Vaccine Clinic Request Form

Organization Name _____ Organization Address _____

Person of contact: Name _____ Phone number _____ Email address _____

Clinic location (Name AND Address) _____

Preferred Days AND Times *clinic not to exceed 2 hours* (Mon-Sat: 7AM-8PM, at least 2 weeks' notice) _____

If you are requesting a clinic longer than 2 hours, please provide additional justification below:

Estimated # of Participants (for worksites: please submit a completed sign-up sheet 3 days prior to requested clinic date) _____

If this clinic will be part of a community event, please provide additional details below:	
Name and location	
Date and Time	
Name of organizer	

Please check yes or no for the following questions:			
Will the clinic be hosted indoors?	☐Yes	☐No	☐N/A
If outdoors, will a canopy/shade tent be provided?	☐Yes	☐No	☐N/A
Will garbage cans be provided?	☐Yes	☐No	☐N/A
Will we have access to electricity?	☐Yes	☐No	☐N/A
Will tables be provided?	☐Yes	☐No	☐N/A
Will chairs for staff be provided?	☐Yes	☐No	☐N/A
Will chairs for an observational area be provided?	☐Yes	☐No	☐N/A
If located at a worksite, does your worksite have access to onsite services? (Clinic, pharmacy, etc.)	☐Yes	☐No	☐N/A

Please provide a brief description of your population. Do they fit into any of these categories?			
☐Individuals primarily over the age of 65	☐Uninsured Individuals	☐Homeless	☐Language Barriers
☐Disabled	☐Transportation Barriers	☐Low Income / Individuals who work multiple Jobs	☐Located in a rural community
Please include any additional information			

Type of vaccine requested	
☐COVID	☐FLU
*If requesting COVID, what type of dose is needed?	
☐Primary Series	☐Booster
**If requesting first dose, would you like to schedule a follow up clinic 28 days later? (please provide the date, time, and location	

For Weber-Morgan Health Department Staff Only			
Has the form been graded according to the rubric?	☐Yes	☐No	
Did the form receive a passing score?	☐Yes	☐No	
Signature of grader:		Date	
Signature of leadership:		Date	
Has the requester been notified of request status?	☐Yes	☐No	