

# Comfort for Hospitalized Children

## A Volunteer Project Plan



A step-by-step guide to help you  
give back on your own terms!

# Acknowledgement



This project is made possible in partnership with **StudentsCare**, a 501(c)(3) nonprofit brightening the hospital experience for children and teens across the country.

**To learn more about their one-of-a-kind Hospital Buddy Program visit [www.studentscare.org](http://www.studentscare.org)**

If you are doing this project in one of the following cities, please contact StudentsCare at **[info@students-care.org](mailto:info@students-care.org)** to connect with a local hospital and for additional project support:

- Austin, TX
- Boston, MA
- Lansing, MI
- Miami or Orlando, FL
- Phoenix, AZ
- Philadelphia, PA
- St. Louis, MO

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# About Volunteer Project Plans

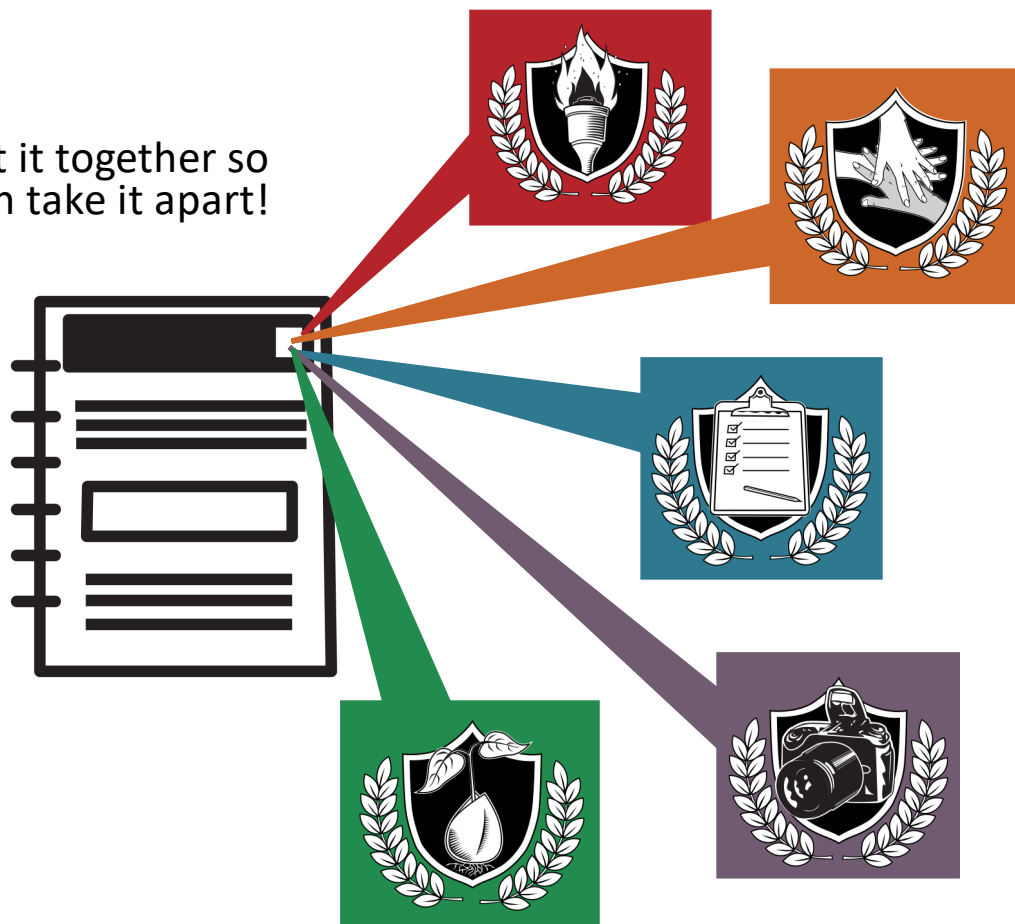
## What is a Volunteer Project Plan?

**A Volunteer Project Plan** is a step-by-step guide to complete a service project in your community.

All around us, there are opportunities to help our neighbors and our communities. However, it can be overwhelming trying to figure out what to do and where to start. A Volunteer Project Plan is the answer to this dilemma. We provide the tools and information you will need, including easy-to-use checklists.

All you have to do is distribute the checklists and other resources amongst members of your team according to their designated roles. The pages needed for each of these roles are indicated using a unique icon in the upper left corner.

**We put it together so  
you can take it apart!**



Please review the [commitment decision](#) page to help you decide if this project is right for you.

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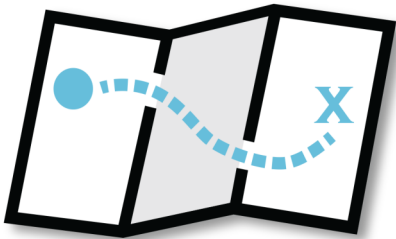
## The Issue:

While most of us appreciate that hospitals exist, we probably do not want to be in one—especially as a child. Depending on the source, researchers estimate that anywhere from three to six million children are hospitalized in the United States every year.\* Sometimes this is planned, such as for testing, surgeries, or treatments. Other times, a sudden, and often traumatic, illness or injury is the cause. It is especially difficult for children who are hospitalized frequently or for extended periods of time, such as children with cancer or other serious illnesses.<sup>1</sup> Did you know that according to the National Cancer Institute, around 46 children in the U.S. are diagnosed with cancer every single day?<sup>1</sup> Regardless of the circumstances, hospitalization puts stress on the child and the family. Children experience many challenges due to long hospital stays, such as loneliness and fear. Families often have to travel far for treatment, leaving behind their family and friends.<sup>2</sup> Things like toys, books and art supplies provide comfort and a welcome distraction during these trying times.<sup>3</sup>

\*Source: U.S. Department of Health & Human Services: Healthcare Utilization Project



## The Plan:



Make 'Comfort Kits' to help children and families cope with hospitalization. First, gather some of the items on the list provided. Then, write notes of support and inspiration for the children and families. Next, package the items by specific age groups and then donate the 'Comfort Kits' to a local children's or general hospital with a pediatric unit. Be sure to include a few items for parents and caregivers, as they are in need of comfort, too!

## The Impact:

Play is an integral part of a child's world.<sup>4</sup> Enabling children to play helps them understand and cope with difficult events, which can lessen the strain of the hospitalization. Reducing stress will not only benefit the child in the moment, it will likely influence how the child perceives and approaches future hospital-related encounters.<sup>5</sup> In fact, research shows that strategies like using distraction may lessen anxiety and help children 'face' subsequent medical care more easily.<sup>6</sup> Distraction also reduces experiences of pain for children, as well as helps both the child and family feel more confident.<sup>7,3</sup> Last but most certainly not least, since families have the greatest impact on a child's adjustment, providing support to parents, and even siblings, is absolutely essential.



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# Commitment Decision Page



Please consider if you are able to do the following before making this commitment.



Prep Time: 5-8 hours  
Service Time: 2-3 hours  
Total time: 7-11 hours

## BUDGET

\$\$\$  
\$100-200

## You will need:



A planning team of 4-10 people who will give 5-8 hours each



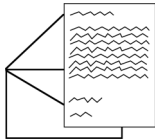
Toys & Comfort items



Photography equipment



Self-care items  
\$50-150



Materials for notes of support/words of inspiration  
Less than \$25



Bags or boxes for the kits



Volunteers who will give 2-3 hours each

## Steps:

### 1. Plan

The leadership team will:

1. Arrange a planning meeting
  - Do you need to adjust?
  - How will you get supplies?
2. Obtain supplies
  - You may need a donation drive or fundraiser first
3. Find a hospital to partner with and get the necessary approvals
  - *Be sure to ask them for ideas about what to include & get their approval for all items*
4. Spread the word & gather volunteers
5. Set up stations for volunteers to work on their assigned tasks on the day of service

### 2. Serve

Volunteers will:

1. Write words of encouragement and inspirational messages to children in the hospital (and their families)
2. **Assemble the Comfort Kits**
  - Include items from these categories*
  - see full list on page 20*
  - Activities/toys
  - Comfy socks/ slippers
  - Hats & beanies
  - **Other** important items suggested by your partner organization

Give the Comfort Kits to the Hospital to give to the children

### 3. Report

Return your completed



### 4. Celebrate

You and your team just did something uncommonly AWESOME!



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# Leadership Team Roles

## Project Leader



- Oversees the planning, organizing and execution of the project including reporting impact
- Ensures that planning tasks are completed by coordinating with the other roles below\*

## Project Co-Leader



- Helps ensure that nothing 'falls through the cracks'
- Serves as a backup for other roles as needed

## Logistics Leader



- Works with Volunteer Project Leader to identify needed equipment & supplies
- Orders or procures any supplies, food, or other materials
- Brings above to the location and sets up before the event

## Photojournalist Leader



- Promotes the event
- Captures the experience to share success and inspire volunteerism
- Ensures that policies and personal preferences regarding photography and posting to social media are strictly enforced

## Fundraising Leader



- Works with the Volunteer Project Leader to determine if additional funds or supplies are needed
- Finds and collects donations if necessary

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# Project Leader Section



- Oversees the planning, organizing and execution of the project including reporting impact
- Ensures that planning tasks are completed by coordinating with the other roles



# Project Leader Checklist



Before

If you are doing this project in the following cities, please contact StudentsCare at [info@students-care.org](mailto:info@students-care.org) to help facilitate a connection with a local hospital: Austin, TX; Boston, MA; Lansing, MI; Miami or Orlando, FL; Phoenix, AZ; Philadelphia, PA or St. Louis, MO.

## Getting Started

- Review the [adaptations page](#) for ideas to scale this project up or down if desired
- Have a planning meeting to divide roles, identify potential local hospitals to partner with, and to discuss a plan for collecting & purchasing supplies
  - Select a date for making the Comfort Kits
  - You may need to hold a fundraiser or supply/donation drive FIRST
  - You will need to have a second status and update meeting at some point before the Day of Service: What tasks are completed on each person's "Before" checklist. Are we on track? Any unexpected roadblocks?
- Help the logistics leader to contact hospitals to find a partner, confirm the details & get necessary approvals



- Ask for ideas of specific items to include based on the needs of the children they serve
- Discuss the anticipated quantity needed
- Schedule a drop off or delivery date with your partner
- Increase your impact by exploring options for volunteers to work onsite at the hospital, take a guided tour of the facility, and/or to give the Comfort Kits directly to the parents of the children who need them

Continued on the next page



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# Project Leader Checklist



BEFORE

## Before

- If you **DO** need to hold a fundraiser or supply/donation drive to get supplies, start with **Box A**
- If you **DO NOT** need to hold a fundraiser or supply/donation drive start with **Box B**

### A

- Review the **Fundraising Guide Sheet** with the **Fundraising Leader**
- Work with the **Fundraising Leader** to plan and complete your fundraiser or supply/donation drive by doing the following:
  - Determine exactly what you need (\$ + supplies) and decide on a fundraising idea
  - Figure out where you will store collected items, if applicable
  - Advertise your fundraiser with the help of the **Photojournalist**
  - Take inventory of your items and count money collected after your fundraiser is complete
- Purchase NEW Comfort Kit items using any money you collected with the help of the **Chapter Advisor**
- Continue with the steps in box B below

### B

- Coordinate transportation with the **Chapter Advisor** (if needed)
- Ensure that waivers are obtained by the **Chapter Advisor** for all students who will participate
- Double check with the **Logistics Leader** that all [equipment and supplies](#) are acquired and photocopies of needed materials ready
  - Remember the Promise Cards!
- Just prior to the day of the event, check with the **Logistics Leader** to ensure the equipment and supplies are packed up and ready to go

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# Project Leader Checklist



## During

DURING

### Get ready

- Arrive an hour beforehand to start preparing for the day

### Get set

- Give the Impact Presentation at the beginning of the event
- Ask each volunteer to complete a Promise Card expressing his or her commitment to *this* project...and then collect them

### Go!

- Be the main point of contact
- Oversee the other roles to ensure everyone is on track
- Return Promise Cards to their respective writers at the end of the day



## After

AFTER

- Make sure the **Leadership Team** has completed their after-service responsibilities

### Report

- Ask the **Fundraising Leader** for the collected information for the Impact Report
- Complete and submit the [Impact Report](#)

### Give thanks

- Thank any donors who may have had a part in making this project possible by working with the **Fundraising Leader**
- Thank your team and remind them of the impact of their hard work!
- Thank any other partners (if applicable)

### Reflect

- At the meeting following this project, facilitate a discussion using the Reflection Questions

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# Impact Presentation



Use this presentation guide to share the importance of this project before you begin. It is important that everyone understands the impact that their efforts will make. A motivated team works harder!

I would like to say a few things before we get to work to remind us of why we are all here today and the impact we are making together. First of all, **thank you** for joining today's event, in an effort to help comfort children & teens who are in the hospital—and their caregivers. **These young heroes deserve our support** and we want the families to know that they are not alone in their fight.

## Millions of children are hospitalized in the United States every year.

### Why?

One reason is that in the U.S alone., 40,000 children per year undergo **cancer** treatment. Their hospital stays average 12 days, and most treatments last over two years. Among the **other top reasons that children are admitted** to the hospital are respiratory conditions, mental illnesses, appendicitis, allergies, epilepsy, chemotherapy, skin conditions an urinary tract infections. [Sources: Statistical Brief #132. Healthcare Cost and Utilization Project (HCUP). May 2012. Agency for Healthcare Research and Quality, Rockville, MD. [www.hcup-us.ahrq.gov/reports/statbriefs/sb132.jsp](http://www.hcup-us.ahrq.gov/reports/statbriefs/sb132.jsp) and the U.S. Department of Health & Human Services]

### What happens?

Children who endure hospitalization **face many challenges**. They tend to withdraw socially. They can have 'serious' emotional and psychological consequences like anxiety, depression, lowered self-esteem, and even body image problems.<sup>1,8</sup> All of this **can lower a child's motivation and ability to cope**, which may adversely effect treatment compliance in the long run.

Other **hospital-related stressors** such as difficulty sleeping, lack of privacy, noise, pain, bad food, fear and worry, boredom, diminished self-determination (especially personal care) and missing significant people also heavily **burden children and families**<sup>2,5,8</sup> Younger children may be especially sensitive to separation from parents during tests & procedures as well as during some overnight stays.<sup>3</sup>

### How does it effect the rest of the family?

Since the **family is the 'recipient of the child's stressors'**, it is common for family members of hospitalized children to also experience various forms of distress.<sup>9</sup> Not surprisingly, parents are often anxious. They may struggle with self care and report problems with things like diet and physical activity.<sup>1</sup> Siblings also undergo major disruptions in their daily routines and may experience strong feelings that can be difficult to manage. For instance, three fourths of siblings of a child who has cancer say they feel 'stressed, overwhelmed, neglected and guilty.'<sup>1</sup>

Family has the **greatest influence over a child's ability to adjust**, therefore providing some support for them is an essential part of this project (and part of Evidence-based Standards of Care) since it improved quality of life for the entire family unit.<sup>1</sup> For many children and families, addressing the pain, symptoms and stress of the hospitalization is **just as important** as treating the illness or injury itself.<sup>1</sup>

*[Insert local facts and statistics ]*



Continued on next page



Comfort for Hospitalized Children 12

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Use this presentation guide to share the importance of this project before you begin. It is important that everyone understands the impact that their efforts will make. A motivated team works harder!

## About our Comfort Kits

### Coping and the value of distraction

The items in these kits were selected because they each fill a particular need and help with a specific coping strategy. Coping with hospitalization can easily overwhelm parents and children.

Research shows that the more methods of coping a child uses, the better off they are, and high levels of support predict better patient outcomes.<sup>1,3</sup> One coping method is distraction. **Distraction reduces experiences of pain**, and it helps both the child and family feel more confident.<sup>3,7</sup>

### The role of play

Play is the fundamental work of children and this does not stop when they are ill or hospitalized. In fact, the need for play is emphasized during hospitalization to help the child cope and adapt to the experience.<sup>4,7</sup> Therapeutic play not only reduces anxiety but promotes cooperative behavior, and the expression of fewer negative behaviors such as screaming, demanding, and increased movement.) Children in the hospital play with other children 'on the ward'. They play with their family, they play alone as well as with staff during play therapy. Additionally, nurses often integrate play into their work with children, making games out of preparing children for surgery or procedures and during 'uncomfortable interventions.'<sup>4</sup> Clearly, play is how children process information. It helps them understand the world around them...and their place in it.

### Comforting one's self

Stuffed animals or blankets **allow children to comfort themselves**.<sup>7</sup> Looking at or a reading a book, listening to a story, food, entertainment and gifts also provide comfort to children.<sup>2,7</sup> Furthermore, since children use creativity to communicate, they can often **express their feelings more easily in drawings**. So, children in the hospital benefit from access to paper, crayons and pencils—and we will include these in our kits.

### A few other notes

- **All items must be NEW and in the original packaging for safety and infection control purposes**
- It is best to leave items in their original packaging. If you need to remove an item from its packaging for a better fit, please place the item in a clean Ziploc bag using **WASHED HANDS OR GLOVES**
- Instruct staff to give the comfort kit to parent/adult first BEFORE giving it to the child
- Gift Cards above \$25 should not be put into bags. Give them to a child life specialist who will distribute them at their own discretion

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1. Tally up the impact of your project
2. Share the results on social media to inspire others to volunteer
3. Send this form to: [projects@becauseisaidiwould.com](mailto:projects@becauseisaidiwould.com)



Promises  
matter

## Volunteer Hours

Estimated total number of hours of planning time [Calculate using number of people. For example, 5 people for 2 hours equals 10 hours total.]

\_\_\_\_\_ Hours

Estimated total number of day-of-service hours including prep time, time making the kits and clean up

\_\_\_\_\_ Hours

Number of volunteers present on day of service

\_\_\_\_\_ Volunteers

## Cost

Estimated savings from donated equipment and supplies

\_\_\_\_\_ Dollars

Total cost of purchased supplies and equipment

\_\_\_\_\_ Dollars

## Impact

Total number of children who will receive or did received a comfort kit

\_\_\_\_\_ children

Total number of items included in the comfort kits

\_\_\_\_\_ items per kit

Please check here whether or not you asked for suggestions from a children's hospital about what to include in the kits

yes  no

Please check here if you assembled the kits onsite at a children's hospital

yes  no

Please check here if your Leadership team or other volunteers gave the kits directly to parents of children in need

yes  no

## Comments

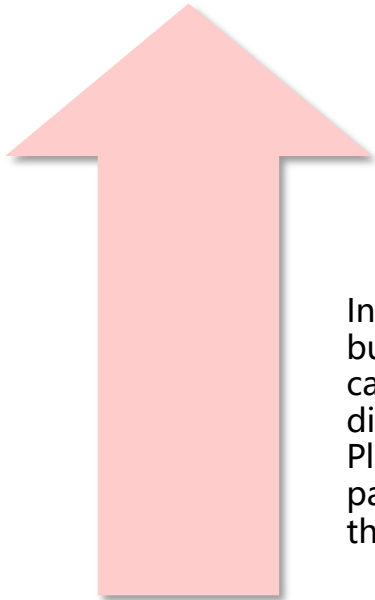
*Please include any other comments or information that you think is important for understanding the impact (effect) of this project.*

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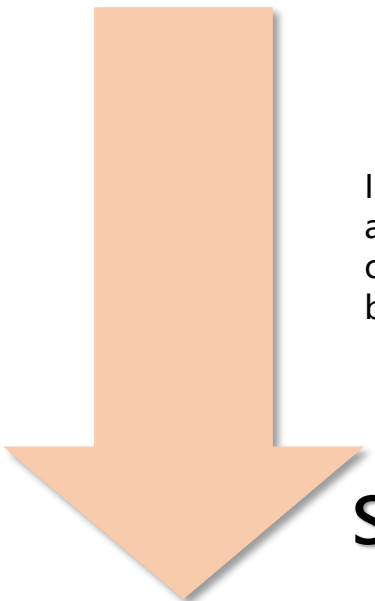
- You can adjust (or scale) the project “up” or “down” if desired.
  - Simply adapt the information and checklists provided to tailor this project to the interests of your volunteers and the specific needs of your community.
- 



## Scale It Up

### **Stuffed, sealed...AND delivered!**

In this option, volunteers will not only assemble the comfort kits, but they will hand deliver them to the partner hospital. Volunteers can even coordinate with hospital staff in order to give the kits directly to the parents of the hospitalized children, if possible. Plus, if you choose, you can increase your impact even more by partnering with several children’s hospitals or general hospitals that have a pediatric unit onsite.



### **Get it together!**

In this option, volunteers will be responsible only for assembling and donating the Comfort Kits. Supplies for the kits will be obtained by another person, group or entity such as a local business, foundation, or nonprofit organization.

## Scale It Down

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# Project Co-Leader Section



- Helps ensure that nothing 'falls through the cracks'
- Serves as a backup for other roles as needed

# Project Co-Leader Checklist



## Before

BEFORE

- Work with the **Project Leader** to make sure everyone has completed their 'Before' service tasks
- Ensure that nothing falls through the cracks
- Provide backup for other roles as needed



## During

DURING

- Work with the **Project Leader** to make sure everyone has completed their 'Before' service tasks
- Ensure that nothing falls through the cracks
- Provide backup for other roles as needed



## After

AFTER

- Work with the **Project Leader** to make sure everyone has completed their 'Before' service tasks
- Ensure that nothing falls through the cracks
- Provide backup for other roles as needed

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# Logistics Leader Section



- Works with Volunteer Project Leader to identify needed equipment & supplies
- Orders or procures any supplies, food, or other materials
- Brings above to the location and sets up before the event

# Logistics Leader Checklist



## Before

**QUALITY, NEW ITEMS ONLY.  
GENDER NEUTRAL PLEASE**

BEFORE

### Gather equipment & supplies

- Work with the **Volunteer Project Leader** to determine equipment & supplies needed & quantities for each, as well as where you will store any items you gather. **Be sure to send the partner a list of items you will include and make sure they approve**
- Make copies of the waivers, surveys, volunteer role sheets and Promise Cards (and cut them out)
- Just prior to the Day of Service, make sure all equipment and supplies (including copies and Promise Cards) are packed up and ready to go

**Contact local children's hospitals** [with the help of the Volunteer Project leader if needed.]

- See if they will accept the kits as your partner hospital

### Get details from your partner hospital/s

- Obtain information about rules, regulations, policies and other considerations that may influence how the project is done (including photography).
- Ask if they would like for you to mail the kits or drop them off. If mailing, obtain mailing address. If dropping off, schedule a delivery date.
- Find out about any limitations regarding storage space for the donated kits. Also, ask how many kits of each age group they would like, which will inform how many of each item you need.
- Collaborate with the **Photojournalist Leader** to inform volunteers of the above as well as important contact names and phone numbers for the Day of Service



## During

DURING

### Setup and volunteer sign-in

- Bring equipment and supplies to the location of your event
- Set up the registration table (or clipboards) and set out volunteer role sheets
- Help volunteers sign-in and select a role to start with

### Oversee equipment

- Find a volunteer to help hand out supplies if needed
- Work with the **Volunteer Project Leader** to coordinate other needs as they arise
- Continually ask volunteers if they need anything– bathroom breaks? Water?
- Make sure volunteers have something to do at all times; rotate people as needed
- Verify that all equipment and supplies are returned
- Oversee packing and cleaning up



## After

AFTER

- Return any borrowed or unused supplies
- Let the **Volunteer Project Leader** know of any donations so that a personalized thank you can be made

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# Equipment & Supplies Checklist



- Try to get as much of the equipment & supplies donated as possible. Contact local businesses and see if you can put out donation boxes with lists of specific items needed.
- Let organizations, friends, and others know that you are helping your community through volunteerism.
- Items below are suggestions. **Ask the hospital for specific needs and requirements.**

**Gender neutral items only**

CHILDREN AND TEENS			
CATEGORY	TODDLER/PRESCHOOL	SCHOOL-AGED	TEENS
Activities/ toys	<ul style="list-style-type: none"> <li>• light-up toys</li> <li>• musical toys</li> <li>• mini sketch/erase boards, children’s books,</li> <li>• playdough</li> </ul>	<ul style="list-style-type: none"> <li>• fidget toys</li> <li>• light up wands</li> <li>• travel size board games</li> <li>• art/craft activity sets</li> <li>• remote control toys + batteries if needed</li> </ul>	<ul style="list-style-type: none"> <li>• fine line markers &amp; adult coloring books</li> <li>• card games</li> <li>• board games for teens</li> </ul>
Cozy socks/slippers (unisex)	Size 3T-5T with characters	Youth large (9-12) , colorful	Adult size, multi-pack
Hats/ beanies (unisex)	Toddler size, crochet	Child size, animal print	Adult size, slouch style

CATEGORY	PARENTS/ CAREGIVERS
Activities	Adult coloring book & colored markers or pencils
Cozy socks/slippers	Adult size, multi-pack
Toiletry items	Toothbrush/toothpaste, dental floss, deodorant, lotion, face wash/makeup remover wipes, shampoo/conditioner, hairspray, dry shampoo, comb/brush, hair bands
Gift Cards & envelopes	Coffee shops, department stores, music, national chain gas stations.
Miscellaneous	Mints/gum, small notebooks, lip balm, antibacterial wipes, hand sanitizer, eye masks, ear plugs, headphones/earbuds

## Don't forget!



- Bags or Boxes for kits
- Permanent markers
- Gallon Ziploc bags
- Hand sanitizer
- Card stock for notes
- Registration table or clipboards
- Snacks & Water for volunteers
- Copies for volunteers  
[= \_\_\_copies of each item]

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Dear Parent/Guardian,

We genuinely hope that this letter offers you strength and optimism as we strive to ensure that no child or family fights alone. Our goal is to brighten the hospital experience for kids and their families by supplying 'Comfort Kits' \* with fun and soothing items that will bring comfort to you and your child while away from home. We do our best to ensure that all objects included in our kits are age-appropriate, however, we do not know the needs or abilities of your specific child.

PLEASE TAKE A MOMENT TO LOOK THROUGH THE KIT TO ENSURE THAT THE ITEMS INCLUDED ARE SAFE FOR YOUR PARTICULAR CHILD **BEFORE** GIVING THE KIT TO HIM OR HER.

It is an honor to support your child and family through this difficult time. Sending you thoughts of hope and healing—

Sincerely,

\*Note:

Kit may contain items not suitable for small children. **Adult supervision required.** Please read and follow all manufacturer's instructions for use of items and keep small parts and sharp objects away from small children.

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# PLEASE DISTRIBUTE

## 1. Greeters/ welcome party

- Provide a friendly welcome to the volunteers
- Help direct volunteers to their respective stations
- Take a photo of yourself and post it to social media using **#becauseisaidiwould**  
**#studentscare, #comfortkitsforkids**



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cut here

## 2. Sorting Squad

- Introduce yourself to the people at your station
- Wash your hands, use hand gel, or put on disposable gloves
- Sort items for the Comfort Kits according to age group using the list provided
- Place the items for parents/caregivers in a Ziploc bag clearly marked for **"Ages 18+"**
- Take a photo of yourself and post it to social media using **#becauseisaidiwould** ,  
**#studentscare, #comfortkitsforkids**



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## 3. Motivation station

- Introduce yourself to the people at your station
- Write words of encouragement and inspiration; use quotes or just write a heartfelt note
- Add a little flare, decorate or design your motivational items
- Take a photo of yourself and post it to social media using **#becauseisaidiwould**,  
**#studentscare, #comfortkitsforkids**

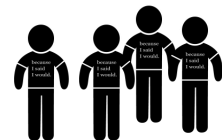


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## 4. Packing people

- Introduce yourself to the people at your station
- Wash your hands, use hand gel, or put on disposable gloves
- Assemble the Comfort Kits as sorted by age group
- Write the number of the age group intended for each bag in a corner of the bag
- Sign and insert the parent welcome letter. Include the parent Ziploc bag [see next page]
- Take a photo of yourself and post it to social media using **#becauseisaidiwould**,  
**#studentscare, #comfortkitsforkids**



# Sorting Squad Information

## **Toddler/Preschoolers Bags:**

- 1-2 toddler toys/activities
- 1 pair of toddler/preschool socks
- 1 toddler beanie
- Gift card(s) totaling \$25

## **School Age Bags:**

- 1-2 school age toys/activities
- 1 pair of kids socks
- 1 kid size hat/beanie
- Gift card(s) totaling \$25

## **Teen Bags:**

- 1-2 teen games/activities
- 1 pair of adult size socks
- 1 adult size beanie
- 1 pair of earbuds
- Gift card(s) totaling \$25

## **ALL Bags should also include for parents/caregivers:**

- 1 of each of the toiletry items listed above
- 1 adult coloring book and colored markers or pencils (If markers for teen is included, only one set is needed per bag)
- 2 pairs of adult size socks
- 1 of each Misc. item above (mints, notebook, lip balm, antibacterial wipes, hand sanitizer, eye mask)
- 2 sets of ear plugs
- Gift card(s)

**Thank you!**



### Instructions for using a Promise Card:

- Write your promise to complete this project on the card
- Give the card to the Volunteer Project Leader
- Fulfill your promise
- Get your card back. Keep it as a reminder that you are a person of your word!

because I said I would.

because I said I would.

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because I said I would.

# ***because I said I would***

## WAIVER AND PHOTO RELEASE FOR OFFSITE VOLUNTEER PROJECTS FOR NON-MEMBERS OF THE HIGH SCHOOL CHAPTER

Name: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_

Please read all sections and indicate your preference in each one. This waiver is effective for the entire school year unless revoked by a parent or guardian.

***NOTE: ALL SCHOOL REQUIREMENTS, POLICIES AND AGREEMENTS SUPERSEDE THIS WAIVER***

### **Section I**

#### **WAIVER TO PARTICIPATE IN OFFSITE VOLUNTEER PROJECTS**

The undersigned hereby acknowledge and agree that they understand the nature of Volunteer Projects; that the student is in good health, and proper physical condition to participate therein; that there are certain inherent dangers and risks associated with Volunteer Projects and that they knowingly and voluntarily accept and assume responsibility for each of these risks and dangers that could arise out of, or occur during, the student's participation in Volunteer Projects.

\_\_\_\_ I hereby grant consent for my child to participate in offsite volunteer projects with the local High School Chapter of *because I said I would*.

\_\_\_\_ I do NOT grant consent for my child to participate in **offsite** volunteer projects with the local High School Chapter of *because I said I would*

Parent/Guardian Signature (if under 18) \_\_\_\_\_ Date: \_\_\_\_\_

Signature (if over 18) \_\_\_\_\_ Date: \_\_\_\_\_

### **Section II**

#### **PHOTO RELEASE**

I hereby grant consent for my child \_\_\_\_\_ [student name] to be photographed, digitally recorded, video taped, and/or audio taped in connection with ***because I said I would*** activities. I also give ***because I said I would*** permission to use my name, likeness, image, voice, and/or appearance as such may be embodied in any media (including pictures, photos, video recordings, audiotapes, digital images, and the like) taken or made on behalf of ***because I said I would*** activities. I agree that ***because I said I would*** has complete ownership of such media, including the entire copyright, and may use them for any purpose consistent with the ***because I said I would*** mission. Uses include, but are not limited to, illustrations, bulletins, exhibitions, videotapes, reprints, reproductions, publications, advertisements, and any promotional or educational materials in any medium now known or later developed, including the Internet. I waive all rights to any compensation or other consideration, and waive any privacy rights with respect to said media. I hereby release and agree to hold harmless ***because I said I would*** and its agents and assigns from any and all claims which arise out of or are in any way connected with such use. I have read and understood this consent and release.

\_\_\_\_ I hereby agree to the terms in the above Photo Release statement

\_\_\_\_ I do NOT agree to the terms in the above Photo Release statement

Parent/Guardian Signature (if under 18) \_\_\_\_\_ Date: \_\_\_\_\_

Signature (if over 18) \_\_\_\_\_ Date: \_\_\_\_\_

# VOLUNTEER SURVEY

Please take a moment to tell us a little bit about your experience today. We are continuously striving to improve and we value your feedback. Thank you for your time!

Date\_\_\_\_\_

## **This was a fulfilling volunteer experience**

0-----1-----2-----3  
Strongly Disagree    Disagree    Agree    Strongly Agree

## **I would invite a friend to do this project**

0-----1-----2-----3  
Strongly Disagree    Disagree    Agree    Strongly Agree

## **I feel that I made a difference today**

0-----1-----2-----3  
Strongly Disagree    Disagree    Agree    Strongly Agree

## **This project will influence my opinions and behavior**

0-----1-----2-----3  
Strongly Disagree    Disagree    Agree    Strongly Agree

## **After completing this project, I understand how to better keep a promise using a promise card and a checklist**

0-----1-----2-----3  
Strongly Disagree    Disagree    Agree    Strongly Agree

## **After completing this project, I better understand the challenges faced by hospitalized children & their families**

0-----1-----2-----3  
Strongly Disagree    Disagree    Agree    Strongly Agree

What other types of volunteer projects would you like to see a kit/plan for? \_\_\_\_\_

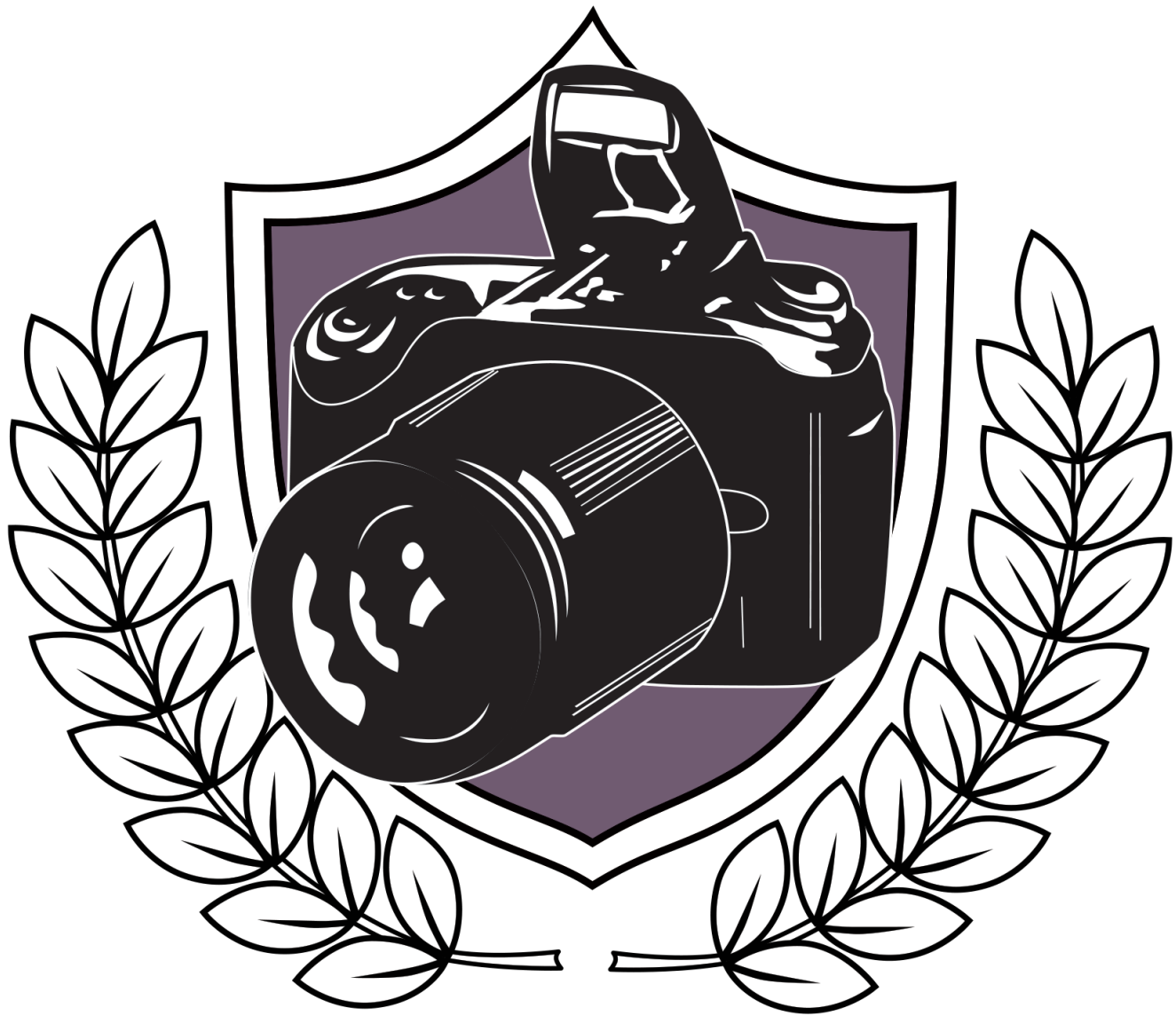
Other comments \_\_\_\_\_

\_\_\_\_\_

If you would like someone from **because I said I would** to contact you regarding this project, please email [projects@becauseisaidiwould.com](mailto:projects@becauseisaidiwould.com)



# Photojournalist Leader Section



- Promotes the event
- Captures the experience to share success and inspire volunteerism
- Ensures that policies and personal preferences regarding photography and posting to social media are strictly enforced

# Photojournalist Leader Checklist



**A picture is worth a thousand words.** Capture the moment and share the impact volunteering can make!

**Remember:** depending on location and the person you are recognizing, the rules and regulations of photography may vary. Make sure to ask if the person is comfortable having his or her picture taken.



## Before

- Take notes at the planning meeting so you know the correct date, time, and option selected for the project
- Recruit additional volunteers for the Day of Service; advertise the project using flyers and on social media, including the roles needed on the day of service
- Contact local newspapers, news stations, and magazines (if applicable)
- Charge batteries for your camera/s & ensure your phone is charged
- Check that you have extra batteries and/or chargers
- Pack up your photography/ recording equipment
- Check with the **Logistics Leader** to understand the rules of what can and cannot be captured



## During

- Bring and set up photography equipment
- Capture the project through photo or video (or both)
- Interview 5 or more people (see [Interview Guide](#))
- Make sure volunteers know how to use **#becauseisaidiwould**



## After

- Use the completed Photojournalist/Communications Interview Guide to write a short paragraph about an interesting part of the project
- Announce the outcome on social media platforms
- Send a recap including photos and write-up of interviews to ***projects@becauseisaidiwould.com***

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## TIPS FOR TAKING INTERESTING PHOTOS



### Before and After—

- Show a striking difference between the start of the project and at the end.

### Subject selection—

- Choose people/places/things to photograph that are unexpected, surprising, emotional, or action-oriented.

### Frame and focus—

- Eliminate unnecessary background by getting 'up close' to the intended subject/s of the photo.
- Experiment with different angles and perspectives that draw the viewer in.

- Take a before and after shot
- Do a group photo
- Catch an action shot

## Sample Interview Questions

1. What is the most unexpected thing to occur today?
2. Have you ever done something like this before?
3. What did you learn today?
4. Has this issue affected you directly or indirectly?
5. What did you discover while interacting with others? Does anything stand out? Any interesting discussions?



Write a short story that recounts interesting experiences people had during this event. Share your story with *because I said I would* headquarters and post it to social media to increase awareness and promote volunteerism!

*Use the back of this sheet if desired*

Email to [projects@becauseisaidiwould.com](mailto:projects@becauseisaidiwould.com)

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# Fundraising Leader Section



- Works with the Volunteer Project Leader to determine if additional funds or supplies are needed
- Finds and collects donations if necessary

# Fundraising Leader Checklist



## Before

BEFORE

- Find out what equipment/supplies are needed (if any) by checking with the **Logistics Leader**. Ask partner the number of kits per age group, and also ask for approval of all items you will include
- Identify possible donors for needed supplies or equipment. Contact local businesses to put out collection boxes with lists of specific items needed.
- Plan and complete a fundraising event **prior to the day of service** if additional funds or supplies are needed (see [fundraising guide sheet](#))
- Use acquired funds to purchase needed equipment or supplies by working with the **Volunteer Project Leader** and **Chapter Advisor**



## During

DURING

- Collect and compile information for the Impact Report by doing the following:
  - Recognize and record how many volunteers are there
  - Find out from **the Logistics Leader** the cost of purchased supplies and how many of each were needed
  - Distinguish between what was donated, borrowed, and purchased



## After

AFTER

- Inform the **Volunteer Project Leader** of information collected for the Impact Report
- Thank any donors who had a part in making this project possible by working with the **Volunteer Project Leader**

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# Fundraising Guide Sheet

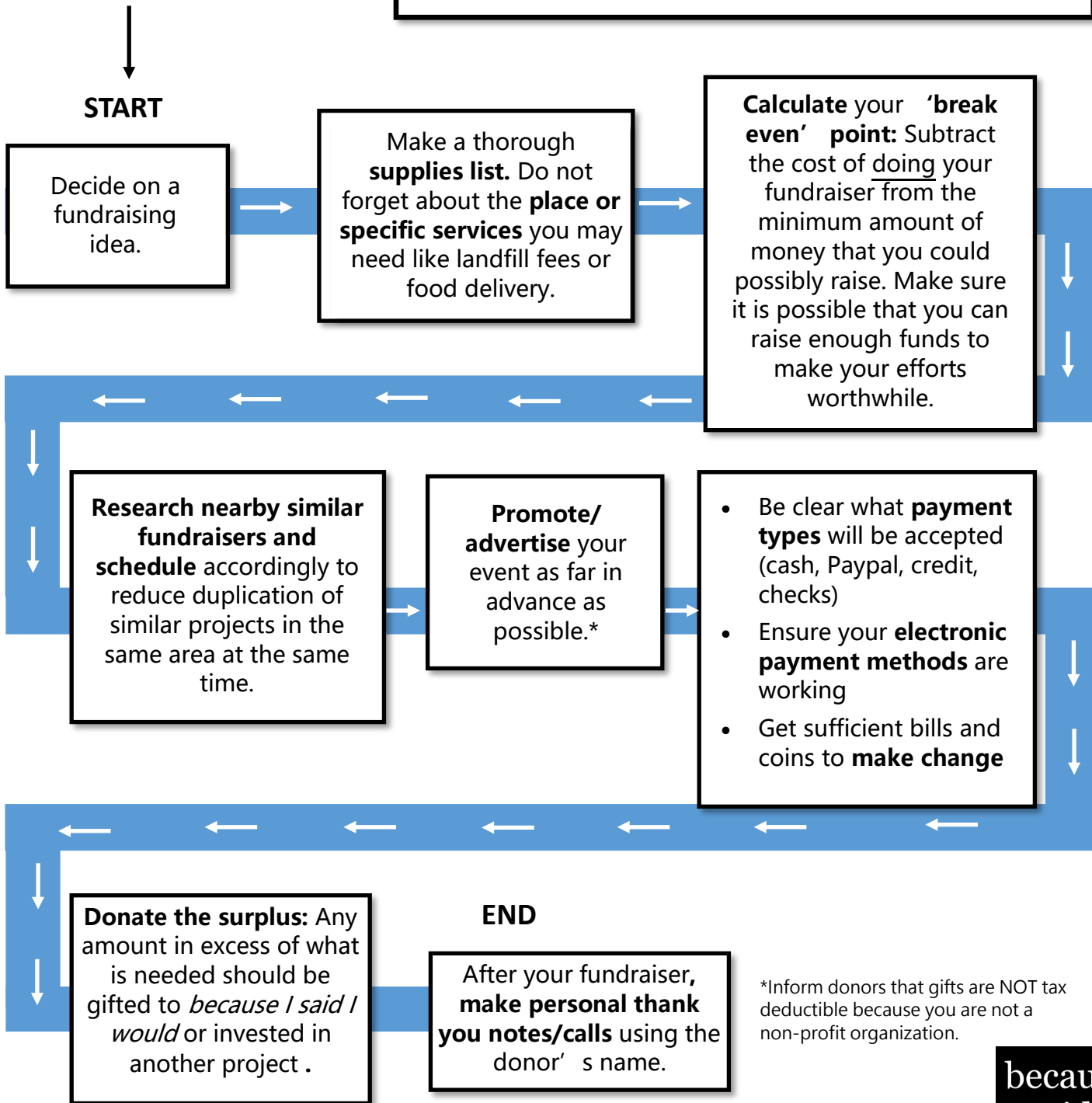


Below are some general considerations for planning and completing a fundraising event. The more time you have in advance to plan, the more likely it is that you will have a successful event.

### IDEAS

- Ice cream bar/potato bar
- Spaghetti dinner
- Pancake breakfast
- Flea Market
- Bake Sale
- Bingo
- Silent Auction

## START



\*Inform donors that gifts are NOT tax deductible because you are not a non-profit organization.

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