:

On behalf of Ramapo Valley School District (list any other planning partners here, too), I would like to thank you for volunteering your time and energy to the \_\_\_\_\_ (specific name) Health Fair that was held on \_\_\_\_\_ (date) in \_\_\_\_\_ (city). The health fair was planned and implemented in response to \_\_\_\_\_ (reason for target audience, e.g., obesity epidemic, rising diabetes, etc.), and we believe it was a great success, with over \_\_\_\_\_ (insert number) attendees. This could not have been accomplished without volunteers like you working to make it all happen.

(Example paragraph) Currently, the rate of overweight children is at an all-time high in the United States. During the last three decades, the number of children who have become overweight has doubled; the increases occur across all ages, races, and gender groups. It is well documented that overweight children become overweight adults, and overweight individuals are at risk for numerous diseases.

Once again, thank you for your efforts and for your willingness to make a difference in the lives of our children (target audience). Please be assured that you played an important part in addressing the growing problem of overweight children.

We appreciate your support of Ramapo Valley School District's programs in \_\_\_\_\_ County.

Sincerely,

## Appendix J

The Rockland County School Health Coalition created a **Resource Planning Guide** – an online resource designed for school personnel, parents and youth to quickly access local resources on topics related to student and family health as well as school programming. See the guide at <http://www.rocklandsteps.org/school-resource-guide>. The School Resource Guide is designed to be useful so if you would like to make a suggestion or add a resource, please contact Carrie Steindorff, School Health Coordinator, Rockland County Department of Health, at 845-364-2360 or [steindoc@co.rockland.ny.us](mailto:steindoc@co.rockland.ny.us).

The Rockland County School Health and Wellness Coalition (School Coalition) is a collaborative of Rockland schools, organizations and businesses with a shared vision to have the healthiest students, staff and school communities in the nation. To achieve this, its mission is to educate and facilitate collaboration between schools, local agencies and businesses to support, optimize and sustain the health and productivity of our students, school staff and community. To learn more about the Coalition, see <http://www.rocklandsteps.org/health-coalition#sthash.epXlhcvR.dpuf> or contact Carrie Steindorff, School Health Coordinator, Rockland County Department of Health, at 845-364-2360 or [stendoc@co.rockland.ny.us](mailto:stendoc@co.rockland.ny.us)