



ACT *for* **ALEXANDRIA**
A COMMUNITY FOUNDATION

COVID-19 VACCINE GRANT DESIGN SESSION

Pre-Work Packet

August 11th 10:30am - 12:00pm

Agenda

Introduction & Briefing

- Welcome & Introduction
- Current COVID-19 Trends and Patterns in Alexandria
- Discussion of Available Funds

Design Session

- Individual Brainstorming
 - After Action Reporting Exercise
- Interactive Discussion of Barriers
- Idea Prioritization
 - Empathy Map Exercise
- Group Reflection
- Grant Criteria & Next Steps

Housekeeping Items

Jamboard Items

Jamboard Link

<https://jamboard.google.com>

Jamboard Tips

- You can access the Jamboard by following the link provided in the Zoom chat.
- Navigate to the board that corresponds to your breakout room by clicking on the arrows next to the slide icon at the top middle of your screen.
- To add an idea to the board, you can select the text box ("T" icon) on the left navigation bar.
- Text boxes can be moved by clicking on the text you would like to move and dragging it to the desired location.

Slido Items

Slido Link

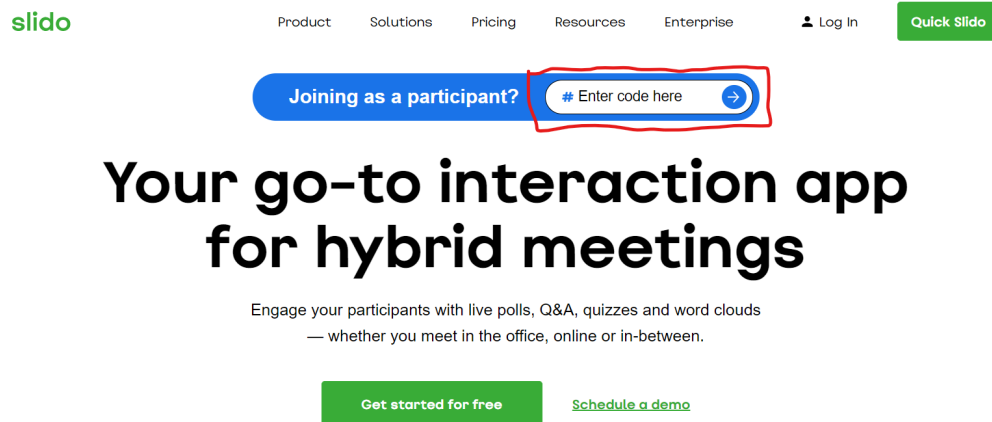
<https://www.sli.do/>

Slido Tips

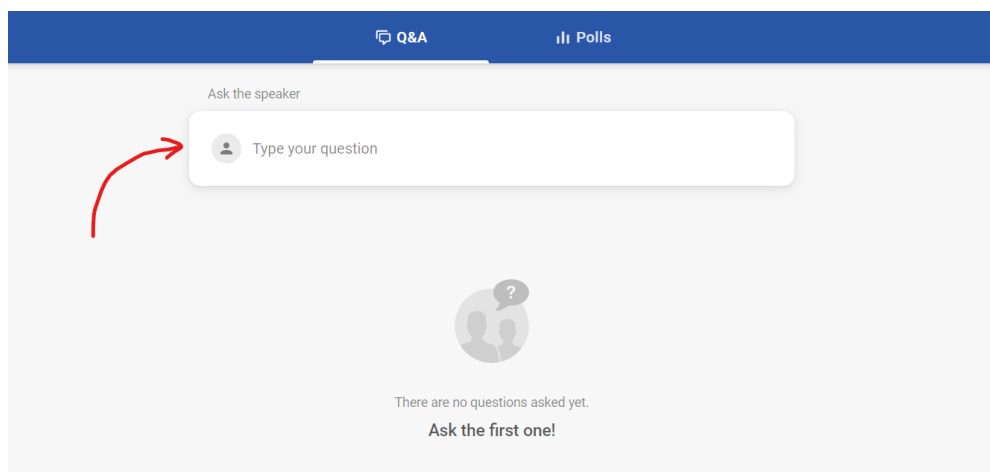
- Follow the link above to access the Slido or you can visit sli.do and enter event code #alxvaccine.
- You can answer the reflection questions by selecting the Q&A tab. You can also vote for responses that resonate with you.

Slido Tutorial

Step 1: Go to slido.com and enter `alxvaccine` in the section labelled "enter code here".

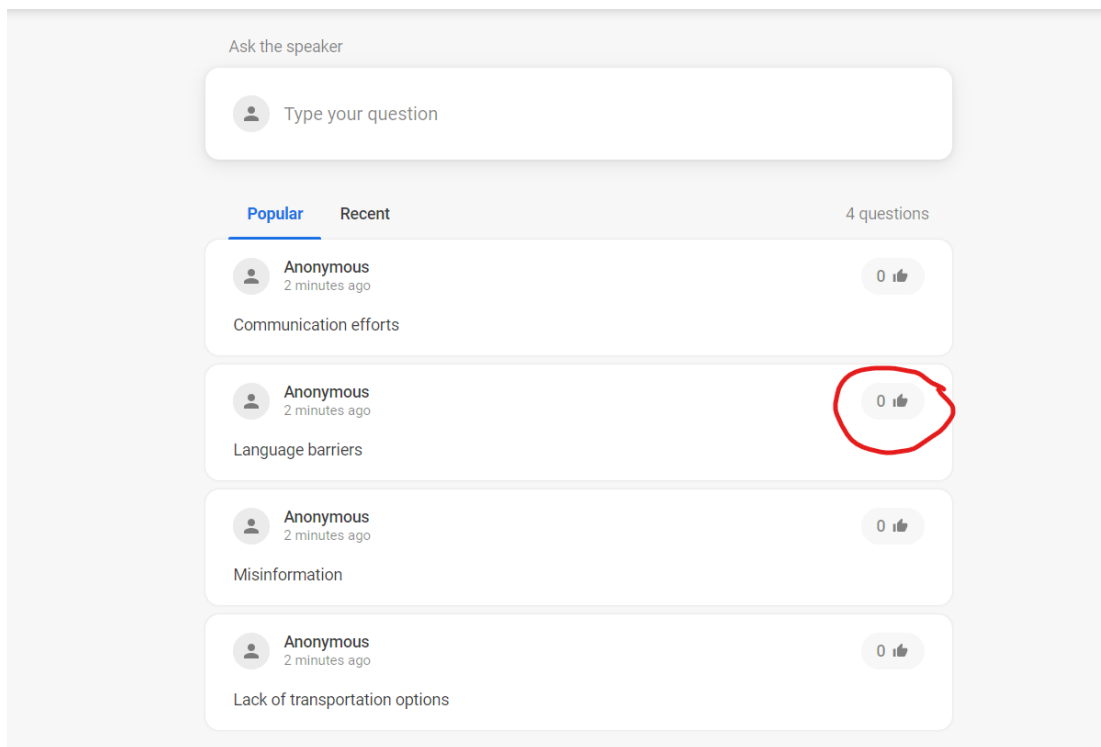


Step 2: When prompted, you can select the Q & A tab at the top of the screen. Enter your responses to the questions in the section labelled "type your question".

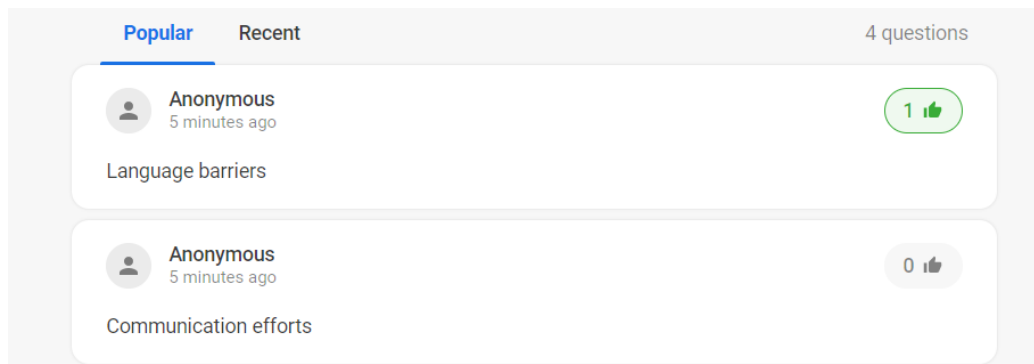


Slido Tutorial cont.

Step 3: You can indicate your agreement or vote for the best response to questions by selected the "thumbs up" icon next to each response.



Step 4: Responses with the most likes will show at the top of your screen.



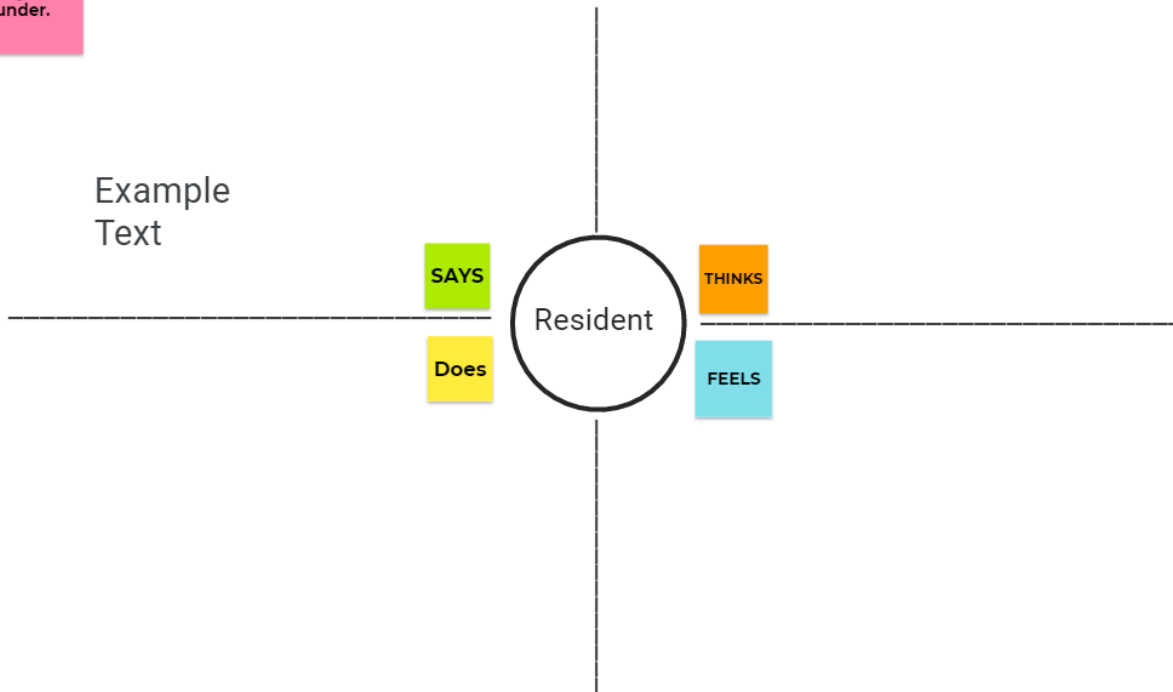
Empathy Map Template

Breakout Room 3

Persona:
Parent of a
child ages 11
and under.

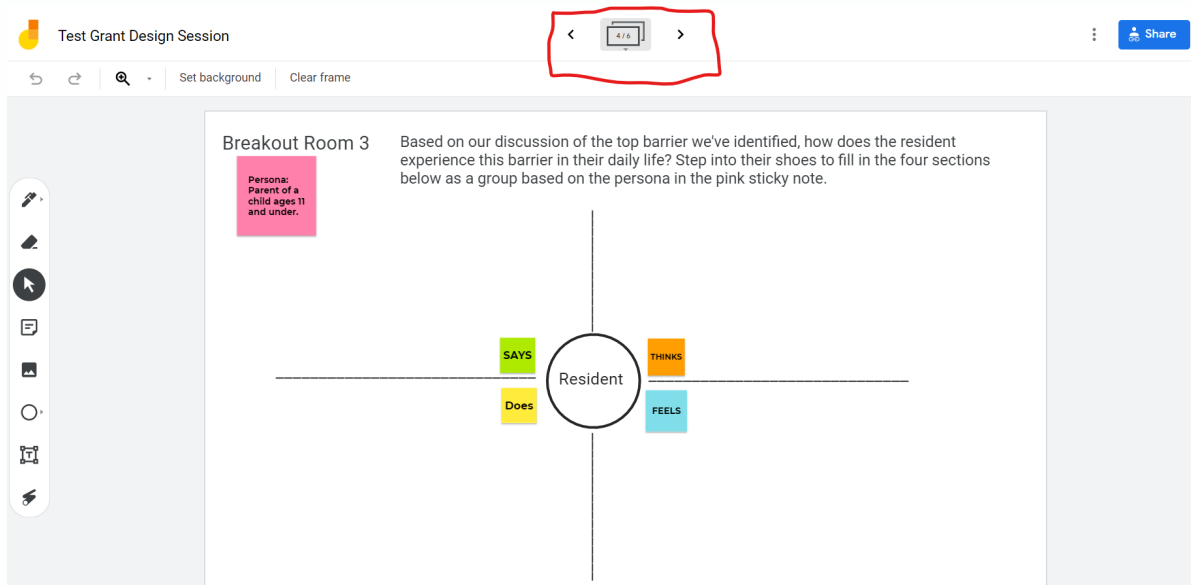
Based on our discussion of the top barrier we've identified, how does the resident experience this barrier in their daily life? Step into their shoes to fill in the four sections below as a group based on the persona in the pink sticky note.

Example
Text

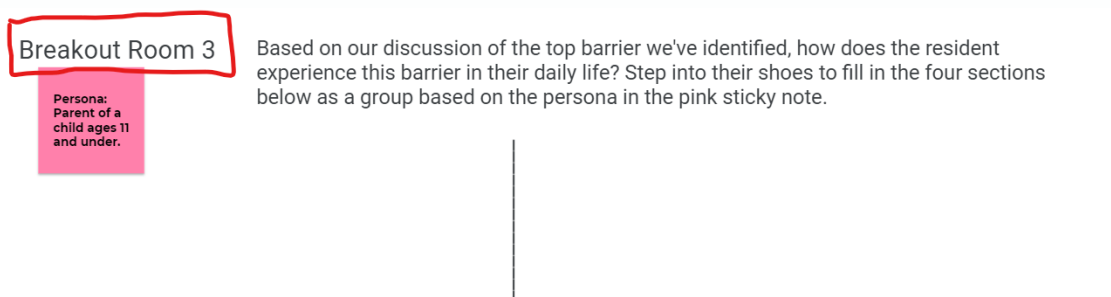


Jamboard Tutorial

Step 1: You can navigate to the board corresponding to your breakout room by clicking the arrow next to the slide icon in the top middle of your screen.

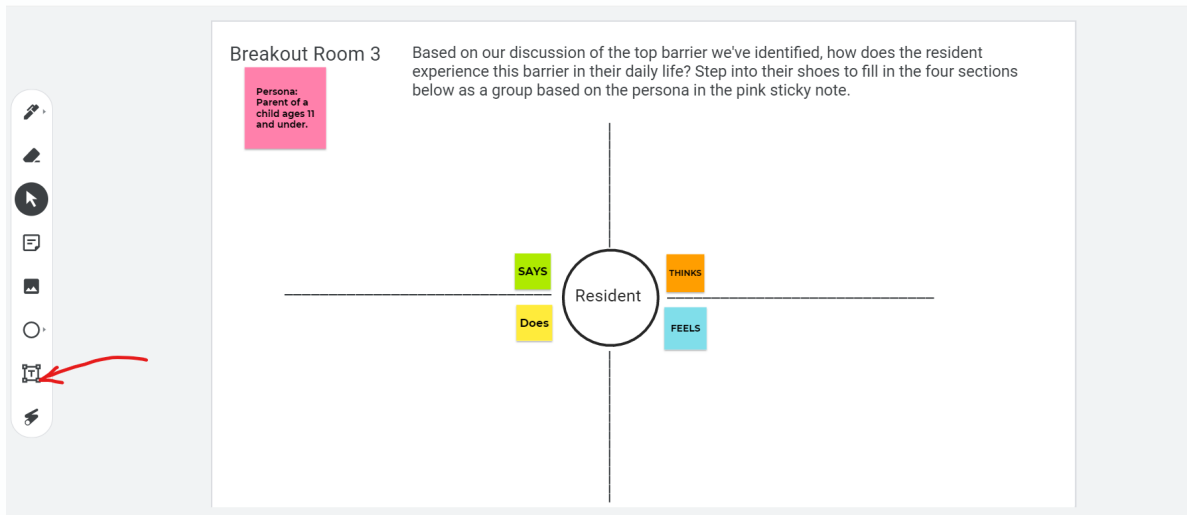


Step 2: You will be given a Jamboard corresponding to your Zoom breakout room.

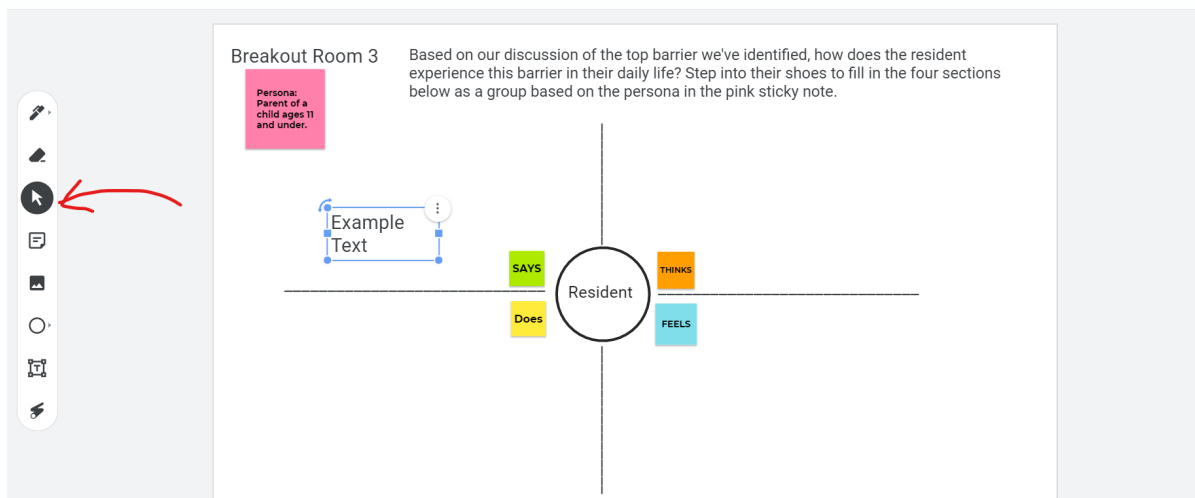


Jamboard Tutorial cont.

Step 3: To add an idea, we will be using the text box option. Select the "T" icon in the left-hand bar and click on the board. You can then enter in your thought.



Step 4: To move your text box to a different quadrant, select the arrow icon in the left-hand bar and drag the idea to the desired location.



After-Action Reporting Exercise

COVID-19 Grant Design Session: August 11, 2021

AFTER ACTION REVIEW

Using this reflection tool, focus on a project or event in the last year that you were involved in related to your organization's work or participated in as a community member in an area related to successful community engagement.

1. Organization name that hosted the event or project: _____

2. Please provide a summary of your project or event.

Include details such as the project or event name, target population (who this project or event was for), duration (over how many days or months was this work carried out), what was the primary goal, cost to carry out the work, and other necessary resources (e.g., staff, volunteers, interpreters, event space).

3. What went well and why?

(What were the successful steps taken towards achieving your objective?)

Successes	Why it was successful?

4. What barriers or surprises challenged the successes? What would you recommend improving in the future?

(What could have been done better? What would be your advice to future project teams?)

Barriers or Surprises	Future Recommendations

After-Action Reporting Exercise cont.

5. Have you incorporated any lessons learned from this project or event into your other work? Did you achieve the desired results?

Lessons Applied	Achieved Results

6. Due to the challenges we are facing with COVID-19 and vaccination efforts, what lessons and success can you build on and how can we apply them to the future as we consider vaccinations for ages 11 and under, 16-17, 18-24, 25-34, 35-44, 45-54, 55-64, 65+? Have your projects applied to any of these specific age groups? Are there key considerations for those specific age groups or demographic audiences?

7. Based on your experience, what communication methods or tools have you found most successful when sharing important or time sensitive information with community members? (Be as specific as possible about which social media platform, or which radio/TV stations were used. Are these paid or free campaigns? What were the target audience demographics, ages, languages spoken?)

Method/Tool <small>(Example: Facebook, specific radio station, texting, etc.)</small>	Target Audience

9. Can ACT for Alexandria contact you will follow-up questions? [please check one] Yes No

10. Form completed by: _____ (Please include first and last name.)