



Jersey Shore Regional Health Commission

628 Shrewsbury Avenue

Tinton Falls, NJ 07701

PHONE:(732) 493-9520 • FAX (732) 493-9521 • www.JSRHC.org



COMMUNITY HEALTH EDUCATION REQUEST FORM

Requests must be made at least 30 days prior to the date of event.

Please note, to effectively plan and maximize the capacity of Jersey Shore Regional Health Commission (JSRHC) staff and resources, those requesting health education and outreach are strongly encouraged to follow these guidelines when making a request:

- Request education and/or outreach services at least thirty (30) days in advance of the planned event date.
- Maintain regular communication with JSRHC staff during the event planning process.
- Ensure that there will be sufficient participation for event.
- Provide a location appropriate for those in attendance to participate and concentrate. The location should accommodate anticipated attendees, including those with disabilities.
- Allow the JSRHC the opportunity to evaluate the program.

We look forward to working with you to provide a program that will meet your needs.

Thank you for your request.

If you are requesting only information (brochures, fact sheets, etc.) on a specific topic, please call 732-493-9520 or email info@JSRHC.org.



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Requesting Agency / Organization Name: _____

Contact Person Name: _____

Email: _____ **Phone:** _____

Topic/Event Name: _____

Expected Number of People Attending Event: _____

Event Location/Address: _____
Street, Municipality

Is Event Indoors or Outdoors?

Please provide a brief description of the people expected to attend event: _____

What health education service would you like JSRHC to provide? (Mark all that apply)

Representation and provide information at health fair or health fair like event

Presentation on a specific topic

Other (please specify): _____

List the information you would like presented/provided at the event: _____

Date Preferred/Requested: _____ **Second Choice Date:** _____

Start Time: _____ **End Time:** _____ **Will a table be supplied?** Yes No

What presentation equipment will be provided/available?

Computer Projector Microphone Electrical access Internet/Wifi

JSRHC strives to honor as many requests as possible. However, we cannot guarantee that all requests will be accepted, as we are limited by previously scheduled events and/or the availability of our staff.

Please email this completed request form back to email to info@JSRHC.org.

For Staff Use Only

Received on:	Acknowledged by:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
If denied, reason:		