

CHIROPRACTIC —FIRST★RESPONDERS— CHECKLIST

Greetings, and thank you in advance for being a well prepared volunteer!
This checklist will help you to gather what you'll need to have an
excellent volunteer experience.

Pack the following into a rolling cart for easy transport to volunteer location.

- Two Sided Informed Consent Forms (Download and print 100 two sided forms.)
- Black Pens
- Small Pen Holder
- Clipboards (In good shape for a good first impression)
- Business Card Holders
- Business Cards (People will want to become your patient or refer you to others who do!)
- Portable Adjusting Table (B.Y.O.T. Bring your own table.)
- Face Paper
- Beach Towel (To cover and protect your table from dirty hard working boots.)
- Roll of Paper Towels
- Windex or Table Cleaner (Your table will need a good cleaning often.)
- Printed Directions & Map to Volunteer Location (Cell service may be down.)
- Snack
- 3-4 Water Bottles (For self and sharing with team)
- Individually Wrapped Mints (Life-Savers Brand Wint-o-Green or Pep-o-Mint Patients LOVE this nice little extra.) It's nice to bring but not "necessary."
- Hand Sanitizer (Even if you don't normally use it. It's required to be near you and out in the open for patients to use if wanted.)

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- ❑ Extension Cords (If you use equipment that needs power. In some cases we may not have power. Please confirm in advance.)
- ❑ Prepare your favorite 2 minute new patient orientation about what chiropractic is and what new patients can expect after their adjustment. 75% of the people we normally see are "first timers."
- ❑ Prepare your mind and heart for service. It isn't always easy to see people who are suffering through disaster. Be extra kind to yourself this week! Take a deep breath and get ready to be extremely patient. Disaster work is a fluid situation that can change at a moment's notice. Just go with the flow and reach out if you need our help.

DO's

1. R.S.V.P. in advance of your shift. There are limits to how many people we can have out there at one time. If you show up and you're not on the schedule, you may be turned away. To save yourself a trip, please do schedule in advance.
2. Arrive early so you are set up and ready to rock and roll. If you're late please text us to let us know.
3. Have every person you touch fill out an Informed Consent and Waiver form prior to putting your hands on people..
4. Take lots of photos and tag us! Kimberly Goreham & Chiropractic First Responders on Facebook.
5. Have a wonderful time and keep the mood light and loving. People are going through a lot during this horrible disaster. Please be extra patient as we are moving through a very fluid situation with a lot of moving parts.
6. Donate to our cause if you feel moved to do so. We are a 100% volunteer operation!
<https://www.NoTownLeftBehind.org>
7. **Call Kimberly if you need anything or have questions at 858-243-2265**