

**Hot Shots for Tots Campaign, 2024-25**  
**Event Activity Form**



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**Instructions:** Below is a description of each activity and the documentation required for each. **Complete a separate event/activity form for each of the activities selected.** Place a checkmark in the first column if you have completed the activity.

Activity Selected (check if selected)	Activity Number	Activity Description	Additional Documentation
	8	Review the immunization registry to see how many of the students enrolled in your facility are in the NJIIS registry	<ul style="list-style-type: none"> <li>Complete and submit a pre-formatted Event/Activity Form for Activity 8; send information to families.</li> <li>Attach a sample letter that was sent home but remove all names. A sample parent letter is included in the Welcome Packet and on the website.</li> </ul>
	10	Incorporate vaccine-preventable disease information into a lesson plan and/or classroom activity.	<ul style="list-style-type: none"> <li>Attach a copy of the lesson plan along with the Event/Activity Form.</li> </ul>
	13	Maintain an antigen-specific exemption list for all children in the facility.	<ul style="list-style-type: none"> <li>Provide a blank sample copy of the exemption form along with the Event/Activity Form.</li> </ul>
	14	Recognize and promote positive immunization behaviors.	<ul style="list-style-type: none"> <li>Complete the Event/Activity form and attach a blank copy of the thank you card or other example to promote positive immunization behaviors.</li> </ul>
	16	Confirm if your facility has a mechanism for tracking required childhood immunizations for provisional students.	<ul style="list-style-type: none"> <li>Provide a blank sample copy of the provisional tracking form along with the Event/Activity Form.</li> </ul>

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**Example**

<b>Organization name</b>	ABC Preschool				
<b>Activity number.</b>	<b>X 8</b>	<input type="checkbox"/> 10	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 16
<b>Description of event/activity</b>	<p>Reviewed the NJIIS Registry.</p> <ol style="list-style-type: none"> <li>1. Total number of students enrolled in your facility: <u>50</u></li> <li>2. Number of students in your facility that are in the NJIIS registry: <u>40</u></li> <li>3. Number of students whose immunization registry record matches with the health care provider hard copy record: <u>38</u></li> <li>4. Number of students who have age-appropriate vaccine documentation for required immunizations: <u>38</u></li> </ol>				
<b>Date</b>	March 1, 2025				
<b>Time</b>	During the day				
<b>List of materials distributed (if applicable)</b>	I used the template letter/email in the Welcome Packet to send to the parents whose children are not in NJIIS or who don't have required immunizations.				
<b>List of number of materials distributed (if applicable)</b>	I sent 12 letters to parents.				
<b>List of method of distribution (if applicable)</b>	Mailed and emailed.				

☒ I included a copy of the letter and omitted the name of the parent and student.

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**Example**

<b>Organization name</b>	ABC Preschool				
<b>Activity number.</b>	<input type="checkbox"/> 8	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 16
<b>Description of event/activity</b>	<p>On February 14, 2025 (Valentine’s Day), I created a lesson plan about preventing the spread of germs by handwashing. The theme was to spread joy—not germs on Valentine’s Day. I printed “Germs are Everywhere” posters from the NJ Department of Health Vaccine Preventable Disease Program website, <a href="https://nj.gov/health/cd/topics/handwashing.shtml">nj.gov/health/cd/topics/handwashing.shtml</a>, to hang in the classroom. We used the Glo Germ to show the “germs” on our hands and how they disappear when we properly wash our hands.</p> <p>The complete lesson plan is attached.</p>				
<b>Date</b>	February 14, 2025				
<b>Time</b>	1:30-2:15 p.m.				
<b>List of materials distributed (if applicable)</b>	Printed and hung the “Germs are Everywhere” posters in the classroom.				
<b>List of number of materials distributed (if applicable)</b>	Printed “Handwashing is Your Superpower” stickers for the 15 kids in the classroom.				
<b>List of method of distribution (if applicable)</b>	Stickers				

☒ I included a copy of the lesson plan.

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**Example**

<b>Organization name</b>	ABC Preschool				
<b>Activity number.</b>	<input type="checkbox"/> 8	<input type="checkbox"/> 10	<input checked="" type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 16
<b>Description of event/activity</b>	<p>I used the exemption list template on the HSFT website. I didn't realize how helpful this form could be. We recently had a measles outbreak, so I pulled this list to easily identify the students who had either medical or religious exemptions for the MMR vaccine. This helped me to determine which students were vulnerable. I worked with my local health department to determine if these children could still get vaccinated or if they had to be excluded.</p>				
<b>Date</b>	I began using the form in January; the outbreak was in March.				
<b>Time</b>	I will use this form throughout the school year.				
<b>List of materials distributed (if applicable)</b>	The exemption form is for my use, but I distributed the NJ Child Care/Preschool Immunization Requirements chart <a href="https://nj.gov/health/cd/documents/imm_requirements/cc_preschool_requirements_parents.pdf">https://nj.gov/health/cd/documents/imm_requirements/cc_preschool_requirements_parents.pdf</a> to parents.				
<b>List of number of materials distributed (if applicable)</b>	15				
<b>List of method of distribution (if applicable)</b>	Sent the NJ child care/preschool immunization requirements chart home with the children and emailed the parents.				

☒ I attached the blank exemption form that our school uses.

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**Example**

<b>Organization name</b>	ABC Preschool				
<b>Activity number.</b>	<input type="checkbox"/> 8	<input type="checkbox"/> 10	<input type="checkbox"/> 13	<input checked="" type="checkbox"/> 14	<input type="checkbox"/> 16
<b>Description of event/activity</b>	Reviewed my students' immunization records and identified students who were up to date on their immunizations for child care attendance. I made modifications to the template thank you card and sent them home to the parents.				
<b>Date</b>	April 7, 2025				
<b>Time</b>	All day				
<b>List of materials distributed (if applicable)</b>	Thank you cards were sent via mail.				
<b>List of number of materials distributed (if applicable)</b>	10 thank you cards				
<b>List of method of distribution (if applicable)</b>	Mail				

☐ I attached a blank copy of the thank you card or another type of material we sent to parents to promote positive immunization behaviors.

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**Example**

<b>Organization name</b>	ABC Preschool				
<b>Activity number</b>	<input type="checkbox"/> 8	<input type="checkbox"/> 10	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input checked="" type="checkbox"/> 16
<b>Description of event/activity</b>	Reviewed my students' immunization records and identified those who entered provisionally. I used the sample provisional tracking form and made minor revisions. This form is helpful because it can be difficult to remember the different vaccines for all my students.				
<b>Date</b>	February 17, 2025				
<b>Time</b>	On-going				
<b>List of materials distributed (if applicable)</b>	I sent reminder letters home to parents.				
<b>List of number of materials distributed (if applicable)</b>	Two reminder letters were mailed.				
<b>List of method of distribution (if applicable)</b>	Mail				

☒ I included a blank copy of the provisional tracking form.