



# Child Find Request & Planning Form Agreement 2022

Please email form to Emy at [ecarlini@hprec.com](mailto:ecarlini@hprec.com), or fax to 575-445-7663.

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## DISTRICT INFORMATION

District Name: \_\_\_\_\_ Date(s) of Child Find: \_\_\_\_\_  
Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_  
Child Find Location/Room: \_\_\_\_\_  
Contact Name (Organizer): \_\_\_\_\_ Contact Phone #: \_\_\_\_\_  
Name of Person to Call for Appointment: \_\_\_\_\_  
Appointment Phone #: \_\_\_\_\_ Other Comments: \_\_\_\_\_

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## DISTRICT RESPONSIBILITY

Registration  
Hearing Screening  
Vision Screening  
Kinder. Registration @ Child Find:  Yes  No

## HPREC RESPONSIBILITY

Design, Print, & Deliver Flyers/Posters  
Provide Information to Local Newspapers, Radio  
Stations, Facebook, and HPREC Website  
Contact The Children's Workshop re: Dates  
Provide Gift Bags for Children  
Provide & Deliver Dial-4 Kits/Protocols as Requested

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## SCREENINGS

Estimated number of screenings:  
# of Dial-4 kits requested:  
# of Dial-4 **English** protocols requested:  
# of Dial-4 **Spanish** protocols requested:

## PUBLICITY

Theme of Child Find event  
# of Black/White Flyers Requested:  
# of Colored Flyers Requested:  
# of 11 x 17 Colored Posters Requested:

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## HPREC RESPONSIBILITY

**Newspaper(S) Advertising** to begin one month before event.  
**Radio Station(s)** to begin one month before event.  
**Kits & Gift Bags** delivery to be coordinated with Emy Carlini  
**Flyer** delivery to be coordinated with Emy Carlini  
will be contacted as soon as dates are set.

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Please submit your Child Find request to Emy Carlini at [ecarlini@hprec.com](mailto:ecarlini@hprec.com).

Questions call: 575-445-7090