



HFA Program Planning Cheat Sheet

HFA has a robust list of available programs and a talented team to help you plan your event. Our job is to make planning your event easy and painless! Follow this cheat sheet to plan your sessions!

HFA Programs Liaisons:

Lauren Neybert

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PLANNING

Contact Program Liaison 6–8 Weeks Prior to Session With Event Date and Location.

- See the Member Org Portal for available programs list:
www.hemophiliafed.org/members-portal/programs/program-presentations/
(Remember to check it frequently as new programs are added and this list updated on a monthly basis.)
- If a new session topic needs to be developed, we have the capability of doing that. Please allow 4–6 weeks for that to be completed.
- All sessions must include an **educational, wellness, and social** component.

HFA Program Liaison Will:

- Reach out to appropriate HFA program coordinator and connect the Member Org if needed
- Assist Member Org in establishing educational program
- Source and contact a speaker with Member Org input
- Discuss and establish honorarium with the speaker, as applicable
- Connect the Member Org to the speaker
- Book speaker's travel arrangements
- Remind the Member Org of session needs

Member Organization Responsibilities:

- Use appropriate logos on invitations, program flyers, and promotional materials
 - See the Member Org portal: www.hemophiliafed.org/members-portal/copyrights/
- HFA is a charitable organization; please thank our funders during the session
 - Blood Brotherhood: Shire, CDC Collaborative Partners, CVS Specialty
 - Blood Sisterhood: CDC Collaborative Partners, CSL Behring
 - Families/Sangre Latina: CDC Collaborative Partners, Novo Nordisk, Bayer, Genentech, CVS Specialty
- Distribute session evaluations and enrollments during the session
 - See the member org portal: www.hemophiliafed.org/members-portal/programs/partners-how/
- Complete the Session Report within 30 days and upload to HFA through the Member Org portal:
www.hemophiliafed.org/members-portal/mo-reports/
 - Include:
 - Itemized detailed receipts
 - Enrollment forms
 - Evaluations
 - Administrative support monies log (Please complete even if no admin support money is being claimed)