

## **APPENDIX C**

### **EDUCATIONAL RESOURCES ORDER FORM**

### **RESOURCE MATERIAL CHECK OUT FORM**

### **COMMUNITY EDUCATION AND OUTREACH**

In accordance with Title X requirements, the Family Planning Program Information and Education (I & E) Committee must review and approve all information and education materials provided to Title X clients including education materials obtained from the Office of Population Affairs (OPA).

(Title X Statute Section 1006: 42 CFR 59.6; Title X Guidelines: Section 6.8)

For more information on this or if you would like to form a local committee to review your education materials, please contact the Family Planning Program.

# NEW MEXICO DEPARTMENT OF HEALTH FAMILY PLANNING PROGRAM EDUCATIONAL RESOURCES ORDER FORM

Contact Person:		Date:	
Agency Name:			
Shipping Address:			

**Please Return All Order Forms Via Fax: (505) 476-8898 only**

- Please note that all resources listed below are bundled in packs of 50.
- Please complete the form below by listing the quantity of bundles you would like to order in the appropriate column indicating the language of the item.
  - For example: If you would like 1 bundle of STD Myths in English and 1 bundle in Spanish, you would list “1” under the column marked English, and “1” under the column marked Spanish, across from the STD Myths listing.

Resource:	English (# of bundles)	Spanish (# of bundles)	Filled by FPP:
9 Signs of a Healthy Relationship			
10 Warning Signs of an Abusive Relationship (Palm Card)			
A Quick Guide to Confidentiality (Palm Card)			
Birth Control Options (Tear Sheet)			
Chlamydia			
Emergency Contraception			
Know Your Relationship Rights (Rack Card)			
NM DOH Family Planning Program (Palm card)			
Pregnancy Facts			
Sex Myths			
STD Myths			
Vaginitis			
What Is Consent? Preventing Sexual Assault			

<b>For FPP Use Only</b>
Date Order Received:
Date Order Filled:

# RESOURCE MATERIAL CHECK OUT FORM

**To:** New Mexico Department of Health Family Planning Program

**Fax:** 505-476-8898

**From:** \_\_\_\_\_ (Name)  
\_\_\_\_\_ (Organization)  
\_\_\_\_\_ (Phone number/email)

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

**Subject:** Resource Material Checkout

I am checking out the following resource(s) from the Family Planning Resource Library:

Title of Publication	Type (video, book, curriculum....)	Quantity

I agree to return these materials by the following date: \_\_\_\_\_

Please list the city, organization, and population (e.g. age group) with whom these materials will be used:

\_\_\_\_\_

I agree to return these materials either in person or via UPS or Federal Express, insured for replacement value. I agree to replace these materials if they are not returned or returned damaged.

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

## **BOOKS, MANUALS, and DVDs**

### **16 AND PREGNANT Season 2** – (DVD, 2-disc)

An Original MTV Documentary Series on Teen Pregnancy

The National Campaign to Prevent Teen and Unplanned Pregnancy

### **16 AND PREGNANT Season 3** – (DVD, 2-disc)

An Original MTV Documentary Series on Teen Pregnancy

The National Campaign to Prevent Teen and Unplanned Pregnancy

### **9INE** – (DVD, 1-disc)

An Original Series about Teen Pregnancy and the Nine Month Journey between Childhood and Adulthood

The National Campaign to Prevent Teen and Unplanned Pregnancy

### **PREGNANT: Preventing Teen Pregnancy** – (DVD)

Safe Teen New Mexico, Christopher Productions

### **ABSTINENCE COMES TO ALBUQUERQUE** – (DVD)

Stuart Television Productions (2007)

### **SEX MYTHS** – (DVD)

To be used in conjunction with “Sex Myths” brochure

ETR Associates

### **THE TEEN YEARS EXPLAINED- A GUIDE TO HEALTHY ADOLESCENT DEVELOPMENT** – (Book)

Clea McNeely, MA, DrPH and Jayne Blanchard

## **Definitions for Family Planning Program Progress Report Community Education and Outreach**

Community education refers to information that is provided with the intent of educating participants about a specific content area (male responsibility, reproductive health issues, healthy relationships, STIs or contraception/FP services).

Community outreach refers to information that is provided with the intent of increasing awareness about local public health services and the Family Planning Program. Events may occur at conferences, health fairs and/or teen dances. Some examples of how this may be accomplished includes:

- Advertising in a local paper
- Running Public Service Announcements on the radio
- Distributing flyers at local businesses, health fairs, etc.
- Information booth at a health fair
- Telling people where to receive clinical FP services after having given them an educational presentation on FP and/or STDs

**Hard to reach populations:** Groups of people who often face barriers to accessing health services. This includes:

- Teens
- Homeless
- Males
- Migrants
- Incarcerated
- Undocumented
- Substance Abusers
- Uninsured

### **Notes:**

To access the Community Education and Outreach survey, please use the appropriate link provided each month by the Family Planning Program. This link will be provided to Nurse Managers and DNS via email.

If no education or outreach activities are conducted in a month, then the Nurse Manager or DNS must complete one report at the end of each month that states no activities were conducted and the reason why.

If you have any questions, please contact the Family Planning Program at 505-476-8882.