

Welcome 12th grade HCA students,

Last year, we learned that public health plays an important role in the health of people and the communities they live in.

This year, we want to challenge to think about what public health work you are doing in your community right now to make a positive health impact. Remember you are health advocates and health leaders of your community who can promote wellness and encourage healthy behaviors!

For the next few months, your goal is to assess the health of their community, determine community assets, partner with local community health organizations, and **ultimately create a school health fair** based on these assessments and community partnerships.

Each group must:

1. Invite a community partner to attend the health fair
2. Organize an activity booth relevant to your chosen public health need (more instructions below)

Your HCA mentors are here to help you every step of the way! We have set up a Google Drive for you to check in weekly with your assigned mentor(s). This is **REQUIRED**.

Use the outline below to help guide the planning process!

WEEK 1	ASSIGNMENT	COMPLETED
<p>AS A CLASS</p>	<p>1. Appoint an HCA leader. This person will be in charge of handling the logistics for the health fair and making sure the class as a whole stays on track.</p>	
	<p>2. Design a survey that will be used to identify the most pressing health issues in your community. Each student will interview 5 different people and have them fill out a survey. You cannot interview the same person twice OR interview someone that has already filled out a survey.</p> <p>Once you have finished all of your interviews, summarize your results and be ready to share them next week.</p>	
	<p>3. Start planning logistics! Come up with a list of what needs to be accomplished in order to create the health fair. This list might include:</p> <ul style="list-style-type: none"> - Reserving date and location - Locating chairs and tables - Making flyers - Getting permission from principal - Event sponsors or vendor donations for snacks/lunch - etc. 	
	<p>4. For each tasks on the logistics list, ask for volunteers who are willing to work on the task.</p> <p>HCA leader - Go on Google Drive and copy this list onto "MASTER PLANNING." Mark items as "done" as they are completed.</p>	

WEEK 2	ASSIGNMENT	COMPLETED
<p>AS A CLASS</p>	<ol style="list-style-type: none"> 1. Select one person to record notes as you all share the results from your interviews/surveys. Analyze the data to identify the top 10 public health issues your community is most concerned about. 2. Split into groups of 3 and pick ONE of the 10 identified issues. 	
<p>IN INDIVIDUAL GROUPS</p>	<ol style="list-style-type: none"> 1. Select a group leader to keep track of all assignments. 2. Start brainstorming a list of community partners. These are people or organizations you will invite to host a booth at the health fair and/or provided resources to share with your community. Examples: <ul style="list-style-type: none"> - American Cancer Society - Youth Suicide Prevention - Gwinnett County Police Department - Gwinnett Medical Center - Lifetime Fitness - Etc <p>If you are having trouble coming up with possible community partners, email your mentors! Each group needs to invite a minimum of ONE organization. If for some reason this is not possible, please let your mentor know.</p> <p>Group leader - Fill out the "UPDATE ME (ALL GROUPS) - Assignment Checklist" on Google Drive at the end of every week. Doing so will help your assigned mentor make sure everything stays on track.</p>	

WEEK 3 - 6	ASSIGNMENT	COMPLETED
AS A CLASS	<ol style="list-style-type: none"> <u>Create a vision for the health fair and build an organization chart for health fair.</u> This should include: <ul style="list-style-type: none"> - Properly labeled layout of the fair - List of important people to invite - Will you provide lunch or snacks? How will you pay or will it be donated? - Etc. <u>Create health fair publicity.</u> This can be flyers, t-shirts, newsletter, brochure, invitations, etc. Start publicizing as soon as possible to get the word out! Make sure the final design is submitted to Kelsey for final approval. <u>Determine who will take care of each part.</u> Assign roles. If you need help or are unsure of anything, please reach out to your mentors! <p>HCA leader - Go on Google Drive and copy all plans onto "MASTER PLANNING."</p>	
IN INDIVIDUAL GROUPS	<ol style="list-style-type: none"> <u>Research contact information for community partners</u> your group is interested in inviting. <u>Draft an email template to contact community partner requesting their participation at health fair AFTER YOUR GROUP RECEIVES FINAL APPROVAL from Kelsey.</u> Remember to be professional and courteous! If you have trouble creating a template, please reach out to your mentor for help! <u>Decide on ONE person to contact the community partner.</u> You DO NOT want to send multiple emails from different people about the same thing. <u>Plan your group activity</u> for the fair. Your group must prepare an activity related to the public health need you are addressing. Be creative! Google for ideas! Some examples include: <ul style="list-style-type: none"> - Jeopardy - Group exercise class - Build a better plate nutrition game - etc. <p>Group leader</p> <ul style="list-style-type: none"> - submit community partner name and contact info to "UPDATE ME (ALL GROUPS) - Assignment Checklist" on Google Drive - Submit your group's proposed activity to Kelsey for final approval - Keep track of group's progress on Google Drive 	

WEEK 7	ASSIGNMENT	COMPLETED
AS A CLASS	<ol style="list-style-type: none"> 1. Finalize plans and run through logistics checklist to make sure everything is in order. 2. Complete any unfinished tasks 	
IN INDIVIDUAL GROUPS	<ol style="list-style-type: none"> 1. Send out reminder email to community partner. Make sure you tell them where and when to check-in. 2. Determine group roles and responsibilities at health fair and do a practice run through 3. Make sure everything is in order and ready for the fair 	

WEEK 8	HEALTH FAIR DAY!!!	COMPLETED
AS A CLASS	<ol style="list-style-type: none"> 1. Set up health fair in proposed location 2. Meet community partners and help them set up 3. HAVE FUN and TAKE LOTS OF PICTURES to record all of your hard work!! <p style="text-align: center;">CONGRATULATIONS! YOU DID IT!!</p>	