

**2018 Binational Health Week  
Steps for Follow-up after Activities**

***1) Enter final data on activities on web site***

As soon as events are concluded, consuls and coordinators are asked to once again access the web site [www.binationalhealthweek.org](http://www.binationalhealthweek.org) and update information, entering the final data for their activities.

***2) Send surveys completed by public***

Please send 50 surveys completed by the event participants, the data collected will be included in the overall evaluation report for the Binational Health Week.

***3) Send tracking formats on impact in the media***

Please complete and send tracking forms and copies of articles published, with information of each interview given, each public service announcement distributed, and each article published, to be included in the national report on media coverage.

***4) Send copy of declarations and resolutions***

If not done yet, the consuls and coordinators are asked to send a copy of resolutions and declarations received during Binational Health Week through email in PDF format.

***5) Complete the section on directories of collaborators***

Consuls and coordinators are asked to please fill out the directories section on the website with information regarding their sponsors, media contacts, agencies represented on their planning committees, and materials distributed. This will allow for the creation of a national directory, and will be highly useful for the entire network of consulates and agencies participating in Binational Health Week when implementing future projects.

***6) Local activities report***

It is suggested that consuls and coordinators develop their own local reports, to include achievements obtained, services planned and number of persons benefited. These reports are vital not only for measuring the local impact of activities, but also for requesting the support of key stakeholders and obtaining local assistance for organizing activities for next year.

***7) Recognition and appreciation to collaborators***

It is suggested that letters of appreciation and certificates of recognition be presented to sponsors, agencies and volunteers contributing to the organization of activities. It is also recommended that, when possible, an event be organized for committee members and key collaborators. This event can be an opportunity to present the certificates of recognition for the assistance provided, and to share experiences from Binational Health Week.

***8) Evaluate successes and challenges***

It is recommended that the activities carried out be evaluated internally at the committee's last annual meeting. The key agencies and collaborators can share their opinions regarding the successes achieved and the challenges that presented themselves, and can suggest ways for improving events for next year. It is very important to take notes and prepare a report with the most relevant points addressed since they will be taken into consideration in the planning of the next Binational Health Week, and will determine factors for future success.

Please send the information requested to:

Health Initiative of the Americas  
Attention: Binational Health Week  
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