



the FOUNDATION *for*
PERIPHERAL NEUROPATHY®

DEDICATED *to* REVERSING *the* IRREVERSIBLE

SUPPORT GROUP LEADERSHIP MANUAL

PREFACE

The Support Group Leaders' Manual is intended to help guide your way in forming a neuropathy support group and being an effective support group leader. We have a lot of information to share and suggest that you do not try to absorb it all in one sitting! Instead, we hope you will refer to this manual for ideas again and again. We see this tool a work in progress and look forward to hearing from you and updating it with your ideas and advice as you become more experienced in your role.

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INTRODUCTION

THE MISSION

Our mission is to dramatically improve the lives of people living with Peripheral Neuropathy.

- Serving as the premier resource of information for patients, their families and healthcare providers
- Accelerating a cure for peripheral neuropathies
- Funding collaborative efforts of leading scientists
- Raising awareness of peripheral neuropathy

DISCLAIMER

A support group is a good resource. However, neither changes to medications nor treatment plans should be undertaken without first discussing them with your and those of your member's physician.

WHAT ARE SUPPORT GROUPS AND HOW THEY HELP

A SUPPORT GROUP IS...

A group of people who have similar experiences and concerns who provide each other with emotional and practical support and, and encouragement for one another.

Elements of a Support Group:

- Support groups are run by volunteers – while group members may happen to be professionals in the field of health, all group members are there as participants.
- Peripheral Neuropathy (PN) Support Groups provide a safe place where you can be yourself. Everyone is welcomed and accepted at meetings which fosters a sense of community. The group provides a comfortable and safe environment where people talk openly about the challenges of living with PN and exchange ideas. It is often a relief and reassuring to find others with the same illness who understand what you are going through. Support Group members encourage each other to take care of themselves.
- Support Group provides a circle of friends, where they will find support and fellowship. It is a place to become inspired, to talk to laugh and to find a sense of belonging.
- PN Support Groups provide more information about the condition, treatment and side effects. Group members are encouraged to share and compare their personal coping mechanisms and experiences
- Support groups play a unique role by providing an invaluable service to patients and families and by raising awareness of peripheral neuropathy. We ask that our support groups create an annual fundraising event. Even something very small helps further the programs and research the organization is able to do. Please contact [Lindsay Colbert](mailto:lindsay@tffpn.org), Director of Development and Marketing at 847-883-9951 or lindsay@tffpn.org, and she will be delighted to speak with you to discuss your ideas and how to plan an event.

GROUP LEADERSHIP

SKILLS AND TRAITS OF AN EFFECTIVE SUPPORT GROUP LEADER

- Time
- Energy
- Organizational Skills
- Continuing Commitment
- Ability to Work with Others
- Compassion for Others

BENEFITS OF BEING A SUPPORT GROUP LEADER

- A sense of helping others
- Getting support for yourself from the group
- Information and education exchange
- Added circle of friends
- Personal growth

YOUR ROLE & RESPONSIBILITIES AS A SUPPORT GROUP LEADER:

The role of the Support Group Leader may be divided into three sets of responsibilities: before, during and after the meeting!

- *Before:* The Support Group Leader is responsible for managing the logistics of setting up the meeting. Including:
 - Getting the meeting scheduled
 - Securing the location
 - Getting the word out
 - Preparing the Agenda

Each of these details requires many considerations that we will cover in more detail.

- *During:* As a Support Group Leader you will have a significant effect on your Group. Leaders use communication, esteem, vision and enthusiasm to motivate people to achieve personal and organizational goals. The true measure of your leadership is the feeling people leave with after a meeting with you!

The art of leadership is empowering people to be all that they can be and helping people to feel excited and passionate about a purpose. Successful leaders feel deeply and express themselves with confidence.

As a leader, your main role is to ensure that the Group fulfills its aim to the best of its abilities. These aims are providing information and support. You must exhibit the skills and ability to be able to encourage a safe environment for discussion and expressing emotion and to keep the discussion focused. Encourage Members to share their stories and feelings and ensure the Group benefits all Members. Make sure to start the meetings on time, promote attendance, implement the ground rules, help the group stay focused, and ensure that all members have an opportunity to participate fully.

- *After:* As the Support Group Leader it is your role to solicit feedback on the success of the meeting, recruit others with whom you can share responsibilities and initiate continuous evaluation of the Group's mission and activities.

WHAT MAKES A GOOD SUPPORT GROUP?

- Access to Appropriate Professional Advisors (example: doctors, pharmacists, therapists, Researchers, Social Workers, Nutritionists, Integrative Experts, Foundation for PN President)
- Strong Leadership
- Up-to-date and Reliable Information is Shared
- Confidentiality
- Prompt Response to Contacts
- Regular Meetings
- Regular Meeting Space
- Co – Support Group Leader

GUIDELINE: HOW TO START A SUPPORT GROUP

1. IDENTIFY PURPOSE:

- Why start the group? Why are you here?
- What do you want to do?
- Goals: Where are you going?

2. CONSIDER MEMBERSHIP:

- Minimal fee to help cover expenses

3. WHERE/WHEN:

- How often do you meet? When?
- Where will you meet? (Public, private, hospital, outpatient clinic)
- Choosing the time and place. Set a regular schedule and location for meetings. Irregular meeting days and locations can disrupt makes it difficult for participants to plan for the meetings and can threaten the cohesion of the Group harmony.

There are many interdependent factors to consider when deciding on a space for your first meeting:

- How easy is the location to travel to by potential members? Is it accessible by public transportation; is there free parking available?
 - Is there a cost associated with using the space? If yes, ask them if they will provide a discount or waived fees for non-profit groups.
 - There are many churches, synagogues, schools, libraries, community centers and hospitals that offer **free** meeting space especially when it is to a group that services the community.
- Ideas for other meeting locations
- Senior Centers
 - YMCA or YWCA
 - Senior Housing Communities
 - Rehabilitation Centers
 - Apartment Complex Clubhouses
 - Colleges
- When is the room available?
 - Is the space accessible to members with disabilities? Many PN patients have problems with managing flights of stairs or walking long hallways. Many use walkers, canes and even wheel chairs.
 - How many steps are involved – inside and outside? Is there an elevator?
 - Is parking safe and convenient? Is there a good drop-off place at the door nearest to the meeting room?
 - Are tables & chairs provided? Who is responsible for set-up and putting chairs or tables to original order?
 - Can refreshments be brought into the room?
 - How many people can the room accommodate?
 - Is the room adequately heated and/or air-conditioned?
 - How will we gain access to the building especially on nights and weekends? Will there be staff around?
 - Consider the time and day for holding your meetings.

- What days are the facility available vs. what days of the week and year make sense for your Group?
- What hours is the facility available? How early do they open and how late can your meeting go into the evening?
- Who is the contact person and how can he or she be reached during off hours?

4. ADVERTISING:

Getting the word out

The Foundation for Peripheral Neuropathy can help promote your group and its meetings (please provide ample time for us to include your announcements in newsletters, on our website and on Facebook as appropriate) but there are also some things that you and your group members can do to spread the word.

Find a few others who share your interest in starting a group by circulating a flyer or letter that specifically cites how if one is interested in “joining with others to help start” such a group, they can contact you. Include your first name, phone number, and any other relevant information. Make copies and post them at places you feel are appropriate, e.g., at local community websites, library, community center, clinic, or post office. Mail copies to key people who you think would know others like yourself. Submit your notice to newspapers and church bulletins.

Flyers should have the following information:

- Names of the event (i.e.: Greensburg Neuropathy Support Group)
- Name of a contact person (yourself or another member)
- Contact phone number and email address
- Days/evenings and hours to call
- Brief meeting description
- Meeting time and location

Also, make sure your flyer indicates that ALL people interested in PN are welcome – patients, friends, family, health care professionals, etc.

FPN can assist by posting on the website and/or E-News.

Phone Contact:

The first impression made when taking a call for information could be the deciding factor as to whether someone attends the meetings or not. Remember to:

- Project a friendly and helpful attitude and tone of voice. Callers can hear if you are smiling.
- Inform about time, date, location and directions of meeting.
- Maintain a list of people who call and their phone number.
- Refer them to the FPN websites (www.foundationforpn.org) to provide your group with legitimacy.

Some persons call and want to attend; some persons call and choose not to attend now but would like to be notified of future meetings. Others may not want to attend at all. This is just the law of statistics and you needn’t take this personally. Encourage joining FPN’s membership, with FPN as they are more likely to become members of the support group at a later date.

5. HOW WILL YOU RUN THE MEETINGS?

- Peer-led, professionally-led?

- Dividing Responsibilities (Leader, Co-Leader, Secretary)
- Pre-determined topic chosen by group/leaders to discuss during the meeting with
- Q&A component to the group?

6. AGENDAS:

An agenda is a list of topics that will be covered during a meeting. It is a guide for both the facilitator and members. Most Support meetings last two hours. Here are some typical agenda items.

- **Check-in and Icebreakers (suggested time, 5-10 minutes)**

New members may be introduced at this time. The idea is to begin the meeting on a positive note. Each member responds to a particular question and speaks in turn. No one comments or interrupts. Always give permission to pass. Groups sometimes ask an open-minded question here, such as, “How did your week go”, be aware this type of question has no limits on airtime and can eat up most of the meeting.

We suggest that if you use the check-in, you restrict airtime to 2-3 minutes so as not to use all of the meeting time. Check-in time can also be used to go over the group’s guidelines. Here are some other examples:

- Do check-ins make sure everyone has signed in.
- Leader can briefly ask how they are each doing as they arrive.
- Group members share something good or exciting that has happened to them since the last time they were together.
- Group members state one feeling word that describes their emotions at the moment.
- Support leader begins meetings with a positive quote. For example: “ I don’t fear tomorrow because I’ve lived through yesterday and I love today”; “Today is the first day of the rest of your life”; “ We don’t get any dress rehearsals!”

- **Light and Livelies (Suggested time, 5 minutes)**

These are short, energetic games that revitalize the group. You can use yoga, dancing (the e.g., Macarena), charades, etc. These can be used at the beginning of the meeting, or just after a break to perk members up.

- **Business (Suggested time, 20 minutes)**

Who is facilitating, time keeping? Update on last meeting? Unfinished business? Go over today’s agenda – any changes? Additions?

- **Today’s program (Suggested, 30-45 minutes)**

Groups use a variety of tools or a combination at each meeting. Some examples are: discussions, visiting speakers, videos, activities that inform members and help build their confidence, advocacy activities, public education, education of the membership through attendance at workshops and conferences, socializing, fundraising, problem – solving sessions to share and / or develop coping strategies, fun night, etc.

- **Special Events & Fundraising**

Support groups play a unique role by providing an invaluable service to patients and families and by raising awareness of peripheral neuropathy. We ask that our support groups create an annual fundraising event. Even something very small helps further the programs and research the organization is able to do. Please contact [Lindsay Colbert](mailto:lindsay@tffpn.org), Director of Development and Marketing at 847-883-9951 or lindsay@tffpn.org, and she will be delighted to speak with you to discuss your ideas and how to plan an event.

7. WORKING WITH SPEAKERS:

Speakers are usually available at no charge, and it is important to thank speakers by sending a “thank-you” card within a week of their visit. All speakers have something to offer. However, the difference between a well-prepared presentation and a presentation that misses the mark is often due to the communication between the speaker and the person who invited the speaker. The following checklist has been developed to assist you in communicating your expectations to a speaker.

Confirm the time, date, location and topic in writing as soon as the speaker agrees to make the presentation.

TWO WEEKS BEFORE THE MEETING

- Send the speaker a reminder note (“We’re looking forward to seeing you on...”) along with a copy of the meeting announcement and/or press release.
- Reconfirm the time and format (e.g., a 30-minute talk with 15 minutes for questions and answers).
- Provide information about your group –size, age range.
- Ask the speaker if they will need video equipment, a slide projector or flip chart.
- Provide a list of five to ten questions the group would like to have addressed.
- Ask permission to take photos and/or tape record the presentation.
- Make sure the speaker has good directions and a telephone number to call in case of any last minute problems.
- 4 weeks prior to meeting ask your participants to send questions two weeks prior to meeting. Select only “general” questions to share with speaker.
- Send speaker questions sent in advance by participants, this allows speaker to prepare his/her response in advance.
- Request some background information on the speaker to use for publicity purposes and for introductions.

Determine in advance who will introduce the speaker at the meeting. Be prepared with the speaker’s background information. If a blackboard or flip chart is available, it is helpful to write the speaker’s name on it in large letters. Encourage the speaker to use the microphone, if available and necessary, so everyone can hear.

Keep track of the time and provide a warm thank you on behalf of the group at the end of the presentation.

ASSISTING SPEAKERS DURING QUESTION AND ANSWER PERIODS

- If time has been allotted for questions and answers, let everyone know what the time limit is and stick to it.
- Ensure that each person gets a chance to ask a question (you may need to set a limit of one question per person depending on the number of persons attending).
- Add helpful background to the question, such as, “This came up at our last meeting, because...”
- Offer to ask questions for group members for whom voice clarity is a problem

- If the speaker needs to leave at a certain time, someone should escort him or her to the door promptly. After all, you may want that speaker to come back again!
- Finally, it is customary to place your speakers on your mailing list, thus keeping them informed of your activities. They could know persons with PN to refer to your group or they may want to attend a future meeting for their own benefit.

SUGGESTED SPEAKERS

- Neurologist
- Social Worker
- Physical Therapist
- Pharmacist
- Exercise Physiologist
- Health Educator
- Owner of a local medical equipment company
- One of your own members – who has had a recent publication, art show or travel adventure
- Nurse Specialist
- Psychologist/Social Worker
- Occupational Therapist
- Dietician
- Recreation Therapist
- Local Artist
- Member of a neighboring PN Support Group
- Disability Pension – Government Spokesperson

HOLDING A SUPPORT GROUP MEETING

YOUR (FIRST) MEETING

At every meeting, the Support Group Leader has two important roles

Making people feel welcomed.

- Arrange the chairs and table before people arrive, preferably in a u-shape, so that people can make eye contact.
- Remember the goal is to make the meeting a safe space for sharing. Open with introductions. Ask everyone to introduce himself or herself and say maybe one or two sentences about who they are, type of neuropathy they have been diagnosed with and for how long. Repeat this at EVERY meeting, for *first-timers* only. At every meeting, you will want to repeat this question to new members only. Keep introductions short and light so anyone who is shy or uncertain won't feel intimidated. Start it off by introducing yourself to set the tone and pace.
- Make Name tags for everyone. Most of us have trouble remembering names. Name tags will lessen the embarrassment of having to ask someone's name several times.
- If you have not set future meeting times and dates, consider surveying the initial participants to determine the best date and times.
- Inform participants on how everyone will be informed of the next meeting. For instance email, however not everyone will have access to email so, select the co-leader or support group member to contact those who do not have email access.
- Create a roster of attendees and/or have a sign in sheet. Have them identify as patients, care givers, family etc. and ask for contact information. You may ask if they would like to share this information with the group so that they can communicate with each other outside of the Support Group meetings.

Facilitate the discussion.

- It is your responsibility to manage the time. Start and end the meetings on time. Share the agenda with the members and remind them of the timing. Express to the group that you want to be respectful of everyone's time so it is important to stick to the agenda and schedule.
- Lay the ground rules. At the beginning of every meeting, remind members that what's discussed during the meetings is confidential. Encourage everyone to participate in the Group and to respect the views of others. As the Leader, it is up to you to make sure that no single person monopolizes the conversation and that everyone feels it is a safe place to participate.
- Remember your own role: lead the discussion, do not dominate it; be an active listener, but do not give advice or provide counseling
- Be prepared for active involvement. Facilitating a Support Group means you must be ready to deal with real conversations, interruptions, questions and answers from various members of the Group.
- Be honest – if you don't know the answer, say so, but commit to trying to find it.
- Look for similarities of experience – if someone mentions an important fact or issue, ask others if they've experienced it too.

AFTER THE MEETING

The agenda for your first meeting might be dedicated to discussing what members hope to get from the support group, the format they prefer for the meetings (open discussion, speakers, etc.) and the topics they would like to discuss. But every meeting should have time on the agenda for feedback, idea sharing and offering opportunities for the members of the group to get involved in promoting the group and planning for future meetings.

Discuss how you feel about the first meeting with other organizers immediately after the meeting. What went well? What did not? Don't be hard on yourself about the things that do not go well, but use the experience to plan things differently for next time. Take pride in all that worked and look forward to more success in the future

THINGS TO REMEMBER AS YOUR SUPPORT GROUP MATURES

Maintaining a Support Group requires as much effort as it does to start one. Some would say more. Support Groups face the prospect of constantly recreating themselves. It may be helpful to remember the following.

Remember to Share

The concept of sharing is central to the development of a successful Support Group. Sharing helps produce cohesiveness in a Group. It also produces ownership in the Group. Sharing sets the tone and establishes an atmosphere of openness and togetherness. Examples of areas where sharing should be emphasized are:

- Sharing responsibilities in the Group is essential. It is important to deliberately cultivate a sense of shared responsibility. Members should feel committed to the Group and encouraged to contribute. You should communicate that member involvement is needed and welcome. Remind your members, don't assume they know this.
- Discover the talents of Group members and give them opportunities to exercise them. A major strength of a Support Group is that no one person must have all the skills or shoulder all the responsibilities.
- Share success and failures. Take time to acknowledge and praise members for their contributions to the Group. Remember, if you want people to participate reinforce participation when it occurs. Avoid blaming if mistakes are made or opportunities are missed.
- Sharing time is a key part of Group support. It is not uncommon for Groups to dispense with or minimize the importance of sharing time. Sometimes Groups begin to rely on outside sources rather on mutual sharing between members. Some have learned the hard way that they abandoned the very reason their Group was started – to share problems and concerns.

Remember to Be Realistic

The Group will not always be "successful" in its activities or with the people that come into it.

Although Support Groups are effective for many, they are not a cure-all. Avoid idealizing the Group.

Also, be realistic about members who eventually decide to leave the Group. It does not mean you have failed. Characteristically, people move into Groups, get their questions answered and then they move on. Think of these members as graduates, not drop-outs.

Remember to Re-evaluate Periodically

Re-evaluating how the Group is working periodically is a good idea. Be sure that the programs, meeting time and frequency continue to match the needs of Group members. Here are some yardsticks to measure what your Group has accomplished:

- Do members give and receive support on a regular basis?
- Do longtime members help out newcomers?
- Are members leaving the Group?

Accept that your Group needs to be flexible and adaptable to meet its members' changing needs. Build review and change into the way you run it as well as making special efforts to check on what you're doing. Be proud of your achievements!

IF AT ALL POSSIBLE, DON'T "RE-INVENT THE WHEEL"

To help get you started, The Foundation for Peripheral Neuropathy has templates available online at www.foundationforpn.org, under the "Living Well" section, within the "Peripheral Neuropathy Support Groups" page. We can also connect you with experienced support group leader to answer your questions.

APPENDIX

ANNOUNCEMENT EXAMPLE

PERIPHERAL NEUROPATHY SUPPORT GROUP AT [NAME OF LOCATION / CITY / STATE]

The purpose of [Name of Support Group/Location] Neuropathy support group is to help those affected realize that they are not alone. We believe that this goal may be achieved by offering everyone the opportunity to share their concerns, experiences and problems with others in the group. Knowledge and understanding are important tools in managing one's Neuropathy. To help people with neuropathy learn more about the disorder and to help promote the public awareness of it, literature on various aspects of the disorder is available to the community.

It is believed that by sharing with one another, each will gain a sense of encouragement and reassurance. It is hoped that this support group will help play a positive role in the health and lives of people with neuropathy in our community

If you, a friend or relative are interested in participating in [Name of Support Group] support group, please contact us at the number or email below. To learn more about Peripheral Neuropathy visit www.foundationforpn.org.

[Name of support Group]

ex. Peripheral Neuropathy Support Group of Greensburg

Contact Name:

Phone Number:

Email:

Location:

Date:

Time:

GROUP PHILOSOPHY EXAMPLE

PHILOSOPHY OF THE PERIPHERAL NEUROPATHY SUPPORT GROUP

1. The purpose of the Neuropathy support group is to help those affected realize that they are not alone. We believe that this goal may be achieved by offering everyone the opportunity to share their concerns, experiences and problems with others in the group. Whatever is disclosed is kept confidential.
2. Everyone is urged to offer their hope and understanding to others in the group. We believe that helping one another is an important step in helping ourselves.
3. Although new ideas and techniques regarding neuropathy management may be discussed in the group, we do not suggest that anyone make changes in their own medical programs without first consulting with their physicians.
4. We hope this support group will play a positive role in the health and lives of people with neuropathy in the community.

AGENDA EXAMPLE

Peripheral Neuropathy Support Group

[Location]

[Date]

When it comes to the management of peripheral neuropathy, the ten most powerful two letter words are: "If it is to be, it is up to me."

***** MEETING AGENDA *****

1. Welcome – Start off with a positive quote or positive experience.
2. Introductions of new people (if any).
3. Ask members if they have anything new/helpful resources they would like to share (keep to 10 minutes).
4. New and Available Literature about Neuropathy.
5. A brief review (and recommendations, if any) of the books, video and health care notes that have been read. Are they helping?
6. Main topic – Example: Living Well – positive attitude.

***** REMINDERS AND NOTICES *****

- Upcoming Speakers
- Our next support group meeting is [date]

CONCLUSION

Again, please remember that the purpose of our support group is to help everyone realize that they are not alone. We believe that this goal may be achieved by offering everyone the opportunity to share their experiences, and resources with others in the group.

THANKS AGAIN FOR COMING

STAY WELL!

Sample Agenda Topics:

Whether you're looking for a speaker or just a way to get people in the group to start talking, having some possible topics to bring up can be of help. Below are just a few recommendations:

- Staying active despite the disease
- Learning to ask for help
- Laughter and humor
- How to avoid becoming isolated
- Communicating effectively with your physician
- Stress management
- When to take the car keys away
- Levels of loss as the disease progress
- How to talk with your family, friends, co-workers one about your disease
- Preserving self-esteem
- Coping with holidays and special family events
- Travelling with a person with PN
- Assistive devices
- Disability: What benefits are available and how to apply
- How to cope with lack of sleep
- Long Distance Caregiving
- Learning about the national organization – The Foundation for Peripheral Neuropathy
- Research Updates
- Special events & Fundraising

SAMPLE MEETING GROUND RULES

In order for group members to feel safe, they need to know the rules of the group. The most effective rules are those that have been developed by the group. In an ideal support group, what would be the ground rules?

Examples of ground rules:

- Confidentiality
- Cell phones silenced
- One person talking at a time/no interruptions/no side conversations
- No conversations monopolies
- Arrive on time, stay entire time, end on time
- Group members strive to be non-judgmental and accepting of others
- Discussion in the first person – use “I”
- No advice or advice with care
- Regular attendance
- No physical or verbal violence
- Group members not allowed to attend if under influence of non-prescribed drugs or alcohol

SURVEY EXAMPLE

PERIPHERAL NEUROPATHY SUPPORT GROUP SURVEY

Although we realize that not all individuals will benefit the same from a support group, it is still our wish to continue to reach out and help all people with neuropathy in any way possible. Consequently, please help us by letting us know what we might do to further your interest and involvement in the support group. Please put any comments or suggestions on the back and return to:

[Address of Support group Leader]

1. If you like, please comment on the following as well:
2. Meeting location, times or length of meetings.
3. Are there any special topics of concern to you that you would like to see emphasized or discussed more?
4. Would you like to see more health professionals (such as dieticians, nurses or psychologists) involved in group discussions?
5. Would a philosophical or spiritual discussion of health and neuropathy be of interest to you?
6. What, if any, would you like to see more or less of in the group?
7. Is the support group satisfactory to you the way it is?

THANKS AGAIN FOR YOUR HELP!

PRESS RELEASE EXAMPLE

Name of Newspaper

Date:

For Immediate Release

Stop Date:

Contact Person: Support group Leader's Name

[LOCATION]

PERIPHERAL NEUROPATHY SUPPORT GROUP MEETING

The [Location]'s Peripheral Neuropathy Support Group will meet in the **[Address of meeting place, Date and Time]**. **[Name of guest speaker]** will be the guest speaker. The meeting and information are free or if there is a charge include fee; Relatives and friends of those afflicted with neuropathy are also invited to attend. For further information, or if you plan to attend for the first time, please contact **[Name of Support group Leader and contact details]**.

Editors Note: Please place in Community Events section under Support groups and in news section of all editions. Thank you.

Sign-up Sheet
[INSERT SUPPORT GROUP NAME]
The Foundation for Peripheral Neuropathy
Dedicated to Reversing the Irreversible

Date: _____

	Name	Address, City State Zip	Phone	Email	Membership Paid	Due
1						
2						
3						
4						
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6						
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10						
11						
12						
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HOW TO LIST YOUR PERIPHERAL NEUROPATHY SUPPORT GROUP

IT'S NEVER TOO LATE!!

If your group is not listed in this Guide, you can make sure it is included. You can also make sure that information about your group is immediately included on the web site of The Foundation for Peripheral Neuropathy – www.foundationforpn.org. By completing the attached “**Support Group Information Form**” and sending it in, you will assure that your group is a part of the most comprehensive guide to peripheral neuropathy support groups.

COMPLETE AND SEND IN YOUR FORM TODAY TO:

By regular mail:

The Foundation for Peripheral Neuropathy
485 E. Half Day Rd., Suite 350
Buffalo Grove, IL 60089

By Fax: (847) 883-9960

By Email: info@tffpn.org

If you have questions, please contact [Lindsay Colbert](mailto:Lindsay.Colbert@tffpn.org) at 847-883-9951 or lindsay@tffpn.org



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Support Group Information Form

Please print or type

Name of Leader /s: _____

Name of Group: _____

Meeting Location: _____

(Building) (County)

(Address & City) (Zip Code)

1. Meeting Info: Time Day (circle) M T W TH F SA S

Frequency (circle): Weekly, Every 2 weeks, Monthly, Other _____

2. General Purpose/Description of Group:

3. Which phrase best describes your group? (Check all that apply)

- Meetings led by a member of the group.
- Meetings with a professional as the facilitator.
- Please specify others:

Questions 4-7 (Circle all that apply)

4. Who attends group: People w/ Neuropathy; Family member/relatives; Friends

5. Is group open to: Males; Females; Both Children/Teens

6. Is there a fee: No Yes Amount: \$ _____

7. Average age of member in group: _____

Signature: _____

Date: _____



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RESOURCE MANUAL EVALUATION

PLEASE COMMENT ON EACH SECTION OF THE RESOURCE MANUAL AS TO ITS VALUE AND USEFULNESS TO YOU:

Introduction
What are Support Groups: How they Help
Group Leadership
Holding a Support Group Meeting

PLEASE COMPLETE EACH SENTENCE:

As a result of this training I will...

The most valuable information I received was...

The least valuable information I received was...

To improve this resource manual, I'd...