



CLINIC REQUEST CHECK SHEET 2024-2025 flu season

PLEASE READ THE CHECK LIST BELOW AND BE SURE YOU ARE ABLE TO MEET THE FOLLOWING BEFORE SUBMITTING REQUEST FOR CLINIC DATE/TIME:

- ___ Email your preferred date/time *AT LEAST 2 WEEKS PRIOR TO REQUESTED CLINIC DATE.*

- ___ **Indoor location required**

- ___ **Minimum of 20 participants/1 hour clinic required.** *NOTE: Clinics with less than 20 online registrations/hour at least 5 days before location date/time will be cancelled.*

- ___ Provide:
 - For Alana's Foundation:
 - Table: one 6 ft or 8 ft. table for AF display/information/sign-in
 - Chairs: 1 or 2 for AF rep(s)
 - For Nurse(s):
 - Table: one 6 ft. or 8 ft. tables for nurses depending on number of nurses assigned (2 nurses/table)
 - Chairs: 2 for each nurse
 - Wastebaskets: 1 for each nurse
 - Extra Chairs for participants to wait: n the case of first time flu vaccine recipients

- ___ OPTIONAL (but strongly recommended): Laptop/tablet with internet connection for onsite registration

PLEASE NOTE:

- Paper consent forms will *not* be available. **All recipients will use electronic registration.**

- The **cost of the vaccine is billed to insurance** with no out of pocket cost to the vaccine recipient. For those **uninsured**, Alana's Foundation will **cover the costs**. **NOTE: We are unable to fund vaccinations for those who have insurance but the card is not present or who have insurance that is NOT accepted by VNA (including Medicaid).**



Thank you for your interest in hosting an Alana's Foundation School/Community Influenza Clinic.

Alana's Foundation (AF) was established in memory of Alana Yaksich who died of influenza in February 2003.

Our mission is to "To prevent deaths caused by influenza, a vaccine preventable disease and provide support for families whose child has died from any illness."

One of the ways we fulfill our mission is by/coordinating Influenza clinics (school, business, community) to assist in increasing vaccination rates. We partner with Michigan Community VNA to administrator the influenza vaccinations

The **cost of the vaccine is billed to insurance** with **no out of pocket cost to the vaccine recipient**. For those **uninsured**, Alana's Foundation will **cover the costs**. **NOTE: We are unable to fund vaccinations for those who have insurance but the card is not present or who have insurance that is NOT accepted by VNA (including Medicaid).**

To host a clinic, locations are **REQUIRED** to:

- Email Alana's Foundation (info@alanasfoundation.org) your preferred date/time **AT LEAST 2 WEEKS PRIOR TO REQUESTED CLINIC DATE**. We will contact you to confirm as date/time requests are filled on a first come, first served basis. NOTE: there is a **20 dose minimum/hour** and **pre-registration requirement** to ensure enough vaccine inventory. **Clinics with less than 20 online registrations/hour scheduled at least 5 days before location date/time will be cancelled.**
- Provide:
 - **Indoor room REQUIRED** due to weather conditions and protection for nurses and recipients.
 - Tables for nurses and AF:
 - 2-4, 6 ft. or 8 ft. tables for nurses depending on number of nurses assigned (2 nurses/table)
 - 1, 6 ft or 8 ft. table for AF display/information/sign-in
 - Chairs (1 for each nurse)
 - Wastebaskets (1 for each nurse)
 - Extra Chairs for participants to wait (in the case of first time flu vaccine recipients)
 - **OPTIONAL (but strongly recommended): Laptop or tablet with internet connection for onsite registration**

AF will provide:

- a flier to assist in advertising the clinic
- if available, at least one on-site representative from the foundation to help facilitate the day of the clinic as well as information about the foundation (brochures, etc.)

Nationally, an **average of 130 children die from influenza every year**, a vaccine preventable disease. That's **more than 2588 deaths in children under 18 since 2003**. Another 20,000 children are hospitalized accounting for over 38 million missed school days due to influenza[^].

Your support and hosting of a clinic enables us to continue our efforts to ensure no family has to experience the death of loved one from a vaccine preventable disease.

***For more information about Alana's Foundation please visit our website:
www.alanasfoundation.org***

Alana's Foundation is a non-profit 501(c)(3) organization. Federal Tax ID #: 26-4353167



SAFETY PROTOCOL PROCEDURES 2024-2025 flu season

Alana's Foundation (AF) and Michigan Community VNA (MCVNA) are committed to providing a safe, convenient and affordable vaccination experience.

In addition to existing precautions that have always been adhered to at each AF clinic (single use exam gloves for each vaccine administered, hand sanitize between recipients), the following procedures will be implemented to ensure the safety of vaccine administrators and vaccine recipients.

All Michigan Community VNA nurses and AF staff will:

- Follow current state guidelines for masking, protective face masks or shields in effect at time of clinic

Vaccine recipients will be:

- asked to follow current state guidelines for **social distancing** that are in effect at time of clinic (**if applicable**)
- asked to follow state guidelines for **masking** in effect at time of clinic (**if applicable**)
- asked to refrain from getting a vaccination if they have a fever or are not feeling well
- asked to **complete electronic consent form PRIOR to clinic** to help decrease wait time and ensure appropriate vaccine inventory. Any computer, laptop, smart phone, iPad or tablet may be used to access/complete the consent.

NOTE: Paper consent forms will *not* be available. **All recipients will use electronic registration.**