

Immunization Collaboration of Tarrant County

Be Wise — Immunize™
It's an Act of Love



Immunization Collaboration of Tarrant County Be Wise—Immunize Vaccine Events

Dear Be Wise—Immunize Volunteer

Thank you for being willing to help us with our low-cost vaccine events this year. You will be helping with clerical duties and helping families move through the vaccination process easily and effectively. Each location is set up a bit differently, but the core volunteer jobs are always the same. The volunteer packets have detailed information for each position. Please ask staff or the volunteer supervisor if you have questions.

Always let someone know if you need a restroom or snack break. Always let volunteer supervisor know when you are leaving the event. Be sure to sign in and sign out at the volunteer table.

Thank you again, Your Volunteer Supervisors:
Ann Treleven and Terri Andrews

Volunteers DO:

1. Greet and direct the family to Registration to pick up forms
2. Review Registration forms for completeness, help family complete form, if needed
3. Photocopy shot records
4. Record lot numbers of selected vaccines onto client registration form
5. Stand as line guides to help families navigate the process
6. Learn about Public Health initiatives about immunizations
7. Receive and wear a Be Wise – Immunize T-shirt
8. Supervise the after-vaccine waiting area, and ask (sometimes) families to fill out a survey

Volunteers DO NOT:

1. Give shots.
2. Read shot records.
3. Give vaccine advice.
4. Accept payment for vaccines
5. Handle medical emergencies

Find us at: www.ictchome.org or Facebook at: [ImmunizationCollaborationTC](https://www.facebook.com/ImmunizationCollaborationTC)



Be Wise — Immunize™
Physicians Caring for Texans

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Be Wise—Immunize is a service mark of Texas Medical Association and a joint program of Texas Medical Association and TMA Alliance, funded by TMA Foundation.