**INSTRUCTIONS FOR MRC UNIT LEADERS (October 2019):**

This MRC Unit Fact Sheet template is a tool that the MRC Steering Committee developed as a result of the 2019 Massachusetts MRC Capacity Gap Analysis and discussions at MRC statewide meetings. MRC unit leaders have indicated that that additional education and coordination is needed between MRC unit leaders and other stakeholders. The template is intended to provide **community partners** and **stakeholders** with a better sense of what the MRC units can provide.

This template can be used by MRC unit leaders to highlight their unit’s specific strengths and weaknesses, and then shared with non-MRC stakeholders, including elected officials, municipal staff including local public health staff and local emergency management officials, EMS partners, and long-term care and community health center staff. The goal of the fact sheet is to increase communication between MRC unit leaders, partners and stakeholders in each region and provide a better understanding of local MRC services and capacity. *This is not intended to be a public-facing fact sheet.*

A few IMPORTANT notes on completing this template:

* The first page is intended to capture a high-level overview of the unit. Please fill in your unit name, mission/vision statement, communities covered, and contact information as specified. Recommended details for each text box are included, plus “lorem ipsum” Latin text, which is intended to show roughly how long each text box should be. Please update the “lorem ipsum” text with unit specific information or delete as necessary.
* On the second page, you should include the features that make your unit unique. What value can your unit provide to other stakeholders in your region? What resources do you have to offer? What specific skill sets? Etc.
* The infographics under “Fiscal Year 2019 Activities and Impact” can be reordered or deleted if you do not wish to show that many facts.
* Don’t forget to fill in all text boxes so that example text is no longer showing.
* This is a template designed to help your unit, but feel free to modify or delete any sections you do not wish to include.
* Please delete this page before finalizing your fact sheet!
* We encourage you to have someone else from your unit or region review your fact sheet before you begin distributing it to stakeholders.
* Once completed, you can PDF the fact sheet and distribute it electronically, or print it as a double-sided, single page handout.

If you have any issues with formatting or other questions about using the template, please contact Sarah Paritsky at [sparitsky@reginavilla.com](mailto:sparitsky@reginavilla.com).

UNIT NAME GOES HERE

[BRIEF MISSION/VISION OF MRC UNIT] ... SIT AMET, CONSECTETUR ADIPISCING. DUIS VEL MASSA EU IPSUM TINCIDUNT CONGUE SIT AMET A DUIS VEL MASSA EU IPSUM TINCIDUNT CONGUE SIT AMET C ORCI. DONEC VULPUTATE CONDIMENTUM EGESTAS.

INSERT YOUR OWN PICTURE
1. Select this box
2. Right click, change picture
3. Select your picture file

Contact Us

Email Address: [add]

Phone Number: [add]

Find Us Online

Website: [link]

Social Media: [handles/icons]

Register at: MAResponds.org [or delete if unit is not in MA Responds]



Covering the communities of:

> [community name] > [community name]

> [community name]  > [community name]

> [community name]  > [community name]

> [community name]  > [community name]

> [community name]  > [community name]

> [community name]  > [community name]

Alternatively, this can be replaced with a map of your unit coverage.

> [community name]

> [community name]

> [community name]

> [community name]

> [community name]

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> [community name]

> [community name]

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> [community name]

> [community name]

ABOUT THE [INSERT UNIT NAME]

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VOLUNTEER SKILLS

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**###**

credentialed volunteers

BOX HEADER TO HIGHLIGHT MRC CAPABILITIES/HOW VOLUNTEERS ARE USED

> Our volunteers can staff **flu clinics** and **shelters**.

> Some of our volunteers are bilingual and speak **Spanish.**

**>**Lorem ipsum dolor sit amet **48,000 residents** Lorem ipsum dolor sit amet **57,000 residents**

**>** Lorem ipsum dolor sit amet **72 percent** Lorem ipsum dolor sit amet in Washington.



HOW TO REQUEST VOLUNTEERS

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[Information here could include who to contact to request volunteers, information about any forms like the Volunteer Request form and where to find it, other considerations related to deployment] …. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis vel massa eu ipsum tincidunt congue sit amet ac orci. Donec vulputate condimentum egestas. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Nulla risus elit, ullamcorper sit amet arcu vel, tristique suscipit urna. Mauris sit amet arcu nisi. Duis lectus augue, molestie id dictum sit amet, convallis eget est. Sed ullamcorper suscipit elementum.

Fiscal Year 2019 Activities & Impact

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|  |  |
| --- | --- |
|  | [#] responses to local emergencies |
|  | [#] volunteer activities and trainings |
|  | [#] activities that improved resiliency or preparedness |
|  | [#] activities to developed or strengthened the unit |
|  | [#] activities that strengthened local public health |
|  | [#] volunteer hours |
|  | [#] activities that supported non-emergency community events OR  [#] activities that served an at-risk/ vulnerable population |

***\*Note:*** *Because one activity can influence several impact areas, the total number of activities will not necessarily match the number of impact areas reflected above.*

UNIT NAME HERE/DATE UPDATED

UNIT WEBSITE HERE