

Project SAVE

SCHEDULING ASSISTANCE FOR VACCINE EQUITY

Project SAVE Resource Tabling



Search for **Project SAVE tabling** opportunities through [SignUpGenius](#).



Distribute **Project SAVE materials**, promote vaccination appointments, vaccination sites and events, and respond to community questions or concerns.



Promote your organization! Share your organization resources, wear a t-shirt representing your organization, and use organization specific materials (canopy, tablecloth, etc.)



Have fun supporting Project SAVE and building better community health!

For all questions regarding tabling, please contact:

Project Lead:

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North Region:

Martha.Guzman@sdcounty.ca.gov

South Region:

Daylan.Chapman@sdcounty.ca.gov

Central & East Region:

Marisa.Serrano@sdcounty.ca.gov

Project SAVE Tabling Step-By-Step Guide

1

Project SAVE Training- [Click here](#) to watch Project SAVE Videos (English/Spanish). **To receive credit for completing this training**, we are requesting ALL CHWs to watch the videos and complete the SmartSheet forms.

2

Sign-up for a Project SAVE tabling site through [SignUpGenius](#).

3

Project SAVE Tabling:

1. Check-in with Site Lead
2. Set up Tabling: 2 chairs, 1 table, 2 posters, 1 Project SAVE binder with materials, hand sanitizer, and sanitizing wipes. *(CHWs are recommended to bring their own hand sanitizer and wipes when tabling at non-vaccination sites)*
3. Review Project SAVE binder and materials.
4. If you have any questions, please review the [FAQs For CHWs](#). This handout provides the language for questions you may be asked during tabling.
5. Review and fill out the Project SAVE Tally Sheet (found in binder) to keep track of how many community members you assist and how many appointments were made.
6. Distribute Project SAVE handouts and contact cards. [Click here](#) to view the latest version of Project SAVE sites and zip codes.
7. If you are asked a question from a community member and you are unsure of how to respond, please let us know in the [CHW Frequently Asked Questions Smartsheet](#).

4

Reporting Data: Keep track of all scheduled appointments, contact your Program Manager to know which reporting method your organization is using. All appointments made are reported by your Program Manager every Thursday by 9AM through the [Reporting Tool- Demographics](#) or the Project SAVE App Tracker (an Excel File)

5

Contact Project SAVE Leads:

- If the Project SAVE Binder is low on handouts
- When you need to cancel or adjust the hours of your shift

Reminder: Your organization can host an independent outreach event, and still provide Project SAVE assistance to the community. All vaccination events and/or Project SAVE outreach outside of the scheduled resource tabling, should be submitted to the [Reporting Tool- Demographics](#).