

## School-Based Health Care Week *Healthy and Learning: Back to School 2009*

### VIRTUAL TOUR CHECKLIST

- ✓ Obtain a video camera (one time use cameras are sufficient) and make sure that the content can be uploaded to both your computer and onto the web.
- ✓ Contact the SBHC and let the staff know you plan to videotape; schedule a time to take about 10 minutes of video. If it's your SBHC, schedule the taping to avoid videotaping children and/or others who haven't given you permission to tape them.
- ✓ Plan what will be taped – give a script to all participating in the video (there is a small chance that you can use sound – otherwise, it will just be you narrating during the phone call).
- ✓ Make your video – watch and make sure sound and video quality are sufficient.
- ✓ Upload video to a website (like [www.youtube.com](http://www.youtube.com)) and test that the link transfers via email – make sure that this is acceptable to the SBHC administrator.
- ✓ Schedule telephone meetings with your Congressional Members' Health Legislative Assistants (LA) for the week of September 14, 2009.
- ✓ Download legislative background one-pager on the Healthy Schools Act from NASBHC (available on NASBHC's Virtual Tour web page); email to Health LAs, along with information on your specific SBHC, a few days before your scheduled meetings.
- ✓ Download health care reform talking points (available on NASBHC's Virtual Tour web page) and familiarize yourself with them for use during the phone meetings.
- ✓ Create agenda for meetings. Review tips on how to conduct the phone meetings (available on NASBHC's Virtual Tour web page).
- ✓ Conduct telephone meetings – go through video and accompanying materials with the Health LAs.
- ✓ Fill out NASBHC's post-meeting evaluation for each phone call (available on NASBHC's Virtual Tour web page) and email it to NASBHC ([skilbourne@nasbhc.org](mailto:skilbourne@nasbhc.org)).
- ✓ Send a thank-you email to Health LAs within 24 hours of meetings; include any additional information requested by the LA and be sure to offer yourself as a resource for the future.