

- Contact information (facilitators' emails, phone numbers, and organization website, if applicable)

Where you advertise will depend on who is eligible to attend. If the class will be made available to anyone in the community, some ideas for spaces to post the flyer are:

- Peer support recovery groups
- Drop-in centers and community centers
- Shelters and supported housing communities
- Libraries and coffee shops
- Clinics, hospitals, mental health/SUD treatment centers, and other service providers
- Social service programs
- Nonprofit organizations supporting low-income, houseless, or housing and/or food insecure communities

Other avenues of advertising include:

- Making presentations at staff meetings, management meetings, clinical meetings, etc.
- Making presentations at peer-run meetings (drop-in center leadership meetings, board meetings, client councils, Peer Support for Peer Support Specialists groups, continuing education/training programs, etc.)

Make sure that you advertise on the Internet and social media. Include a virtual copy of your flyer on your organization's website and social media pages, and in emails to peer staff, clients, and partner organizations.

MHAAO has provided marketing material templates in the Facilitator Toolkit, which you can customize with your location, date, time, and facilitator contact information. We ask that you please continue using the Money Basics logo and give credit to the Mental Health & Addiction Association of Oregon if using this flyer or creating your own.

**Registration:** It is important that people who are interested in the course are able to contact the facilitators easily and that registration is simple. If registering individuals over the phone, be sure to get their names, addresses, phone numbers, and email addresses when possible. Ask if they will need any accommodations to attend, such as a space to access Wi-Fi or headphones or