



Welcome

Dear Community Friends,

Thank you for your interest in providing a special event for the patients and families at Cook Children's. Many opportunities are available for both groups and individuals. All these types of service support Cook Children's promise: improving the health of every child in our region.

Attached you will find information about these programs. It includes available opportunities, the purpose of the activities and necessary limits or boundaries related to the activities. These limits are crucial in ensuring the well-being—both physical and emotional—of the patients.

All paperwork can be returned to Megan Hodges Cook by fax (682-885-7480) or email (Megan.HodgesCook@cookchildrens.org).

Please feel free to contact the Child Life department at 682-885-4241 with questions.

Thanks in advance for your wonderful gifts of time, talent and treasures!

Sincerely,

A handwritten signature in black ink that reads "Megan Hodges Cook".

Megan Hodges Cook
Community Program Coordinator
Cook Children's
801 7th Avenue
Fort Worth, TX 76104
682-885-4241
682-885-7480 fax



Specific Program Information

Patient Projects

Patient Projects is a program through which community groups visit the patients in the medical center and plan a specific activity for them. These activities are usually crafts, but groups have also chosen to facilitate game days and other activities. The visiting group is responsible for providing the supplies for the activity. Groups are never responsible for the patients' safety or medical needs. Staff, patient families and/or Cook Children's volunteers are present at all events.

Guidelines:

1. All participants must be at least 16 years old.
2. Adequate adult supervision of volunteers must be provided by the group (1:5 ratio for teens ages 16-18).
3. The group is responsible for providing all activity supplies.
4. The largest group allowed to participate in this activity is 10 people.
5. Activities must be pre-approved.
6. Hot glue guns may not be used.
7. Latex balloons may not be included in any crafts.

When planning for a craft activity, groups are encouraged to plan for 40-50 children. This allows projects to be delivered to patients who are unable to leave their rooms. When deciding on an activity, plan for children in the 7-11 year old age range. Staff can help make the activity safe and exciting for patients in the other age groups.

Party Host

Party hosting is a program through which community groups visit the patients in the medical center and assist with a specific party planned for them. These parties may be holiday parties, monthly birthday parties or other special event parties. Some examples and ideas include:

Mother-Daughter Makeovers
Cooking Parties
Luau/ Hawaiian Party
Safari Party
Pirate/Princess Party

Father-Son Poker Party
Back to School Party
Sport Party
Circus Party
Super Hero Party

The visiting group is responsible for providing the food/treats and activities. Groups are never responsible for the patients' safety or medical needs. Staff, patient families and/or Cook Children's volunteers are present at all events.

Guidelines:

1. All participants must be at least 16 years old.
2. Adequate adult supervision of volunteers must be provided by the group (1:5 ratio for teens ages 16-18).
3. The group is responsible for providing all activity supplies.
4. Food/treats must be store bought and please no peanut produces.
5. The largest group allowed to participate in this activity is 10 people.
6. Activities must be pre-approved.
7. Latex balloons may not be included in any crafts.

When planning for party activities, groups are encouraged to plan for 30-40 children. This allows projects to be delivered to patients who are unable to leave their rooms. When deciding on an activity, plan for children in the 7-11 old age range. Staff can help make the activity safe and exciting for patients in the other age groups. It is highly encouraged that a representative from the group visits the medical center prior to the event to get a feel for the space and expectations.

Special Visitors

Special Visitors include mascots, celebrities and famous athletes who are recognizable by patients. Individuals and groups of children or youth may not visit the patients unless they are participating in one of the other two programs: Patient Projects/Party or Performances. Many patients can easily become more ill when exposed to germs; this is minimized by limiting direct visitors, as often as possible, to family members.

Performances

Performances are provided by groups to inspire, entertain and enrich the patients here at Cook Children's. Performances are varied and may be provided by a choir, band, magician or other type of entertainer.

Guidelines:

1. Group performers must be recognized as a group such as a choir or band. They must have public performance appearance experience.
2. Individual entertainers need to submit an example of their performance. This can be on videotape, CD or DVD.
3. Magicians' tricks must be approved in advance. There are some very traditional tricks that don't work well in this unique environment.
4. Latex balloons, including any balloon animals and live animals may not be included in any performance.
5. All song lyrics and scripts must be submitted with the visitor application.

Guidelines for political or religious content:

At Cook Children's, we value community support and the gifts of time and resources that your group is offering to our patients, their families and staff. We want to welcome you and orient you to the customs of our unique culture so that your experience here will be a positive one. As you prepare to meet the deadlines for submitting your group's program/activity request form for approval, please be aware of the following:

1. Any program content related to race, ethnicity, native language, economic status, age, gender, handicapping conditions, etc., is expected to uphold the value of diversity and the principle of treating other people with dignity, as we all wish to be treated. Program content related to sexuality and sexual issues is largely inappropriate for our pediatric population and must be approved on a case-by-case basis.
2. Program content may include patriotic material, but may not solicit support for a particular party, platform or viewpoint. For example, "Deep in the Heart of Texas" is an appropriate song to be performed; "Vote for ___" is inappropriate.
3. Cook Children's has a religious non-solicitation policy. We strive to offer the opportunity for all our patients, families and staff to practice the religion of their choice and to protect the rights of families to determine the religious education their children receive. Because we frequently have young, vulnerable patients in the atrium, we have much stricter guidelines about appropriate content than your group may encounter in other settings. Program content may include references to "God's care and protection," for example; but may not solicit toward a particular religion's way of experiencing or relation to God. Thus, "All Thing Bright and Beautiful" would be an appropriate selection, while a hymn like "There's Power in the Blood of the Lamb" would be inappropriate. Instrumental music is, of course, welcomed with fewer restrictions. Those persons who speak during a performance are asked to respect the great diversity of beliefs represented here.

Almost every group that wants to offer their talents here understands immediately the constraints imposed by our unique culture and seeks diligently to cooperate for the sake of our patients. If you have difficulty determining whether certain selections will be permitted, we offer content consultation through our Pastoral Care department at 682-885-4030.

We thank you in advance for bringing joy to our patients!

**For more information about this program, as well as other ways to help the patients
at Cook Children's,
contact Megan Hodges Cook at 682-885-4241**

Special Visitor Planning Guide

Thank you for your interest in planning a special event for the children and youth at Cook Children's Medical Center. The first step in visiting is completing the application and returning it to the Community Program Coordinator by mail, email, or fax:

Megan Hodges Cook
Child Life Department

Email:

Megan.HodgesCook@cookchildrens.org

Mail: Cook Children's Medical Center
801 7th Ave.

Fort Worth, TX 76104

Fax: 682-885-7480

It is important that every event be safe and successful for both the patients and the visitors. Based on our experiences, the following information was developed and should prove helpful in planning your visit.

Scheduling

Patient activities are scheduled from 11:00-12:00 p.m. and 3:00-4:00 p.m. for the Atrium or 1:00-2:00pm in the Child Life Zone on Monday-Friday.

Activity groups are scheduled from 1:00-2:00 p.m., on Saturdays and Sundays.

The following time slots are **not** available due to regularly scheduled activities:

First Wednesday of the month (11 a.m.)

Fourth Thursday of the month (3 p.m.)

Fourth Friday of the month (11am)



Application for Community Group Involvement

Group Information

Group name		Contact name	
Address	City	State	ZIP code
Contact phone (Home)	(Work)	(Cell)	
Email address			

Application for:

Please choose one:

- Patient Projects (**ALL** participants must be at least 16 years old).
- Patient Party (**ALL** participants must be at least 16 years old).
- Special Visitors (**ALL** participants must be at least 16 years old).
- Performance (No age requirement with no patient interaction)

Number of volunteers visiting in each age group:

___ 4-12 years ___ 13-17 years ___ 18 years and older

Dates

All dates must be submitted at least four weeks prior to your preferred dates, although not all date requested can be accommodated. Your activity is not confirmed until you have been notified by Child Life via phone, email or letter.

	Day	Date	Time
1st choice			11-12pm (M-F) 3-4pm (M-F) 1-2pm (M-F)
2nd choice			11-12pm (M-F) 3-4pm (M-F) 1-2pm (M-F)
3rd choice			11-12pm (M-F) 3-4pm (M-F) 1-2pm (M-F)
4th choice			11-12pm (M-F) 3-4pm (M-F) 1-2pm (M-F)

Activity Specific Information

Please complete ONLY the section for the activity for which you are applying.

Patient Projects

Detailed description of planned activity: _____

Needs: Tables Other (please specify): _____

Party Hosting

Proposed party theme: _____
Detailed description of planned activities: _____

Needs: Tables Other (please specify): _____

Special Visitors

Needs: Dressing Room Other (please specify): _____

Does your group have time restrictions? No Yes

If yes, what time is your group available? _____

Performance

Description of performance: _____

Length of program: _____

Due to the challenge of getting many of the children downstairs for special events, programs of less than 30 minutes will not be accepted.

Needs: Dressing Room Piano Chairs for performers (#: _____)

Attachments: Lyrics Script

Note: When using the piano you may not move it under any circumstance. We do not have music stands or risers available. We only have a limited number of folding chairs available (less than 20). All lyrics or scripts must be attached to this application for approval prior to acceptance.

Transportation

Types of Transportation: Car(s) (#: ___) Passenger Van(s) (#: ___) Bus (es) (#: ___)

Will you have equipment to unload in the front driveway? Yes No

If yes, what time do you expect to arrive? _____

If yes, will you have a trailer for your equipment? Yes No

Electrical Needs

The following equipment is usually available. Please check all that will be needed by your group:

Condenser microphones (these pick up the sounds of the performers)

Speaker w/ Aux Cord Microphones (#___) Microphone stand (#:___)

The following information MUST be included in this application if you will be bringing your own electrical equipment:

Equipment Name: _____

Voltage: _____ Amperage: _____ OR wattage: _____

Donations

Will your group be bringing gifts for the patients? Yes No Number of Items: _____

If so, please describe: _____

Media/Photography

In respect of the privacy of the patients, every child must have written photo consent from their parent or legal guardian on file with Cook Children's before ANY photo is taken. To be prepared for your visit, it is important that your needs related to media be known in advance. There may be restrictions placed on your group's ability to photograph an activity, but every effort will be made to help you achieve your goals in this respect.

IMPORTANT NOTE: If you will be soliciting media, please contact Cook Children's Media Relations department at 682-885-1080 prior to making any contact with the media.

To return completed application or for further information, please contact:

Megan Hodges Cook
Community Program Coordinator
Child Life Department
Cook Children's Medical Center
801 7th Ave.
Fort Worth, TX 76104
P: 682-885-4241
F: 682-885-7480
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