

PUBLIC AWARENESS POLICY AND PROCEDURE

OVERVIEW:

“The AT Act defines Public Awareness as “activities [that] are designed to reach large numbers of people, including activities such as public service announcements, radio talk shows and news reports, newspaper stories and columns, newsletters, brochures, and public forums.” Additional Public Awareness activities include webinars or presentations regarding an overview of assistive technology or staffing of tables at conferences.”

POLICY

- Public Awareness services can be requested by any entity in Vermont.
- Staffing of tables or booths at conferences will be limited to two appearances per month unless determined otherwise by staff, based on capacity.
- Public Awareness presentations focus only on general awareness of AT, and are not trainings that support participants in applying new knowledge or skills related to specific devices or services.
- Public Awareness presentations may be presented in person or via video conferencing technology.

PROCEDURE

1. Requests for Public Awareness presentations or staffing of tables or booths at conferences will come through email, phone, or in-person.
2. VATP staff will review these Public Awareness requests with the Program Director during staff meeting or via email or similar technology. If accepted, staff members will be assigned to carry out the event.
3. VATP staff must log the Public Awareness Activity information independently.
4. Assigned staff will coordinate with the person organizing the event.
5. Assigned staff will prepare and pack their own materials for the event. This can include marketing materials, projector, signage, items for demonstration, etc.
6. VATP staff will administratively check out all AT equipment needed for the event from AT4All Vermonters. They will pack this equipment for the event.
7. After the event, VATP staff will return the equipment, remove it from administrative check out in AT4All Vermonters and restock the equipment in its appropriate location.

8. VATP staff will ensure that additional items such as the VATP banner, push carts, carrying totes, magazine racks, and brochure holder are returned to the appropriate location.
9. Log the required information in AT4All under Public Awareness for Federal Data Reporting purposes.