



## GROUP VOLUNTEER / SPECIAL EVENT APPLICATION

### PLANNING YOUR VISIT.....

- Group Volunteer/Special Events are scheduled as availability allows on weekdays ONLY. Due to staffing, unfortunately there is no availability for weekend events.
- **Special visitors must be 14 years of age or older to visit on the patient units floors.** Children 13 years of age and younger may be scheduled for a group lobby activity or performance. Minimum age varies based upon Special Event.
- **Preferred group size is 10 members or less; however, larger groups are permitted for lobby performances (i.e. choir/dance performances). One adult chaperone per every 10 group members is required.** One adult chaperone is required for any group with members who are 18 years or younger.
- Special visitors may **not** distribute, discuss or plan activities of a religious or political nature, with the exception of holiday events and with prior approval from Le Bonheur staff. **Activities and performances must be family-friendly and may not include sexual references, violence, physical harm, alcohol/drug use, or death.**
- Giveaways may be given to children on a hospital-wide basis or to supply a play area or special event in the hospital. **Edible treats may not be distributed to children unless pre-arranged by Le Bonheur staff.** Only Mylar balloons are permitted due to safety and allergy concerns. Please check with Child Life Services to obtain the total number needed for your visit. **Please do not wrap items.**

### DURING YOUR VISIT...

- Groups should arrive **30 minutes** prior to the scheduled event. Groups are asked to arrive on time as events are scheduled for a specific block of time and may conflict with another planned activity or group visit. **If your group is more than 30 minutes late, you will be asked to reschedule your visit. If you have not begun your activity by the original start time, you will be asked to reschedule.**
- During your scheduled visit, every member of your group will be required to review and sign a HIPPA privacy statement and Statement of Confidentiality.
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- You and the members of your group must remain with your designated Le Bonheur staff member at all times. Any requests by families or staff to visit other areas of the hospital are referred to the Le Bonheur staff member.
- Any member of your group that is ill (fever, aches, chills, or cold) may not participate in the visit.
- Most visits include direct patient contact. Tips: Bend down to the child's level when approaching him/her, and introduce yourself. Questions relating to a child's condition are confidential and should **not** be addressed during your visit.
- **Please recognize patient attendance to activities may be limited due to the unpredictable hospital environment. Also, children may act differently while in the hospital and may show less enthusiasm than usual.**
- Photographs of children are NOT permitted without prior approval from Le Bonheur staff and written consent of the parent or guardian. Any invitations to outside media must be approved by Public Relations at (901) 287-6030.



## GROUP VOLUNTEER / SPECIAL EVENT APPLICATION

Le Bonheur Children's Hospital

Amy Ford, Events Coordinator - amy.ford@LeBonheur.org

(901) 287-6227 / fax: (901) 287-6972

Name of group: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Daytime telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Number of people participating: \_\_\_\_\_ Number of children 13 and younger in group: \_\_\_\_\_  
(visitors must be 14 or older to visit patient units)

Mission Statement of Group/Organization: \_\_\_\_\_

Description of activity or performance: (Please use the attached Group Opportunities Sheet to assist you in choosing an activity. Also, if music is included in any way, please include your song list): \_\_\_\_\_

Does your activity include art materials? (Ex. Markers, glue, crayons, scissors)  No  Yes

Please list \_\_\_\_\_

Does your activity include prizes or giveaways? (Ex. Toys, games)  No  Yes

Please list \_\_\_\_\_

Does your activity require any special equipment? (Ex. Chairs, tables, sound equipment)  No  Yes

Please list \_\_\_\_\_

Preferred date and time of visit (Reminder-**weekdays only**): \_\_\_\_\_

**Please fax or email your completed application 3 weeks prior to your preferred date.**

**Dates/times are NOT CONFIRMED until you are contacted by a staff member to arrange your visit.**

I have read and understand the Group Volunteer / Special Event Guidelines and I agree to follow the guidelines during any scheduled visit(s) to Le Bonheur Children's Hospital. I recognize that if my group does not adhere to these guidelines, the Le Bonheur staff will take appropriate action.

\_\_\_\_\_  
Signature of Group Representative

## **GROUP VOLUNTEER / SPECIAL EVENT OPPORTUNITIES**

- **Game Day** – host a game day in the Event Space. Your group is responsible for providing games. Volunteers of any age are welcome. Group size: 8-10 people.
- **Arts & Crafts Activity** – plan crafts for patients and siblings ages 2-18. Host the activity by assisting patients in assembling the craft. Group/Organization is responsible for providing the activity and supplies. Volunteers of any age welcome. Group size: 8-10 people.
- **Event Space Performances** – perform puppet shows, musical presentation, dancing, magic show, etc. Please provide song list for all performances. Activities and performances must be family-friendly and may not include sexual references, violence, physical harm, alcohol/drug use, or death. Volunteers of any age are welcome. Group sizes will vary depending on performance.
- **Room to Room Visits** – collect non-medical items for patients to distribute such as books, toys, or art supplies, and deliver them room to room. Groups may also host a special event in the lower lobby to distribute items. There are typically around 25 patients per floor. Visits may consist of visiting one to two floors. Volunteers must be 14 years old to visit the hospital units.

## PARKING FOR OUR SPECIAL VISITORS

The main entrance is located on 848 Adams Street, Memphis TN 38103.

Special Visitors can receive free parking in the guest parking areas (**Adams Avenue, 850 Poplar and Outpatient Center parking garage**) during scheduled visits. Emergency Room parking area is discouraged for special visitors so as to provide ample parking for families admitted for emergency services.

**If you need to unload materials or people**, please do so at the main entrance on Adams Avenue. Our parking garage is located across from the Children's Research Center. The entrance to the parking garage is located on Manassas Street. Special arrangements may be made to accommodate parking for buses.

