



Volunteer Checklist Interactive Virtual Health Lessons

Timeline	Action to Complete	Links to Resources	Date Completed
Complete three weeks before lessons begin	Review the resources for the online health lessons, including lesson plans, PowerPoint presentations, host notes/chat prompts and other resources for each topic, using the links below. (Estimated time commitment: two hours, work at your own pace)	Know Diabetes by Heart Make Your Life Sweet Not Your Drink Spot a Stroke FAST Control Your Blood Pressure Get Active, Understanding and Utilizing Activity Guidelines Eating Smart with Fruits and Vegetables Learn the Signs of a Heart Attack Keep the Beat, Learn Hands-Only CPR You're the Cure Have Faith in Heart Create Smoke-Free Communities Salt and Cardiovascular Risk	
	Sign up for and attend one of the mandatory 60-minute AHA Kick-off and Q & A session. REQUIRED <i>Prepare any questions you have after reviewing the resources for the lessons.</i>	Please accept one of the meeting requests sent to you for these sessions.	
Complete three weeks before lessons begin	Sign up to lead health lessons. <i>Note: Lessons will be led in pairs.</i>	A link to the sign-up sheet will be provided to you.	
Complete three weeks before lessons begin	Connect with your partner to determine who will complete Step 4 and set up the webinar.		

Complete one week before lessons begin	Set up the webinar in Zoom for the selected date/time of your lessons.	Zoom Webinar Tutorial - Part 1 Written steps for setting up and leading a Zoom webinar can be found on the Volunteer Training Page under Step 4.	
Complete one week before lessons begin	Send webinar link to empoweredtoserve@heart.org once the lesson is scheduled.		
Complete one week before lessons begin	Attend one of the AHA weekly office hours sessions.	Calendar requests will be sent for these sessions before the lessons start.	
Complete at least three days before your first scheduled lesson	Conduct a rehearsal in Zoom with your partner.		
Complete at least three days before your first scheduled lesson	Prepare follow-up email using the provided template.	The email template will be sent to you once you are signed up to deliver an online lesson.	
Complete within 48 hours after leading online lesson	Pull an attendee list and send the follow-up email to all attendees who signed up for the class.	Zoom Webinar Tutorial - Part 2	
Complete within 48 hours after leading online lesson	Email your notes to empoweredtoserve@heart.org with any questions, concerns and feedback.		