



Welcome to the 2017 FRPA Conference!

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Tell The Community How Wonderful  
Your Organization Is  
By Hosting a Resource Fair



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Speaker Name:  
Annie Barreiro, CTRS, MS, RN

Speaker Contact Info:  
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Learning Objectives

- List two ideas on how to plan a resource fair.
- Learn one way to network with other organizations and how this is beneficial.
- Learn how to make a simple Likert scale for surveying participants.



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To Do List

- Decide on population and purpose
- Get permission from Leadership
- Choose a date for the event
- Name your event
- Decide Which Organizations to Invite and Invite Them

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Needs Assessment

- What population do you hope to serve?
- What are your goals for this special event?

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**PRRC (Psychosocial Rehabilitation and Recovery Center) Resource Fair**

- Transitional educational recovery oriented program for Veterans diagnosed with a serious mental illness, focusing on teaching Veterans skills to improve areas of their lives such as, housing, community, wellness and purpose.

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**PRRC's Goals in a Nutshell**

- Assist Veterans with identifying a meaningful role in the community of their choice
- Teach Veterans tools for recovery from serious mental illness
- Foster self-esteem and a sense of purpose
- Improve relationships/connections with others

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**Your Challenge...**

- Think about your mission and the clients that you serve.
- How can a resource fair be helpful to you?

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### Our fair's purpose

- To connect Veterans with community resources

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### Recreation Therapy Resource Fair Ideas

- Transportation Programs
- Volunteer Opportunities
- Community Programs
- Recreation Partnerships
- Enhancing Health (acupuncture, yoga, etc.)
- Social Skills Training

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### Social Work Themed Resource Fair

- Housing Resources
- Legal Assistance
- Employment Assistance
- Identification Resources
- Transportation Programs
- Financial Assistance Programs

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### Living Well: Cultivating Community Connections

- Free haircuts and chair massages are offered.
- How can I get more physically active?
- What kind of help can I get to return to school?
- How can I learn to fly fish?
- Do I qualify for a free computer?
- Can anyone help me live more independently?
- What kinds of activities can I get involved in to have fun?

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### Who to Invite?

- This will relate to the Fair's purpose.
- If this is a vocational event...
  - Ticket to work, Social Security
  - Vocational Rehab
  - Area cosmetology schools
  - Resume writing
  - Interview skills
- Community recreational resources
  - o YMCA, Yoga groups, Team RWB
  - o Parks and Recreation Departments

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### Invitations/Organization List

- Send out an invitation with an RSVP date
- Keep a list of Organizations that are coming to the Fair and those that cannot attend
- Use the organizational information to make a List of Participants (include in the folders that each Organization will receive)

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### Organization List

- Name of organization
- Point of contact
- Phone Number/Email
- Confirmed or not coming
- Location/table set-up
- Bringing own table
- Logistical needs – outlets, extra tables, etc.

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### Potential Organizations

- YMCA
- Project Healing Waters
- The HUB on Canal
- Blues Society
- United Way

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**Potential Organizations**

- Easter Seals
- Car Fit
- NAMI
- Children’s Home Society
- Mental Health Assn./Debra Ann House
- Area substance abuse services
- Yoga programs

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**Potential Organizations**

- Disability Solutions (ramps, computers)
- One Voice Volusia
- Council on Aging
- Service Officers - County and State
- Patient Advocate/Veterans’ Representative

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**Potential Organizations**

- VWRP/PRRC Alumni Table
- Blind Services/Conklin Center
- Intergroup (AA and NA services)
- Votran (specialized transportation service)
- VA Suicide prevention coordinator (donated bags for participants)

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### Publicity

- Contact Public Affairs about publicity
- Write a press release
- Make a flyer for the Fair
  - Check with agencies about logos for the flyer
  - Decide how to disseminate the flyers
  - Make a deadline for posting flyers

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### Press Release

- **VA Partners with Area Resources to host the 2<sup>nd</sup> Annual Resource Fair at the Daytona Beach PRRC**
- *PRRC Offers programming for Veterans with symptoms from serious mental illnesses*
- DAYTONA BEACH –The Department of Veterans Affairs (VA) Daytona Beach Psychosocial Rehabilitation and Recovery Program and a variety of area resources have partnered to host the second Annual Resource Fair on May 17, 2016, from 9 am to 12 noon, to connect veterans with area resources.

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### Press Release

- “This partnership will provide an amazing opportunity for our Veterans to learn about community resources in the Daytona Beach area,” said Steve Kyer, PRRC Program Director.
- “I’m more than pleased to announce this resource fair as a way for Veterans to find out about available resources, and eventually reengage back into the community.”

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### Press Release

- Thirty local groups/ area organizations have been invited to the resource fair. The agencies will host exhibitor tables and be on hand to answer questions about what's available in the community.
- Veterans will be able to find out about places to volunteer, scholarships for returning to school, and opportunities for returning to work. Many Veterans struggle with the transition back into civilian life and are unaware of resources that are offered outside of the VA.

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### Press Release

- VA is committed to working closely with non-governmental organizations, such as the Community Legal Services, the United Way, and Project Healing Waters, to identify new and innovative ways to support VA's commitment to care for those who "have borne the battle" and their families.
- Strengthening collaborations within communities and with community-based organizations helps to achieve VA's goal of improving the lives of Veterans, service members, their families, caregivers, and survivors.

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### In house publicity

- Post flyer on bulletin boards (with permission)
- Go to the 'All Staff' meetings and announce
- Ask for an e-mail to be sent to all employees
- Do a presentation at Clinical Meetings (TR, SW, Nursing, etc.)
- Inform the Patient Advocate and leave flyers
- Put flyers at the front entrances

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### Make Folders (Very helpful!)

- Include a Fact sheet about your organization
- List of fair participants/contact information
- Brochures (PRRC, Peer support, SAFE, and Wednesday Planning Group)- Networking and increasing access to VHA care  
(Color –coded the types of organizations)
- Thank you letter
- Survey for Fair participants to complete (blue)

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### Organization/Participant Survey

- **1. I liked the building layout...**  
Yes \_\_\_\_\_ No \_\_\_\_\_
- **2. I felt I was helpful to veterans today...**  
Yes \_\_\_\_\_ No \_\_\_\_\_
- **3. I would participate again next year...**  
Yes \_\_\_\_\_ No \_\_\_\_\_
- **4. Other suggestions or ideas??**

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### Likert Scale

- Rating Scale invented by psychologist R. Likert
- A person is asked to evaluate something by giving it a range of value on a balanced scale
- Use a range such as:
  - strongly agree
  - agree
  - neutral
  - disagree
  - strongly disagree

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### Room set-up

- Decide where to have the Fair
- How many tables are needed?
- How many chair are needed?
- Will groups want to have a panel discussion?
- Will any special equipment be needed – cords, charts, pencils, outlets, etc.?
- Set a time for organizations to arrive and set-up their equipment (e-mail a reminder the day before)
- Notify Participants of Parking area

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### Securing the equipment

- Place work orders for assistance moving tables and setting up equipment
- Provide people to unload, set-up the tables, and return the tables
- Ask for Volunteers to take down the equipment
- Use work-study students

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### Refreshments

- Decide whether to have refreshments
- Utilize supportive volunteer groups
- If this is ongoing, always check with the previous year's sponsor to see whether they will be sponsoring the event again
- Thank you' s are a must, especially hand written
- Have a sign posted, "Refreshments donated by this Volunteer Group"

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### Raffle or Door Prize

- Volunteer groups can assist with this
- Each organization may want to donate an item to be raffled
- Can set-up a system where participants visit every table to get their Bingo cards punched
- Organization may pass out candy or small items at their tables
- One group donated bags for the event

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### More Day-of Hints

- Parking
- Table Set-up and Take-down
- Clean-up
- Have Staff members or Volunteers on hand to assist with clean-up

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### In Your Spare Moments

- Prepare as many items ahead of time
- Sharpen pencils
- Put folders together
- Copy surveys

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**Thank you letter, Dear Participant:**

- We would like to extend our appreciation to you for supporting our Resource Fair!
- 
- The entire PRRC staff appreciates your efforts to meet the needs of our Veterans and connect them with area community resources.
- 
- By being available for questions at your exhibit table, you have contributed to the well being of our Veterans.
- 
- Thank you again for taking the time from your very busy schedule to set-up an exhibit at the Resource Fair.

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**After Action Report With Staff**

- What went well?
- How can we improve?
- Ideas for the next event?

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**Survey of Veterans**

- **1. How did you find out about the Fair?**
- Newspaper  Radio  VA provider
- Television  Flyer  Other
- **2. What was most beneficial for you today?**
- **3. What would have made your experience better?**
- **4. Other ideas or suggestions?**

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### Veterans' Feedback Results

- Suggestions from the Veterans included: more publicity, more food, and having a mail out to Veterans to publicize the event.
- Veterans asked to have an Alumni Table at next year's Fair which we will include next year
- We instituted a bulletin board for job announcements

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### Organization Feedback

- The International Academy now gives a 25% discount to Veterans.
- We are considering expanding and asking the church next door for use of their parking lot.
- We are established some new partnerships: Art Programming (monthly art groups) and Career Center Workshops

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### Imitation Best Form of Flattery

- The Vet Center Staff hopes to make their services known to area Veterans
- They are hosting a resource fair like this one
- They thanked me for the participant list
- They utilized the list to contact organizations and hosted their own open house with free chair massages, haircuts, and manicures
- This will improve access to care for Veterans

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For more information about the Florida Recreation and Park Association visit [www.frpa.org](http://www.frpa.org).

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