

## How to Request a Mobile Vaccine Clinic from KDHE

KDHE-supported mobile clinics can be requested when your local health department or local providers are unable to extend support for your vaccination event. KDHE can provide support in the form of staff, vaccines, and other medical supplies. You can request a mobile vaccine clinic by following the five steps listed below.

1. Decide on the following:
  - Date and time of your event (3+ hour time block recommended)
  - Location of your event
    - This includes both your street address and the specific location within your campus/building where you would like to hold the clinic
    - An indoor space is required for a mobile clinic; the ideal space is large and equipped with tables and chairs
  - Age groups you will serve (e.g., children ages 5-11, 5+, 12+)
  - How many vaccines you would like
    - Note that only Pfizer-BioNTech's vaccine is approved for those under 18
2. Determine whether your local health department or community provider can provide support
3. If your local health department or a community provider is unable to support your clinic (or if they can support but require assistance from KDHE), fill out the following survey to request KDHE support for your mobile clinic: <https://forms.gle/yCVSm9rAsaiTfYkaA>
  - You must submit the form **at least 14 days before** your planned event
  - If you are working with your local health department or a community provider, please provide details about the support they will be providing (e.g., number of staff, vaccine doses, supplies, etc.)
4. A KDHE representative will be in touch regarding your clinic request within 4 business days
5. If KDHE is the main provider of the clinic, KDHE will provide vaccination consent forms
  - Distribute these consent forms to students in advance and instruct them to return it, signed by a parent or guardian, to the clinic
  - **Students under age 18 cannot receive a COVID-19 vaccine without parental or guardian consent**

For additional information, please contact Justin Hatmaker at [Justin.Hatmaker@ks.gov](mailto:Justin.Hatmaker@ks.gov) and Isabelle Yen at [Yen.Isabelle@bcg.com](mailto:Yen.Isabelle@bcg.com)