

Completion Instructions for Advocate and Outreach Activity Log

The Safe Delivery program consultants should be notified of all advocate and outreach activities throughout the state. This helps to avoid duplication and helps to identify future locations that may need to be targeted. This information is also shared on a quarterly basis with the Michigan Department of Community Health.

1. Provide the name or names of the Safe Delivery of Newborns advocate(s).
2. If the advocate(s) is an employee or contractor of an agency please identify the agency name and location.
3. The advocacy report should be faxed each quarter (see schedule on front) to the Safe Delivery program at the Michigan Primary Care Association in Lansing. Fax number: 517-381-8008 or email michsafedelivery@gmail.com.
4. The information that should be recorded includes the following:
 - Date of presentation/exhibit or contact.
 - Specify how the information was disseminated: exhibit, presentation, one-on-one contact, community bulletin boards, etc.
 - The agency name, address or location where information was presented/distributed.
 - The targeted audience and approximate number of participants.
 - What resource materials were distributed for example, DHS Pub 864, emery boards, wallet cards, English & Spanish posters, etc.
 - Number of hours donated to your efforts.

Note: It is not an expectation for users of the Educator Toolkit to report activities. This log is to be used for additional advocacy and outreach activities. Example: School club service project.

