



Sample Forms

The following pages include sample forms to give to your members and keep your meetings organized. Once this information is compiled, you can add it to your community folder. Your community folder should include contact information, meeting sign-in sheets, handouts from speakers, meeting minutes, finances, publications and anything relating to your support group. Feel free to personalize these forms to fit your support group (typing the Public Service Announcement in particular makes it look more professional), however they are all designed for you to be able to copy them without alteration.

A. Contact Information Sheet

Have each member fill this out at their first meeting. Add this information to the community folder, and later create a master contact list to give to all the members. Let people know that their information will be accessible by members unless they request otherwise.

B. Meeting Sign-In Sheet

Use a new sheet for each meeting to track your regular members and what months are busy or slow. There is no need to have people list their phone number, email, or other contact information at each meeting. Once you have these records built up, use them when planning future meetings and what events you will have.

C. Fibromyalgia Data Sheet

Give this sheet to new members with their contact information form. Request that they fill out as much as they feel comfortable doing so, and give them ample time (a few months). Let them know that this will be included in the community folder, and can be anonymous if they wish. Many people attend support groups to learn more about treatments and resources in their area, and with this form the information is readily available.

D. Sample Flyer

This would ideally need to be customized to fit your group by a computer program, but it is set up to where you can write the information in by hand. Make sure you are specific in your meeting and location times. Make sure you have accurate contact information because we encourage most people to call before coming just to confirm the information.

E. Sample Public Service Announcement

Customize to fit your support group information and turn in to your local media (including newspaper, TV station, radio station, etc.) to promote your group in your community. With the information organized and in front of the media, if you are persuasive and friendly, often they can help you get the word out about your support group. It can never hurt to try!

F. Sample Newsletter

While a newsletter is definitely ambitious, this publication from the Fibromyalgia Support group of North Orange County is a great example of what one should include. Just a one page overview of your groups meeting or event is a great starter. Take a look at their mission statement, core group organization, meeting events, and setup of the newsletter for good tips.

Fibromyalgia Support Group-Member Contact Information Sheet

Name _____
Address _____
City _____ **Zip Code** _____
Cross Streets _____
Phone Number _____ **Alternate** _____
Email _____

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Name _____
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City _____ **Zip Code** _____
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Name _____
Address _____
City _____ **Zip Code** _____
Cross Streets _____
Phone Number _____ **Alternate** _____
Email _____

Fibromyalgia Support Group

Join us for an evening of support and information

Date:

Time:

Location:

Cost: Free

For more info call:

PUBLIC SERVICE ANNOUNCEMENT

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Contact:

Phone:

Fibromyalgia Support Group Meeting

Group Name:

Date:

Time:

Location:

Cost: FREE

For more info:

Fibromyalgia Support Group – Meeting Sign-In Sheet

Date: _____

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Fibromyalgia Data Sheet

In an effort to gain more information on fibromyalgia, please complete the following questions you feel comfortable in answering. Thank you.

1. What treatments have you had and what were the outcomes?

2. What medications have you had and what were the outcomes?

3. Do you use any natural Remedies? What were the outcomes of those?

4. What do you feel is your strongest support system? (family, friends, etc)

5. What is your reason for attending this meeting?

6. Have you ever attended any other type of support group meeting?

7. Name and Phone Number (optional)
