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## A Closer Look

### Flipchart

The flipchart is the main educational part of this toolkit. The other pieces, like the handouts and giveaways, can be used separately but are designed to support the information in the flipchart.

The flipchart is organized into four main sections:

- An introduction to the kidneys
- *Learn it!* explains the risk factors for kidney disease
- *Check it!* describes tests related to the kidneys
- *Live it!* promotes a healthy lifestyle to help prevent kidney disease

One side of the flipchart should face your audience. This side has large images and highlights main points. The other side of the flipchart should face you. This side has talking points and discussion questions to help you through the presentation.

For your convenience, the audience side of the flipchart is included on the CD-ROM as a PowerPoint presentation. These PowerPoint slides can be projected for large group presentations or printed and used as handouts. Printable talking points are also included on the CD-ROM.

While AKF recommends presenting all four sections of the flipchart in one 60-minute presentation, the information can be broken down into smaller sessions if needed. Think about what will work best for your audience and the time available.

### Handouts Folder

In the handouts folder, you will find:

- Five fact sheets

Each fact sheet is two-sided and can be copied in color or black-and-white. Electronic (PDF) versions of the fact sheets are also available on the CD-ROM and via the AKF website at [www.kidneyfund.org](http://www.kidneyfund.org). Please make as many copies of these fact sheets as you need.

The fact sheets can be handed out during a presentation or health fair. They could also be placed on an information table or bulletin board.

- A flyer

The flyer can be copied and distributed or posted to help raise awareness about kidney disease. An electronic (PDF) version is available on the CD-ROM and via the AKF website at [www.kidneyfund.org](http://www.kidneyfund.org). Please make as many copies of the flyer as you need.

In addition to raising awareness about kidney disease, you could also use the flyer to advertise a presentation. On the CD-ROM and on the AKF website, you'll find a version of the flyer that you can modify to include information about your presentation.

- Two evaluation forms

Your feedback about the toolkit and the feedback from your audience help us to improve our health education materials. As a way of collecting feedback, please find two evaluation forms in the handouts folder.

The presenter evaluation form is for you to complete. The participant evaluation form should be copied and given to audience members after your educational presentation. Please collect all of the completed evaluation forms and return them to AKF in the enclosed postage-paid envelope.

For your convenience, electronic (PDF) versions of the evaluation forms can be printed from the CD-ROM and from the AKF website at [www.kidneyfund.org](http://www.kidneyfund.org).

- An order form

The order form can be used to request additional materials from AKF. You may receive up to five copies of each brochure for free, and there is a small charge for larger quantities. All of the brochures listed, as well as several fact sheets, are also available for free download from our website at [www.kidneyfund.org](http://www.kidneyfund.org).

## CD-ROM

The CD-ROM has electronic versions of all of the print materials in the toolkit, including the:

- Flipchart
- Fact sheets
- Flyers
- Evaluation forms

Also included on the CD-ROM are graphics or “e-banners” that can be placed on a website or in an e-newsletter.

## Poster

*A Learn it! Check it! Live it!*® poster is included in the toolkit to help raise awareness about kidney disease. Place this poster on a wall or bulletin board in a common area to draw attention to kidney health.

## Giveaways

The toolkit has two “giveaway items” to help the members of your community remember what they’ve learned about kidney disease. The giveaways include:

- Kidney Health Tracker

The Kidney Health Tracker is a wallet-sized card that can help with tracking medications and kidney-related lab results. The card lists the risk factors for kidney disease, as well as common medical tests and their normal ranges. The back of the Kidney Health Tracker lists AKF’s website and HelpLine phone number. Encourage the members of your community to contact AKF to learn more about their kidney health.

- HelpLine magnet

The kidney-shaped HelpLine magnets provide AKF’s contact information. Consider handing out these magnets at a presentation or health fair. Encourage the members of your community to contact AKF to learn more about kidney health.

## Ideas for Using the Toolkit

### Host a Presentation about Kidney Disease

This toolkit offers the talking points and graphics you need to host a presentation about kidney disease. Here are some tips for hosting a successful presentation:

#### *Plan for the presentation*

- Become familiar with the toolkit and the information in the flipchart
- Choose a date and time for the presentation
- Reserve a room for your presentation
  - Make sure the space is big enough for the number of people you expect
  - If you need a computer or projector, make sure those are available
- Advertise the presentation
  - If the presentation will be at your **workplace**:
    - Announce it at a staff meeting
    - Post a flyer in a common area, like the mailroom or lunchroom
    - Send out a company-wide email
  - If the presentation will be at your **at your place of worship**:
    - Announce it at a service
    - Include a notice in the bulletin or newsletter
    - Post a notice on your website
  - If the presentation will be at a **community center or library**:
    - Submit a notice to the local paper
    - Add the event to online community calendars
    - Post flyers in public places, like the library, pharmacy and local gym
- Make enough copies of handouts for your audience
- Test any equipment (computers, projectors, etc.) you plan to use

#### *Host the presentation*

- Arrive early to set up the room so that participants can clearly see the flipchart or projected slides
- Present the information in the flipchart
- Handout the fact sheets and giveaways
- Encourage your audience members to complete the evaluation form

### ***Follow up***

- Complete the presenter evaluation form
- Send the completed evaluation forms to AKF in the enclosed postage-paid envelope
- Complete the order form and send it to AKF to replenish giveaway items for your next presentation

## **Have a *Learn it! Check it! Live it!*® Table at Your Next Health Fair**

Think about hosting a *Learn it! Check it! Live it!*® table at your next workplace, church or community health fair. You might:

- Put out copies of the fact sheets and giveaways
- Use the flipchart as a tabletop display
- Share the following talking points with those who visit the table:
  - Millions of Americans have kidney disease. Millions more are at risk. Many have no idea. Kidney disease increases your risk for heart attacks, strokes, bone disease and other problems.
  - You are more at risk for kidney disease if you have diabetes, high blood pressure, heart disease or a family history of kidney disease. If you think you may be at risk, ask your doctor about being tested. Simple blood and urine tests are the only way to know how well your kidneys are working.
  - Live a healthy lifestyle to help prevent or control diabetes, high blood pressure and kidney disease. Exercise often, and eat a diet low in salt and fat. Limit alcohol, avoid tobacco, and take medicines as your doctor prescribes them. These healthy habits can help protect your kidneys.

## **Create an Information Center**

If your workplace, place of worship, community center, library or office waiting area has a bulletin board or information table, display copies of the fact sheets or put out the giveaways for people to take as they pass by. If there isn't already a bulletin board or information table at your workplace, church, community center or library, create one. Kick it off with the *Learn it! Check it! Live it!*© toolkit!

## **Raise Funds to Fight Kidney Disease**

Thank you for helping us raise awareness about kidney disease!

There are some simple ways that you can do even more to help AKF in the fight against kidney disease. You can support activities in your area and across the nation that will save lives by raising awareness and funds. Other ways to help include:

- Making a contribution through workplace giving campaigns like the Combined Health Charities, Combined Federal Campaign or United Way. Simply select CFC #11404 or write in American Kidney Fund to make a contribution through your workplace giving campaign.
- Asking your employer about a matching gift program so that your contributions to AKF might be doubled or even tripled.
- Making a memorial or honor contribution through the AKF website at **[www.kidneyfund.org](http://www.kidneyfund.org)**.
- Considering AKF in your estate planning decisions.

Your efforts will go a long way in helping to prevent kidney disease and assisting patients who already have it. You can rest assured that the money you help us raise will be used responsibly. The AKF uses 97 cents out of every dollar raised for programs and services, helping one out of every four dialysis patients nationwide.

To learn more about ways that you can help, please visit [www.kidneyfund.org](http://www.kidneyfund.org) or contact AKF's Director of Community Engagement.

## Other Ways to Use the Toolkit

This booklet offers just a few ideas for using the *Learn it! Check it! Live it!*© toolkit, but there are many other ways that you can raise awareness about kidney disease. For example, you could:

- **Host a kidney health lunch or coffee hour**  
Serve low-sodium snacks and provide healthy recipe ideas. Start a discussion about kidney health, and share information from the toolkit.
- **Take the toolkit to your next family gathering or reunion**  
Get your family members talking about their health and the risk factors that may run in your family tree. Suggest healthy habits to help prevent kidney disease and other problems.
- **Partner with a local hospital**  
Offer free blood pressure checks or other kidney-related screenings at your workplace, place of worship or community center.
- **Educate patients at risk for kidney disease**  
If you are a health educator or healthcare provider, use the toolkit to counsel individual patients who have diabetes, high blood pressure or a family history of kidney disease.

Think about what will work best in your community. Get creative!

## Resources

*Road to Health User's Guide.* Atlanta GA: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention; 2008.

*Kidney Sundays: A Toolkit.* Bethesda MD: National Kidney Disease Education Program, National Institute of Diabetes and Digestive and Kidney Diseases; 2010.

*Diabetes and Chronic Kidney Disease, Nurture your congregation.* Austin TX: TMF Health Quality Institute.