



CCARC Public Outreach Material Request Form

The following Public Outreach materials are available

Indicate quantity of each item desired

- _____ Club Trifold
- _____ EYEWARN Trifold
- _____ QSL Cards
- _____ ARRL Full Page Flyers;
 - _____ "What is Ham Radio", version A
 - _____ "What is Ham Radio", version B
 - _____ "Serving your Community"
 - _____ "Take the Next Step"
 - _____ "Ham Radio Youth"
 - _____ "Amateur Radio Bands"
- _____ Trifold display holders (1 available)
- _____ Full page display holders (2 Available)
- _____ Club Sandwich Boards (2 available)
- _____ Club Banners & Flags
- _____ Club Table Skirt
- _____ Club Trifold Tabletop Information Board

Activity Name; _____

Activity Date; _____

Activity Coordinator's Name; _____

Activity Coordinator's Phone; _____

Please return all unused materials, in the deployment container, as soon as possible after your event

Greg Shuster, KI7DTS, CCARC PIO
(360) 903-3467

Comments; _____



CCARC Public Outreach Material Request Form

Rev- 1/2/2020

Purpose

The purpose of this process is to ensure that the Clark County Amateur Radio Club (CCARC) has on-hand at all times a supply of public outreach material (flyers, handouts, tri-folds, etc.) to support any public outreach opportunity that may require such materials.

Responsibility

It will be the responsibility of the CCARC Public Information Officer (PIO) to maintain an on-hand inventory of public outreach materials and make available to any Event Coordinator (EC) such materials as they may desire for their event.

It will be the responsibility of the EC to inform the PIO, through the use of the “CCARC Public Outreach Materials Form”, of the desired materials and when they are needed. The request should be made with a minimum three months of lead time before the event, as to allow the PIO time to order additional materials as might be needed and gather them together.

Process

Event planning starts with the filling out of the “CCARC Event Planning Form” by the EC, available on the club website. Along with that form, the EC should fill out the CCARC Public Outreach Materials Request Form. Both forms should be forwarded to the PIO. The PIO will act upon that request to ensure Public Outreach materials are available when needed.

The requested material will be gathered together into a “deployment container” and delivery to the EC will be arranged in advance of the event.

Following the event, the EC will gather all unused materials, return them to the deployment container and return it to the PIO as soon as possible.

This process approved 1/2/2020 by the Board of Directors