



# Outreach Clinics

September 15, 2018

Kansas Masonic Lodges

RE: Kansas Masonic Foundation Outreach Clinics

As you likely know, the Kansas Masonic Foundation (KMF) has supported Cancer Research and Outreach Clinics for more than 40 years. The clinics are a remarkable 'grassroots' success story, thanks to the hard work of Kansas Masonic Lodges across the State.

Screenings are an important way to detect cancer in its early stages, when it's easier to treat. The KMF, in cooperation with the Masonic Lodges, is pleased to sponsor these life-saving screenings—and proud to collaborate with health professionals from the Midwest Cancer Alliance and The University of Kansas Cancer Center.

Within this form you will find the application needed to host one of these important cancer-screening clinics. After discussing it with the Brothers in your Lodge, we hope you will choose to complete the form and return it to the Foundation office. Before submitting the form, please take the time to review the information sheet and FAQ's. The application deadline for hosting a FREE cancer screening event for the next fiscal year (4/1/2019-3/31/2020) is January 31, 2019.

If you have any questions, or would like to visit with a Lodge that has conducted one of these clinics in the past, please feel free to contact the Kansas Masonic Foundation office at (785) 357-7646.

This is an excellent program for your community, and the Kansas Masonic Foundation will cover all of the expenses, in addition to providing a stipend for the Lodge hosting the event.

Keep the Masonic Tradition of Service strong and make a difference in your community!

Dave Hendricks  
Director of Development and Programs



# Outreach Clinics

## CANCER SCREENING INFORMATION SHEET



### Here are some tips that can help you plan a successful screening event:

Submit your application by the deadline; reserve your event date at least 6-8 weeks prior

In order to schedule a medical team we ask that you give us notice at least 6-8 weeks before your community's cancer screening event. Screenings will not be held on days where Grand Lodge is hosting a statewide event i.e. - Annual Communication/Leadership Academy

Screenings are available on Saturdays

The medical professionals who participate are available on Saturdays so please be sure you schedule your event accordingly. It is also asked that event coordinators provide ground transportation for the medical team and Midwest Cancer Alliance staff if they are flying in for the event.

Use your connections!

Be sure to spread the word among your contacts in the local Chamber, medical facilities, places of worship, grocery stores, retirement & community center, Co-ops, etc. The more leaders in the community that connect with your event, the more efficient you'll be in getting the word out and drawing in more attendees. The Lodge may also want to send a press release to your radio station(s), newspaper, etc., to promote and advertise the cancer screening clinic!

Consider tying into a local event

Lodges have found that scheduling their event during community fairs, parades, festivals and other popular events has resulted in better turnout. Follow the crowds!

Plan to set up registration & private screening areas

You will need to have a registration and welcome area as well as at least 1-3 private screening areas that include at least 1 private room.

Assign a photographer and a photo assistant

Ask a member to be on hand to take photos. Your Lodge can use the photos for its records and we can post some of them on social media. NOTE: Every attendee will be asked to sign a photo release form at registration.

The Kansas Masonic Foundation and the Midwest Cancer Alliance are available to help answer questions

Please don't hesitate to contact KMF at 785-357-7646 or the MCA Director of Outreach at 913-588-4719 if you have any questions before the clinic.

# APPLICATION

We, the members of \_\_\_\_\_ Lodge # \_\_\_\_\_ have reviewed the materials in the Kansas Masonic Foundation's Cancer Screening Outreach Clinic Application and would like to host a cancer screening clinic in our community sometime between **April 1, 2019 - March 31, 2020**. Some dates may not be available, so it is important to identify more than one date.

We understand the goals for the cancer screenings as outlined in the Information Sheet and commit to providing the best opportunity possible to host a successful screening clinic.

1. Please give one or more possible dates that you would like to schedule the cancer screening:

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2. If you are planning to coordinate your screening with an event in your community, please list the event:

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3. Outreach Clinic Participation Guidelines/Understanding:

- Participating Lodges will receive an "operations" book sixty (45-60) days prior to event.
- **Lodges will receive a reimbursement to cover expenses including marketing/promotion, refreshments, signage, etc., up to \$1,000. If additional money is required, it must be approved in advance by KMF.**
- It is mandatory that each Participating Lodge have at least one of two identified contacts for these events attend a special meeting on Thursday prior to Annual Communication from 10 AM - Noon.
- Participating Lodges understand it is expected that attendance for this event will need to attract 65 or more for the screening and the Lodge will provide the necessary work to ensure it is achieved.
- Lodges are expected to provide a minimum of six (6) Brothers for the duration of this event.

4. Please list two contacts, who are members of the Lodge, that the representatives of the Kansas Masonic Foundation and the Midwest Cancer Alliance can work with in providing this cancer screening.

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

E-mail \_\_\_\_\_

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_

**DEADLINE: JANUARY 31, 2019**

Fax to: 785-357-7406 or email [Dave@kansasmasonic.foundation](mailto:Dave@kansasmasonic.foundation) or

Mail to: Kansas Masonic Foundation, 5835 SW 29th Street, Suite 203, Topeka, Kansas 66614-5501

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## FAQ'S

### Do we have to submit the application form or can we just call?

We ask that all Lodges that wish to host a screening submit the form by the deadline. However, if you have questions about holding a screening event or the materials in this packet, please don't hesitate to call us at 785-357-7646 or 913-588-4719.

### When should we have our screening event?

Other Lodges have found that the most successful events are often held with an already existing event (like a fair) that draws a large crowd. It can be a great way to engage with the community and draw large numbers of people to be screened at the same time.

### What time should we have the event?

Traditionally the time frame has been from 9-noon. We stop taking registrations at noon but make sure all those registered before noon are seen by the medical team. However, we can be somewhat flexible with that time frame depending on the event. For example, if the community festival starts at 10 or 11 we can modify the start time for when the larger crowds will be in attendance.

### How much space do we need?

Ideally we need 3 private spaces, one for the urologist and 2 for the dermatologists. It's also helpful to have a 'reception' area where people can get registered and fill out paperwork. However, we have used many different types of spaces and can be very creative so let us know if you have concerns about your available space.

### Do we need tables and chairs?

It is really helpful to have some tables and chairs available. We need one for registration, one for welcome and refreshments another for a blood draw station, and it is helpful to have some for people to sit at while filling out paperwork. Again, specific needs are dependent on what location has been chosen for the event. For example, in a clinic there would be other options available for seating and blood draw areas, etc.

### How can we get the word out about the event?

Midwest Cancer Alliance, the outreach arm of The University of Kansas Cancer Center, will provide a press release, flier and poster for the Lodge to use in publicity. Past events have been publicized by the local lodge on the radio, in the paper, store fliers, church bulletins, etc.

### How much equipment and people do you have?

We usually have 7 people and several suitcase-sized pieces of equipment.

### Should we feed the staff from the MCA and KU Cancer Center?

Frequently staff must leave Kansas City very early in the morning and the screening event runs through lunch. So, whenever possible, having drinks, snacks and /or lunch available is greatly appreciated.

### Questions?

Contact Dave Hendricks, KMF Director of Development and Programs, (785) 357-7646 or Brooke Groneman, MCA Director of Outreach, (913) 588-4719.