













# Say Boo to the Flu



## Flu Immunization Clinic

### Clinic Timeline and Checklist

-  **Spring** - CNS will assist you in scheduling a date for your Say Boo to the Flu Immunization Clinic and Fundraising Event.
-  **July/August** - CNS will provide advertising pieces to help facilitate your Say Boo to the Flu Event.
-  **Back to School Night** - inform parents of your school's Say Boo to the Flu Immunization Clinic and Fundraising Event.
-  **Six Weeks prior to clinic** - Advertise Flu Clinic on School Website and in School Newsletter, and remind faculty and staff about up-coming flu clinic.
-  **Three Weeks prior to clinic** - Display Say Boo to the Flu Posters and advertise Flu Clinic on School Marquee. "Open to the Public."
-  **Two Weeks prior to clinic** - Send Home Say Boo to the Flu Clinic Flyer.
-  **One Week prior to clinic** - e-mail Parent Letter/Flu Information Clinic Reminder to parents.
-  **Day Prior to clinic** - use phone call-out system to remind parents of your school's Say Boo to the Flu Immunization Clinic and Fundraising Event.
-  **Day of Clinic** - Set up designated area for the clinic with 2 long tables, 16 chairs, and 2 class room size garbage cans.
-  **½ hour prior to clinic** - CNS staff will arrive and set up for clinic.

**Any questions, please call 801-207-8777**

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