

A Practical Guide to Health Fairs



Asian American Partnerships in Research & Empowerment
2006

Sponsoring a health fair will enable Project AsPIRE 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 your community with a variety of health education information and resources
- Emphasize the practice of good health habits
- Connect with health organizations and agencies in your 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.
- Select a health fair point person(s)
- As early as possible, check calendar and decide on a date.

Logistics, Raincheck/Plan B

- Order 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.
- Design and order t-shirts
- Design and order banner(s)
- 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
- Distribute t-shirts
- 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 than you found it

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

Contact List

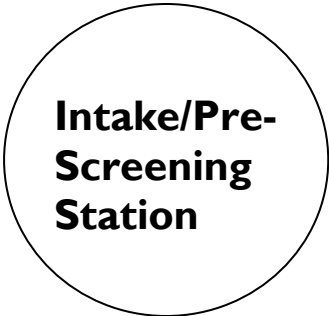
Health Fair Point Persons

{Co-Sponsor Info}

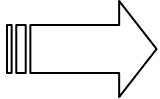
{Project AsPIRE Team Info}

Health Fair Activity Flow Chart

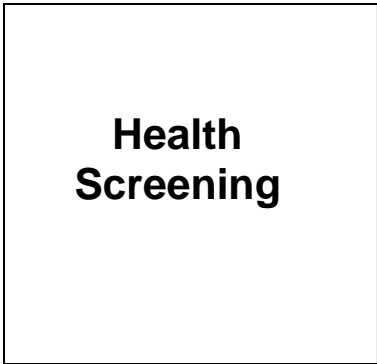
Phase I



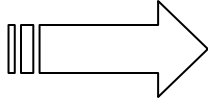
Intake volunteers: administers health screening consent form



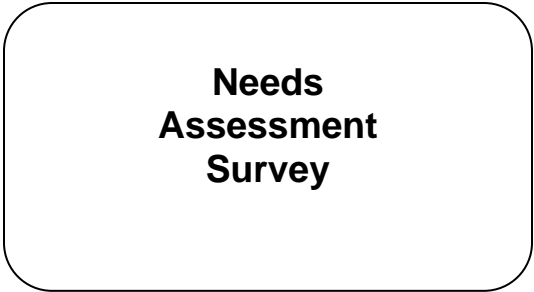
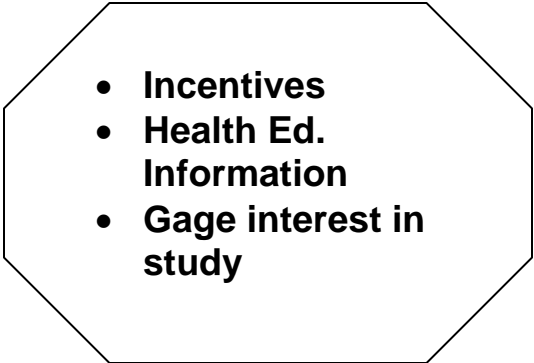
Phase II



Providers: provides health screening, completes consent form, gives wallet card, referral, and informs participants to take needs assessment survey



Phase III



Post-Screening Volunteers: Check eligibility to be in study & ask if OK to contact in future, gives health info/incentives, direct interested participants to Needs Assessment survey

Needs Assessment Volunteers: Administer survey



Volunteer Role Description

Per shift

Set-Up

Volunteers will help set up tables, chairs, and other materials before 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.

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.

Needs Assessment

A trained Project AsPIRE team member will administer a cardiovascular needs assessment to eligible Filipino American community members. This person must have passed the NYU School of Medicine's IRB and HIPAA online tutorial and have attended an orientation regarding survey administration. These individuals will also distribute phone cards as incentives after the completion of the needs assessment.

Clean-Up

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

Shifts

| | Table/Booth |
|-------------------------------------|--------------------------------|
| 8:00 am – 9:00 am | <i>set up</i> |
| 9:00 – 10:00 | <i>1st Shift</i> |
| 11:00 - 12:00 noon | <i>2nd Shift</i> |
| 12:00 – 1:00 Lunch Break | <i>3rd Shift</i> |
| 1:00 pm – 2:30 | <i>4th Shift</i> |
| 2:30 pm | <i>break down and clean up</i> |

Supply Lists

Medical Supplies

- Stethoscope (3)
- Mercurial sphygmomanometer (w/ BP cuff)(3)
- Obese cuff (1)
- Scale (2)
- Retractable lancets (252)
- Glucose meter (3)
- Glucose strips (500)
- Sharps disposal box
- Batteries AAA (3 boxes)
- bandages
- Alcohol swabs
- exam gloves (1 box-100 small, 3 boxes medium, 1 box-large)
- disinfectant lotions, soap, towel, tissue paper
- First Aid Kit (2)

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