



1000 Healthy Kids & Families

ENROLLMENT DRIVE INSTRUCTIONS

- 1. Enrollment Drive Hours are 9:00 a.m. – 2:00 p.m.**
- 2. Upon arriving at your location please ensure that you have the necessary materials including:**
 - a. Applications in Spanish and English
 - b. Encounter Forms
 - c. Documentation Checklist Follow-up Forms
 - i. (Please fill in your contact information on follow-up forms so that clients can follow up with you to complete their applications)
 - d. Contact Sheet
 - e. Reporting & Tally Sheet (Record total and hourly enrollment numbers)
 - f. Pens & Clipboards
 - g. Campaign T-Shirts
- 3. If you're operating indoors, please ensure you have access to operable computers and copy machines.**
- 4. At 9:00 a.m. call your Area Coordinator to report your location is open and ready to enroll children and families.**
- 5. At the following times, please report to your area coordinator the number of applications/encounter forms started (complete or incomplete):**
 - 11:00 a.m.
 - 1:00 p.m.
 - 2:00 p.m. (REPORT TOTAL)
- 6. Please remain at your location and turn in your tally sheet to your area coordinator at end of enrollment drive. Your area coordinator will visit your location shortly after 2 p.m.**
- 7. For more materials, volunteers or any questions or support please refer to your "Contact Sheet" for the appropriate number to call.**
- 8. Have Fun. Make A Difference.**