



# STAFF INSTRUCTIONS

**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)



- 2. VACCINE INFORMATION STATEMENTS (VIS)**  
in multiple languages



- 3. TEACHER ENVELOPES**  
to collect student consent forms  
(1 per teacher)



- 4. COLLECTION BOX**  
to collect teacher envelopes



- 5. POSTERS**  
to advertise the date of the program



TURN OVER FOR INSTRUCTIONS →



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. Spanish and Chinese are bilingual – they have an English copy stapled to them.
- Include ONE Teacher Envelope per class.

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## 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.

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## STEP 3: Put Up Posters Around Campus

- Write in the date of your Vaccine Day in the spaces provided.
- We recommend putting one poster up in the front office. Place the 2<sup>nd</sup> poster anywhere you'd like.

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

- An included folder contains one copy of the Influenza Vaccine Information Statement (VIS) in 6 languages: English, Spanish, Chinese, Arabic, Vietnamese and Cambodian.
- 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:

Alameda County Public Health Department  
shootheflu@acgov.org  
510-267-3230