**STAFF INSTRUCTIONS**

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***Office Staff:*** *This box contains the items below. Instructions for immediate*

*distribution follow on the back.*



1. **CONSENT FORMS**

in multiple languages

*(1 per student)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **VACCINE INFORMATION STATEMENTS (VIS)**

in multiple languages

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



1. **TEACHER ENVELOPES**
to collect student consent forms

*(1 per teacher)*

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1. **COLLECTION BOX**to collect teacher envelopes

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1. **POSTERS**

to advertise the date of the program



**Please follow these instructions for immediate distribution of materials in this box.**

**STEP 1:**  **Divide and Distribute Consent Forms and Teacher Envelope**

* Divide consent forms (1 per student) by class.
* Multiple languages are provided. [LANGUAGES] are bilingual – they have an English copy stapled to them.
* Include ONE Teacher Envelope per class.



**STEP 2: Set Up Consent Form Collection Box**

* Write in the date of your Vaccine Day in the space provided
on the box and place in a visible place in the front office.
* Teachers will return student consent forms using the provided
teacher envelopes and store them in this box.

 

**STEP 3: Put Up Posters Around Campus**

* Write in the date of your Vaccine Day in the space provided.
* We recommend putting one poster up in the front office.
Place the 2nd poster anywhere you’d like.



**STEP 4: Keep Vaccine Information Statements in Front Office**

* An included folder contains one copy of the Influenza Vaccine Information Statement (VIS) in [#] languages: [LIST LANGUAGES]
* Make photocopies for parents/guardians if they request one (please keep the originals).

**Thank you for your support!**

Please have all signed consent forms returned 3 days before your school’s Vaccine Day.

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 Any questions or concerns can be addressed to: [CONTACT]

 [CONTACT EMAIL ADDRESS]

[CONTACT PHONE NUMBER]