



Get vaccinated.

Get rewarded.

Help end COVID-19.

Agency Instructions

Thank you for registering your agency in
“Flex for Checks!”

The goal of your agency is to **get your workers to register**, so they (and you) can earn rewards. The following are the recommended steps for you to follow to ensure the best results.

1. Assign a member of your organization’s leadership to become your **Flex For Checks** Rewards advocate. This person’s primary role is to set the tone throughout your organization. Suggested activities include:
 - a. Send out an email in support of the program and recommending workers register.
 - b. Allow managers and supervisors to pass along program information and resources.
 - c. Send a “thank you message” at the conclusion of the program to all staff for their participation.
2. Assign a program liaison who will serve as the primary contact between the National Minority Health Association (NMHA), the program administrator, and your organization. This person will:
 - a. Serve as the point of contact between NMHA and your organization.
 - b. Manage the distribution of information and resources to your field workers.
 - c. Direct workers’ questions to NMHA when needed.
3. Conduct informational meetings for workers on the benefits of participating in this program. Or, if this is logistically difficult, distribute the “Worker Instructions and Overview” documents we provide. Our Program Navigators are here to answer any questions your workers may have.
4. Distribute door hangers and other marketing materials to your workers.
5. Display the provided QR codes and posters where your workers can see them. *(Note: Posters may be sent separately from your Agency Kit.)*
6. If you think of additional ways to encourage your workers to register, please go ahead! And please share them with us, as we would love to learn about anything new that works for you!

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