

## Community Education Agreement

Please select one of the following presentations:

- Understanding Alzheimer's and Dementia**  
This presentation will help you understand the relationship between Alzheimer's and dementia. Find out how Alzheimer's disease affects the brain, explore the risk factors and some symptoms and identify Association resources.
- 10 Warning Signs of Alzheimer's**  
Alzheimer's and other dementias cause changes in memory, thinking and behavior that interfere with daily life. Join us to learn about 10 common warning signs and what to watch for in yourself and others. The one-hour program covers: Typical age-related changes; Common warning signs of Alzheimer's; How to approach someone about memory concerns; Early detection, the benefits of a diagnosis and the diagnostic process; Alzheimer's Association resources.
- Healthy Living for Your Brain and Body: tips from the latest research**  
For centuries, we have known that the health of the body and brain are connected. But now, science is able to provide insights into how to make lifestyle choices that may help you keep your body and brain healthy as you age. Join us to learn about research in the areas of diet and nutrition, exercise, cognitive activity and social engagement, and use hands-on tools to help you incorporate these plans into a plan for healthy aging.

**Preferred Date: (list 3 in order of preference)**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Preferred Time: (list 3 in order of preference)**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I have read and agree to the guidelines to hold a community education event.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return completed form to Ginny Nyhuis, Regional Services Manager: [gnyhuis@alz.org](mailto:gnyhuis@alz.org)

## Alzheimer's Association Southeastern Wisconsin Community Education Guidelines

By partnering with our Chapter, your organization agrees to the minimum guidelines required to host Community Education. All guidelines must be met for education to be delivered.

1. Requests for education must be made 6-8 weeks in advance.
2. Education classes provided by the Alzheimer's Association are designed as community education. Continuing Education Units (CEUs) are not offered and presentations cannot be used as part of required staff training.
3. All community education events are presented by trained Alzheimer's Association community educators.
4. Within two weeks of the education request, the Alzheimer's Association will confirm a community speaker is available and scheduled to present. If no community educator is available the education class is subject to cancellation or rescheduling.
5. All participants must register prior to the event on the Alzheimer's Association Community Resource Finder.
6. Day of walk-ins will not be turned away, however a minimum of registered participants will be determined by the Alzheimer's Association for each event. If less than the predetermined number of participants are signed up through the Community Resource Finder 48 hours prior to the event, the Alzheimer's Association has the right to cancel.
7. In the case of inclement weather, or illness of the community educator, the Alzheimer's Association has the right to cancel. Communication with the hosting site will occur to make this determination.
8. Sign-in sheets and evaluation forms will be supplied by the Alzheimer's Association community educator at the community education class to capture day-of attendance for Alzheimer's Association records. These forms will not be shared with the hosting site.
9. Hosting site may choose from a menu of classes offered by the Alzheimer's Association. Topic must be identified during the application process. Alzheimer's Association will not be able to create presentations outside of the existing menu options.
10. Hosting site will provide necessary presentation technology (laptop, speakers, projector, screen (or TV) and all necessary connection cords.) If technology is not available, the Alzheimer's Association cannot guarantee a visual presentation of material.
11. Hosting site is responsible for printing and distribution of the presentation handouts for all participants.
12. Hosting site agrees to promote event within the greater community. Flyers for the event will be produced by the Alzheimer's Association, and sent as a PDF to the hosting site. Any other promotion of the event, through Social Media, local community calendars or press, etc., will require review and approval by the Alzheimer's Association prior to distribution/marketing of event. Please allow two weeks for approval from the Association.
13. The Alzheimer's Association does not recommend or endorse organizations or their services/products, therefore any use of the Alzheimer's Association's name as a marketing tool/endorsement will be prohibited.