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| [Lead Agency]  | your logo here |

**School Located Vaccination Event (SLVE) Preparation Checklist**

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| [ ]  | Recruit school districts/schools for participation and secure buy-in from district leadership Determine recipients of program (e.g., students only; students and staff; students, staff, and families; grades - preschool, K-5, K-8, high school) and what languages they speak |
| [ ]  | Recruit outside partners to assist with promotion and implementation (e.g., local healthcare providers, Medical Reserve Corps, nursing schools, college/university and high school programs, interns |
| [ ]  | Determine if/how staff and volunteers need to be cleared to be present at school sites, including what background checks and medical screening (e.g., TB tests) may be necessary |
| [ ]  | Determine planning partners - e.g., school district staff, local health department staff, state health department staff, school level staff, school nursing staff, community-based organizations – and establish a regular meeting time |
| [ ]  | Determine staff to administer vaccine (e.g., school nurses, local health department nurses, volunteer nurses, contract nurses, nursing students) |
| [ ]  | Determine how supplies will get to and from vaccination events (e.g., staff/volunteers, contracted courier company) |
| [ ]  | Determine vendors if applicable (e.g., courier, translation firm, contract nursing staff) |
| [ ]  | Create a volunteer roster document based on event needs and email to partner |
| [ ]  | Participate in any informational sessions/meetings with partners to obtain event approval |
| [ ]  | Ensure facility use agreements and other practice agreements have been reviewed and are current |
| [ ]  | Coordinate site assessment date with partner |
| [ ]  | Conduct site assessment using Event Planning checklist |
| [ ]  | Email copy of checklist with action items to partner |
| [ ]  | Prepare layout design and share with partner; make any additional changes |
| [ ]  | Determine timeline of program and timing of vaccine days (e.g., during school only, after hours) with school district staff |
| [ ]  | Prepare all protocols, trainings, forms, and surveys |
| [ ]  | Determine data entry plan for vaccine records |
| [ ]  | Obtain out-of-compliance data from school; necessary for proper vaccine planning |
| [ ]  | Create estimates of supplies needed including vaccine, vaccine administration supplies, administrative supplies |
| [ ]  | Prepare all databases for information tracking (e.g., school communication, vaccine inventory, supplies tracking) |
| [ ]  | Create templates for communication/coordination with schools |
| [ ]  | Alert local healthcare providers of planned events |
| [ ]  | Prepare plans for possible events (e.g., vaccine shortage, vaccine recall) |
| [ ]  | Determine evaluation goals |
| [ ]  | Create tentative schedule of vaccine days |
| [ ]  | Begin conducting school and community level outreach |