



Trego County Health Department  
201 N Main  
WaKeeney, KS 67672

Dear Community Member:

The Trego County Health Department will be administering flu shots in a Point of Dispensing Exercise again this year. We will be doing this in a drive through setting at the Trego County Fairgrounds. The health department is in need of volunteers to help conduct this clinic/exercise. Volunteers are needed for registration, greeters, runners, education, vaccinating, security, setup, and breakdown.

The exercise/clinic will be held on Monday, September 21, 2009 from 2:00 p.m. to 6:00 p.m. at the Trego County Fairgrounds in WaKeeney.

This is an excellent opportunity for our community to experience a mass vaccination/medication clinic in a non-emergent setting. By participating in this exercise and allowing your employees to participate by volunteering and/or going through the clinic, our community will gain a better understanding of how a clinic would operate and what type of information they would need to provide in the event there is ever a large-scale public health emergency. At least 40 persons/volunteers are needed for this clinic/exercise. **We encourage you to volunteer, please contact the Trego County Health Department at 785-743-6348, or email [tchd@ruraltel.net](mailto:tchd@ruraltel.net) or [nmattheyer@ruraltel.net](mailto:nmattheyer@ruraltel.net).**

**VOLUNTEERS:** need to bring your driver's license for identification purposes. Volunteer nurses need to bring your current nursing license. Parking for volunteers will be on the south end of the commercial building behind the white metal fence. Volunteers will enter the east door of the 4-H building to sign in. Security personnel will be available to help with directions. You will need to sign in at the volunteer station and report to your supervisor. You need to arrive at 1:15 p.m. to receive Just In Time Training. You must be on time so we can open the clinic as scheduled.

**CLIENTS:** (persons receiving flu shots) who wish to have the flu shot billed will be required to have a current copy of the Medicare, BCBS, or Medicaid card with them the day of the clinic. Children under 18 will need to be accompanied by a parent or guardian. There will be a separate line for parents/children where they can exit the vehicle and enter a separate area in the building for their vaccination. These clients will need to look for appropriate signs.

Thank you for your help and support and don't forget to mark your calendars. We look forward to a successful exercise/clinic and appreciate your help in making it happen.

Sincerely,

Trego County Health Department