

School-Located Vaccine Event (SLVE) Action Plan

This checklist mirrors the [SLVE training module \(bit.ly/SLVETraining\)](https://bit.ly/SLVETraining) and can be completed by SLVE organizers

Pre-Planning Phase (4-6 Months Prior to the SLVE)

Action Steps	Considerations, Resources, and Links	Responsible Party	Timeline	Comments	Status
Obtain school buy-in a & leadership support <ul style="list-style-type: none"> Meet with district leadership, school principal or other individuals with influence in the school community 	CDPH SLVE Letter of Support (bit.ly/CDPHSLVELetterofSupport)				
Determine if MOU/FUA are needed <ul style="list-style-type: none"> Consult with district leadership or school principal to understand what, if any, agreements are required. 	MOU/FUA Samples on Shots For School – SLVE Resource (bit.ly/CDPHSLVEResources)				
Determine intended audience for SLVE	<ul style="list-style-type: none"> Students Staff Community members Nearby schools Family members 				

Pre-Planning Phase (4-6 Months Prior to the SLVE)

Action Steps	Considerations, Resources, and Links	Responsible Party	Timeline	Comments	Status
<p>Identify which vaccines to include in your SLVE</p> <ul style="list-style-type: none"> ▪ Based on participant needs, ages, and time of year, determine what type(s) of vaccines you will offer 	<ul style="list-style-type: none"> • Hep B • Flu • Polio • DTaP • HPV • MMR • Tdap • Varicella • COVID-19 • Meningococcal B • Meningococcal ACWY 				
<p>Select vaccination partner</p> <ul style="list-style-type: none"> ▪ Begin with entities with whom you already have a relationship ▪ Examples: Local health department, community health clinics, pharmacies, school-based health centers 	<ul style="list-style-type: none"> • Can partner offer all immunizations and resources in needed languages (i.e., screening forms and bilingual staff)? • Can partner vaccinate all ages in your population? • Can partner fulfill the requirements of your FUA/MOU? • Will there be any cost? <u>SLVE Cost Guide</u> (bit.ly/CDPHSLVEResources) • Will insurance status of participants be a factor? 				

Pre-Planning Phase (4-6 Months Prior to the SLVE)

Action Steps	Considerations, Resources, and Links	Responsible Party	Timeline	Comments	Status
<p>Meet with all partners to ensure Pre-Planning Phase is complete and prepare for Planning Phase 1</p>					

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Planning Phase 1 (3-4 Months Prior to the SLVE)

Action Steps	Considerations, Resources, and Links	Responsible Party	Timeline	Comments	Status
<p>Select date and time</p> <p>Consider combining with other school events and/or offering grade and seasonal specific events:</p> <ul style="list-style-type: none"> ▪ Tdap Events (6th grade) ▪ Fall Flu Events ▪ Adolescent Immunization Week (1st week of April) ▪ Preteen Vaccine Week (1st week of March) ▪ HPV Vaccine Week (2nd week of August) ▪ National Immunization Awareness Week (last week of April) 	<ul style="list-style-type: none"> • During school or after hours • On a normal school day or summer or holiday break • Combine with another school event/activity • With/without parents/guardians 				
<p>Ensure completion of required MOU/FUA agreements, if applicable</p>					

Planning Phase 1 (3-4 Months Prior to the SLVE)

Action Steps	Considerations, Resources, and Links	Responsible Party	Timeline	Comments	Status
<p>Begin promoting SLVE:</p> <ul style="list-style-type: none"> ▪ Determine which platforms you will use to promote your event ▪ Determine which trusted messengers in your community can be leveraged to amplify your message and engage your families 	<p><u>SLVE Promotional Toolkit</u> (bit.ly/CDPHSLVEResources)</p> <ul style="list-style-type: none"> • Libraries • Youth programs • Faith based organizations • Recreation centers • After school programs • Food banks • Local businesses • Chamber of commerce • Other schools 				
<p>Determine what promotional materials your SLVE will need</p>	<ul style="list-style-type: none"> • Banners • Flyers • Posters 				
<p>Ask community-based organizations (CBOs) to help promote</p> <ul style="list-style-type: none"> ▪ Distribute information to their networks 	<ul style="list-style-type: none"> • Libraries • Youth programs • Faith based organizations • Recreation centers • After school programs • Food banks • Local businesses • Chamber of commerce • Other schools 				

Planning Phase 1 (3-4 Months Prior to the SLVE)

Action Steps	Considerations, Resources, and Links	Responsible Party	Timeline	Comments	Status
<p>Distribute paper or electronic consent forms provided by vaccination partner</p> <ul style="list-style-type: none"> ▪ Consent form collection rates are better when teachers are actively involved with reminders and collection 	<p><u>My Turn (bit.ly/MyTurnRegistration)</u></p> <p>For partners using My Turn, QR codes or URL can be created for advance digital registration and consent</p>				
<p>Begin recruiting volunteers to help at the event</p>	<p>List names and contacts of volunteers</p> <ol style="list-style-type: none"> 1. 2. 3. 				
<p>Select a space/location</p> <ul style="list-style-type: none"> ▪ Classroom, multi-purpose room, cafeteria, library, or similar space <p>Confirm availability of tables and chairs for use at event</p>	<p>Considerations for location:</p> <p><u>SLVE Sample Vaccination Area Setups (bit.ly/CDPHSLVEResources)</u></p> <p>Considerations for location:</p> <ul style="list-style-type: none"> • Large, open space • Waiting area for students to line up • Separate entry and exit doors • Easy access to restrooms • Power source and Wi-Fi access 				

Planning Phase 1 (3-4 Months Prior to the SLVE) Optional Coordinator Responsibilities

Action Steps	Considerations, Resources, and Links	Responsible Party	Timeline	Comments	Status
<p>Identify optional incentives that can be donated by the community or purchased</p>	<p>SLVE Incentive Resources (bit.ly/CDPHSLVEResources)</p>				
<p>Meet with all partners to ensure Planning Phase 1 is complete and prepare for Planning Phase 2</p>					

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Planning Phase 2 (1-2 Weeks Prior to the SLVE)

Action Steps	Considerations, Resources, and Links	Responsible Party	Timeline	Comments	Status
<p>Send frequent reminders to encourage and increase participation</p> <ul style="list-style-type: none"> ▪ Refer to promotional toolkit for communication templates 	<p>SLVE Promotional Toolkit (bit.ly/CDPHSLVEResources)</p>				
<p>Finalize plans with volunteers</p>	<ul style="list-style-type: none"> • Consider creating a volunteer shift schedule 				
<p>Finish collecting all paper consent forms 1-2 days prior to SLVE, if applicable</p> <p>Run a report a day in advance if using electronic registration to determine expected participation</p>					
<p>Meet with all partners to ensure Planning Phase 2 is complete and prepare for Day of SLVE</p>					

Day of SLVE

Action Steps	Considerations, Resources, and Links	Responsible Party	Timeline	Comments	Status
Meet with vaccination partner and volunteers to ensure set-up, staff/volunteers, supplies are in place for the SLVE	SLVE Student Identification Protocol (bit.ly/CDPHSLVEResources)				
Coordinate volunteers	List names and contacts of volunteers 1. 2. 3.				
Provide vaccination partner with classroom map and bell/recess schedule (during school hours)					
Place promotional and directional signage to guide people to the SLVE					
Have at least one school representative present to lock up the facility					

Day of SLVE Optional Coordinator Responsibilities

Action Steps	Considerations, Resources, and Links	Responsible Party	Timeline	Comments	Status
<p>Take pictures during event and capture narrative to share outcomes with school and community</p> <p>This will help with marketing efforts for future SLVEs</p>					

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Post-SLVE

Action Steps	Considerations, Resources, and Links	Responsible Party	Timeline	Comments	Status
<p>Participate in a debrief meeting with the planning/vaccination partner if requested</p>					
<p>Complete an evaluation survey if the vaccination partner requests</p>	<p>SLVE Evaluation Survey (bit.ly/CDPHSLVEResources)</p>				
<p>Schedule return event dates: Ensure that participants know when their next vaccinations are due, if appropriate, and when additional SLVEs will be held</p>					

SLVE Notes

Notes:

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School-Located Vaccine Event Information

If vaccinating partner is using My Turn, insert QR codes or URL in advance of your event for digital registration and consent.

QR Code:

URL:

Coordinator Contact Information

School Name:	Event Date #1:	Event Date #2
Coordinator Name:	Coordinator Phone:	Coordinator Email:
Secondary Contact:	Contact Phone:	Contact Email:

Vaccinating Partner Information

Vaccinating Partner Contact:	Partner Phone:	Partner Email:
Secondary Contact:	Contact Phone:	Contact Email:

Questions: Email Schoolvaxteam@cdph.ca.gov for questions and support.