



Little **Pink**
Houses OF
HOPE



2020

**DIRECTORS
NOTEBOOK**

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SECTION 1

DIRECTORS INSTRUCTIONS

This section is designed to help you prepare for the retreat, stay organized for all of your meetings, and provide you with important daily reminders and reflection.
Please use this section **DAILY** to help guarantee your success!

PRE-RETREAT AND PREPPING

Timetables and Support
Retreat Week Structures and Reminders
Expectations
Daily Reminders and Co-Leader Reflection

FIRST TWO DAYS

Arrival of Volunstars/ Opening Meeting with Volunstars
Grocery and Check-in Processes
Family Arrival/ Opening Meeting with Families

LAST TWO DAYS

Special Events throughout the Week Considerations
Closing Day with Families
Final Day and Check out
Post Retreat DeBrief



WORKING WITH YOUR TEAM LEADING UP TO YOUR RETREAT

SECTION 1 DIRECTOR INSTRUCTIONS LEADING UP TO RETREAT

PREPARATION IS KEY

- Little Pink will provide training videos/phone calls about very specific topics for you to increase your confidence and ensure your success.
- You are expected to conduct conference calls with your team leader counterpart and LP staff.
- Become familiar with your role. Read through this section to make sure that any questions that you have are answered by staff.

TIMETABLE

4-6 months before retreat:

- Contact with coordinator – monthly – work on schedule and budget
- Possible site visit
- Video training completed
- New leaders converse with LP Retreat Program Director monthly

4 months

- phone conference with director, coordinator and LP Retreat Director
- Read through, prep retreat documents, familiar with flow of week
- Work with coordinator on budget and schedule

3 months

- Work with coordinator on budget and schedule
- Plan morning talks, game ideas, volunteer support, etc.

6 weeks -2 months

- contact with VolunSTARS – phone calls, coordinate travel details, etc.
- phone conference with director, coordinator and LP Retreat Director
- budget and schedule to LP office
- review reports emailed from LP office – property, participants, VolunSTARS

1 month

- contact participants
- Facebook group opens – posts begin

Week of retreat – arrive early to set up VolunSTAR housing, become familiar with area, etc.

- Conduct retreat
- Nightly debrief with coordinator

Retreats with Retreat Leader Coach

Present: 1 hr. meeting daily - This relationship will be one of complete support. The supervisor will often be serving as a volunteer that week as well, so they will be completely ingrained in the logistics of the week, offering a great view that you might not see. During down time, feel free to utilize as much of the supervisor's time as you need. That is what they are there for.

Post retreat

- Process meetings with Retreat Director and Coordinator 7-14 days after your retreat has ended with LP Retreat Program Director
- Thank you notes to VolunSTARS, Coordinator, others as needed
- Return items to LP office as directed



WHAT YOU CAN DO PRIOR TO ARRIVAL

SECTION 1 DIRECTOR INSTRUCTIONS LEADING UP TO RETREAT

VOLUNSTARS

- Make sure that you call each volunstar prior to the retreat to introduce yourself. Pay attention to their interests to inform your decisions on activity/meal assignments.
- Get information regarding travel of volunstars and organize airport pick-ups or facilitate info regarding carpooling.
- Write each volunstar a note thanking them for their service to leave on their bed prior to their arrival.
- Learn Volunstar names
- Create a couple of icebreakers that you can use throughout the week.
- Prepare "Morning Heart Talk" or devotions ahead of time. The week will be busy and it is good to have some ready to go. Be aware that as week progresses, you might need to change your plans to address a particular focus for a morning devotion based on circumstances. It is good to be planned, but always be ready to be responsive to the moment.
- Become familiar with the Little Pink app. You will need to show it to volunstars, so you should be adept at using it.

FAMILIES

- Call each family prior to their arrival
- Make sure that each family has your cell number and is aware of the check-in location.



BIG THINGS TO REMEMBER THROUGHOUT THE WEEK

Ensuring the right environment for Volunstars

- It is your responsibility to make sure that all VolunSTARs feel included and that his or her voice matters.
- Be mindful of shy people and calling on them. For many retreats, first time volunstars are hesitant; help put them at ease.
- Please make sure that you acknowledge other peoples' feelings.
- You will be responsible for a lot this week, delegate when possible.
- Assess the energy of the VolunSTARs during the week. Plan a 'fun' activity for just the VolunSTARs if needed. Swimming, game night, or out for ice cream are a few examples.
- In your interactions with volunstars, consider people during the week that would make good Little Pink leaders. You will be the best person to help Little Pink identify new Directors, Coordinators or other lead volunteers for the organization.

Daily Volunstar Meeting Schedule Expectations

Each day it is expected that you will conduct a 'Morning VolunSTAR Meeting'. The goal for the morning meeting is a '**Morning Heart**' talk or devotion, a review of the schedule and assignments for the day, any items that were discussed the previous night that need clarification with the group, and getting all of the volunteers out of the house on time! Set the time for the morning meeting based on your morning schedule. The goal for the morning meeting is to have VolunSTARs feel purposeful and empowered.

'Evening VolunSTAR Meeting' - This meeting structure should include: discussion of any issues that have arisen; review of tomorrow's schedule and best part of the day. For the best part of the day section of the meeting, be patient and OK with silence until people speak. Often times, individuals don't like to go first. If you have to, you can go around in a circle. Assess the group confidence level and make the decision accordingly. It is usually best to conduct this meeting immediately when arriving back at volunteer house. The goal for the night meeting is reflection and clarification. Do not let the meeting run too long: the VolunSTARs will be tired and some may want to go to bed.



Daily Retreat Director/Retreat Coordinator Meeting Expectations

The **MOST** important component of success this week will be communication with your retreat counterpart. You will go through a series of training calls with your partner leading up to the retreat and you will NEED to plan on meeting ONCE per day during the retreat, if not more. The focus of these meetings will be logistics and reflection.

YOUR ROLE AND EXPECTATION DURING MEALS AND ACTIVITIES

VOLUNSTARS

- Review volunstar assignments each day in morning meeting so that all volunstar assignments are manned or covered.
- Be prepared to redirect a volunstar to guarantee that service is covered.
- Make sure that volunstars are not "clumping" during meals or activities. Redirect them as needed.
- Ensure that medical kit, camera, flag and Emergency Contact folder are at all meals and activities.

FAMILIES

- Be prepared of potential dangers to keep your families safe.
- Talk with at least one adult from each family at each meal/activity-this helps to ensure their comfort level with you.
- Ensure that you are helping assist with group dynamics as needed
- Move tables to ensure that families are integrating with each other.
- Open each meal with a blessing or ask a volunstar or community member to provide one.

COMMUNITY

- Greet each community person providing meal or service. (ask coordinator for introduction- good to discuss this prior)
- Open each activity by acknowledging the donor and individuals providing service/meal/activity.

TIME

- It is important to open the meal/activity with an introduction/ acknowledgement and a thank you.
- It is important that you end each meal/ activity at a designated time- this allows families to feel like it is OK to go home. Do not wait for them, you direct this.
- Have volunstars pack up and leave expeditiously.



DAILY END OF DAY REMINDERS

review this page EVERY DAY

FINANCES

- Fill out any expenses (Credit Card, Petty Cash, Personal Expenses) on the online Retreat Leaders Expense Form
<https://www.littlepink.org/forms-access/retreat-leader-forms/>

COORDINATOR TIME

- Confirm all details for upcoming day with coordinator, especially any changes.
- Conduct your Reflective Questions for the day with your Coordinator and/or Supervisor. This is an important time of the day. Keep this reflection time to 15-20 minutes. It has been a long day!

THANK YOU NOTES

- Review any thank you notes written (especially at beginning of week for quality control check).
- Verify that in kind information is being entered online
<https://www.littlepink.org/forms-access/retreat-leader-forms/>
- If you have time, write an encouraging note to a volunstar



PHOTOGRAPHY

- Make sure that all photography is being uploaded online at Smugmug.com (directions provided)

CONNECTING

- Reflect on which families/ members need more time from you
- Reflect on which volunstars you need to spend more time with
- Reflect on patterns that you see- certain volunstars becoming "clique-like" and how you can make decisions to influence that from happening.

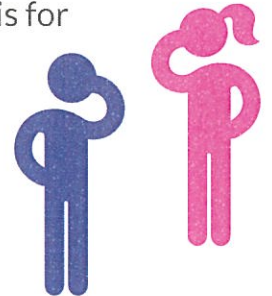
END OF DAY
REMINDERS

RETREAT DIRECTOR/ RETREAT COORDINATOR REFLECTION

Daily REFLECTION will help to make you a great TEAM, help guarantee that the week is a SUCCESS for families, and help both of you LEAD with confidence!

Use the following prompts to help you decide and talk through the day. This is for your use only!

We can improve.....
If we changed this...
We are doing great!
Let's remember to....
Who is going to do....



Tell your fellow leader what they did well today!

What is the best example of connecting today?

Did we feel the locations were appropriate (size, space, amenities) and created the right environment?

Did we feel the meals' quality and quantity was outstanding?

Did we respect time frames for participants? Volunstars? Vendors?

Did we recognize community donors in a meaningful way?

Are we taking care of business (in kind, thank yous, receipts)?

Are there any logistical or interpersonal issues that we need to address?

Who needs more time from us (family/volunstar/team pink)?

What can I do to support you better?



END OF DAY
REFLECTION

THE DAY YOU ARRIVE (ARRIVING A DAY EARLY)

SECTION 1 DIRECTOR INSTRUCTIONS YOUR ARRIVAL DAY

ORGANIZING THE STUFF

- Work with Coordinator to Unpack supplies and Get Organized. There are lots of pieces to this puzzle.
- Leave Outdoor supplies packed up (tent, chairs, beach toys, etc.)
- If you have a volunstar that is an organizer, task them to help.
- Organize keys, key code documents. Make a master sheet with this information if not provided. Coordinator might already have keys or you may have to go and get them. Keep one key for each property.

ORGANIZING WITH THE COORDINATOR

- Set time aside to review any schedule changes
- Go through each event/meal asking for any special information to help you lead volunstars.
- Discuss the role of Team Pink and expectations for the week so that you are both on the same page.
- Decide on housing/sleeping arrangements for volunstars (people that come together can sleep in same bed, otherwise, do not put people in same bed)
- Transfer In Kind forms from Coordinator to Director. The coordinator has been keeping these leading up to the retreat. It is your job to assign a volunteer to enter in the In kind information online throughout the week.
- Make sure that you have discussed what is for dinner the first night for volunstars and Team Pink.
- Verify linen and towel procedure if applicable.
- To insure they happen, plan group photo times throughout the week with coordinator's input. They will be used for marketing and vendor gifts.

PREPPING THE VOLUNSTAR HOUSE

- Using the volunstar grocery list provided, go to grocery store.
- Put welcome notes, tshirts, and any extra goodies on beds with their name tags to denote bed assignment
- Put sticky note on bedroom door with room assignments if you like

ORGANIZING SELF

- Review the materials and training docs for the next day so that you are prepared



ARRIVAL OF VOLUNSTARS

REMINDERS

- Prep volunstar rooms
- Have dinner planned and/ or prepped. You will want to be "ridiculously present" as volunstars arrive.
- When volunstars arrive, show them to their room, make sure to greet each one and connect from the outset.
- Volunstars can be "antsy" to get started. Put them to work assembling cleaning baskets or welcome baskets where applicable.
- Start training promptly at 3:00 pm

PREPPING FOR OPENING MEETING

- Make sure that you have access to online training materials and that a TV connection is working.
- Make sure that all volunstar materials are ready.
- Put volunstar name on top of each application to make handing out run smoothly.
- Spend 30-40 minutes quietly going over the training so that you are prepared.

MEETING REMINDERS

- Remember to encourage volunstar participation
- No one likes to sit for long periods of time, so incorporate movement
- The meeting is broken into two sections Volunstars (pre-dinner) and Team Pink and Volunstars (post-dinner). Make sure that you understand this division and that you explain this to your volunstars. Explain the role of Team Pink and encourage them to thank the Team Pink members and work to get to know them during dinner break.
- Make sure that volunstars know meeting time for the morning.

END OF DAY REMINDERS

- Fill out any expenses (Credit Card, Petty Cash, Personal Expenses) on the online Retreat Leaders Expense Form
<https://www.littlepink.org/forms-access/retreat-leader-forms/>
- Assign volunstars in teams of 2-3 for grocery shopping in morning based on geography of houses (ask coordinator for help) and splitting up people that traveled together.
- Post weekly volunstar duties in house (assigned during meeting)
- Confirm and make changes to the Emergency Contact Info Folder that you will carry with you all week.

ARRIVAL OF FAMILIES

MORNING MEETING

- Have Morning Heart talk/ devotion planned and start on time.
- Refer to training documents
- Today's success relies on your leadership! Remain calm, delegate, and provide volunstars with encouragement and affirmation

GROCERY STORE REMINDERS

- Remember to purchase gift cards when you arrive at grocery store.
- Pick up any additional grocery items needed for the volunstar house.
- Do not get pulled into walking all over the store- let volunstars help each other- it is a great opportunity for them to bond.
- Check out volunstars only when their entire team is done.

TIME WHILE THEY ARE SETTING UP HOUSES

- Be ready for calls regarding property access, configuration, etc. Have property management and homeowner info ready in case.
- Prep lunch for volunstars
- Review the Check-In Meeting materials while it is quiet. Organize materials for meeting so that it can start right after lunch.
- Organize family information envelopes, grocery store gift cards, emergency contact folder, and activity sign up sheets for the Check in location. Once there, you will not return to the volunstar house.

CHECK IN LOCATION REMINDERS

- Make sure space looks warm and inviting. Have drinks and light snacks ready
- After all volunstars have completed check in, review their childcare assignments for the Parent meeting

FAMILY DINNER REMINDERS

- Make sure that name tags are passed out
- Greet each and every family member.
- Start dinner no later than 15 minutes past starting time to respect participants
- Have families introduce themselves
- Introduce volunstars briefly.
- Thank community donors and sponsors present.
- Explain that there will be a brief meeting after dinner.
- Say blessing and begin meal

FAMILY OPENING DINNER

YOUR ROLE WHILE PEOPLE ARE EATING

- Move from table to table in a meaningful way
- As you see most families finishing dinner, give a 5 minute warning for the meeting. It is easy to get lost in conversation and not realize that it is time to start. Ask your coordinator or a volunstar to help you with this if necessary.
- Individually thank all community members serving or in the kitchen.

THE FAMILY MEETING

- Welcome all families and thank them for attending and sacrificing work/school, etc. to be here and ensure them that you will care for them during the week. Let them know you are the person that they need to contact for any injury, conflict, or broad schedule questions. Otherwise, they can get more details from their VolunSTAR.
- Go through the Retreat Schedule ON THE APP day by day.
- Review the policies item by item
- Go over the emergency medical information and answer any questions
- Note the 'generous donations' section and how much this community has supported LP. Point out that they will write a thank you for the house donor.
- Go over the details of the communication (Facebook, Twitter, Instagram) page and encourage teens and adults to #lphoh for their posts
- Go over the schedule for the week. Allow the retreat coordinator to take the lead here if they would like.
- When going over the schedule, go day-by-day, activity and meal for each one. Remember you do not need to go into deep detail, but enough to get them excited about it.
- Remind them that everything is optional other than first and last meals and writing a thank you card to the property donor. This vacation is ALL about them and making sure their needs are met.
- Answer any questions about activities and meals with enthusiasm!
- We are here to serve them and what their family needs. We will do everything we can to accommodate bringing meals to them or packing up 'to go' boxes, but if they choose to do something other than what is on the schedule, LP is not responsible for cost or planning.
- Have everyone sign up for or assign a photography time. If there are other activities that need a sign up – do that also. Forms are located in the back of this notebook.

KEEP MEETING TO NO MORE THAN **30 MINUTES** AND
BE MINDFUL OF SUNSET IF KIDS ARE OUTSIDE

FAMILY ARRIVAL CHECKLIST END OF DAY

SECTION 1 DIRECTOR INSTRUCTIONS END OF DAY

VOLUNSTAR MEETING

- Conduct meeting as soon as you return to volunstar house
- Give affirmation to the volunstars hard work of the day.
- Go over the schedule for the next day with assignments and anything that needs to happen tonight to make tomorrow work (packing bins, name tags, etc.)
- Set and communicate the time for the morning meeting
- Explain to the group that we like to end each day in a place of gratitude. Ask each individual, "What is the best part of your day?" Wait for everyone to answer and let it be theirs. Affirm it, but don't take it over with your own long commentary. Make sure that each volunstar has participated.
- Remind group of meeting time for morning.

LEADER TIME

- Conduct your Reflective Questions for the day with your Coordinator and/or Supervisor. This is an important time of the day. Keep this reflection time to 15-20 minutes. It has been a long day!
- Make sure that you have all Check-In folders from earlier in the day. Change all contact info for Emergency Contact Folder



END OF DAY REMINDERS

- Fill out any expenses (Credit Card, Petty Cash, Personal Expenses) on the online Retreat Leaders Expense Form
<https://www.littlepink.org/forms-access/retreat-leader-forms/>
- Make sure that you have all of the Participant Waivers from Check in
- Amend any changes to Emergency Contact Folder based on Check in
- Facebook group page entry with a couple of pictures from the day.

ADDITIONAL CONSIDERATIONS FOR SPECIAL EVENTS

ADULT NIGHT OUT

- The hosting restaurant has agreed to each participant bringing one additional guest.
- For single mothers, inform them that they can bring one of their children, attend with another single mother, or go alone.
- For groups with adult children- because it is called adult night out, be clear that it is only for two of them. If they want their children to attend, the reservation will have to be changed and they will be responsible for the additional bill.
- Your job is to welcome couples (when applicable), to thank donor, and to pay gratuity.
- If you have multiple restaurants, it is helpful to go by in the afternoon to guarantee that they have card on file or that they know that you will be coming to pay gratuity.
- Typically, restaurants that are donating can ring up something for \$.01 and you can pay gratuity on that bill.
- Make sure that you take a picture of each couple at dinner when possible.
- Make sure that you remind parents of the pick up time for their children.

KID NIGHT FUN

- Be prepared of potential dangers to keep your participant children safe.
- Assign all children to a Volunstar and designate one Volunstar to be in charge of making sure that Volunstar knows when their child arrives.
- Remind volunstars that no child should ever be alone with a Volunstar.
- Review potential concerns and bathroom buddy procedure.
- Make sure that there are activities planned for children.
- Be aware of allergies and good limitations for children and make sure that the meal is appropriate.



Laughter and smiles
are the barometer for
success!



ADDITIONAL CONSIDERATIONS FOR SPECIAL EVENTS

SURVIVOR "SPECIAL TIME"

- There is a document in Additional Forms section that goes into detail regarding facilitating this event and the role that you play.
- Talk to vendor about any special needs so that participants don't have to.
- Feel free to ask a volunstar who is a survivor to go to the event as well.
- Make sure that it is for survivors only and NOT other family members. This is a time for them to be able to talk/ share without worrying about the feelings of others.

FAMILY GAME NIGHT

- Games should only be considered if they involve the whole family and are age appropriate.
- Games should encourage family bonding
- Think about Minute to Win it Challenges or games that include the unexpected (dads with shaving cream shower caps on head and family throws cheetos.)
- Encourage friendly competition (stuff pantyhose with balloons and dads have to wear them.)
- Utilize the talents of volunstars (especially ones that have seen game night) to encourage the development of crazy fun!

Laughter and smiles
are the barometer for
success!



CLOSING DAY

CLOSING FAMILY MEETING LOGISTICS

- Eat first and conduct meeting after dinner. If you find yourself with lag time prior to dinner, you can go over logistical information (key and pass return, dishwasher, times for departure, etc.), which will expedite your after dinner meeting.
- Children- should they or should they not be in the final meeting??? There is no definitive answer to this question, rather, just the right answer for your group and circumstances. 1) Think about age appropriateness of what they may hear if they are present 2) Does their age inhibit their parents from speaking openly 3) Does the physical location lend itself to having them stay? 4) Is there a good environment and plan for their removal. If children are being removed, make sure that a Chidcare Assignment has been created and that all volunstars know their assignments. Child care is the priority-NOT volunstar attendance at meeting. If it works that you can rotate volunstars in for part of the meeting for them to hear thoughts of family- Great! But child care accountability and safety is first priority! Many volunstars will have thoughts on this or have only seen it one way, so be clear about your plan for who can attend.
- Make sure that you have all of your final night documents with you (In Final Night Section of this binder)
- During dinner, circulate to find out the departure times from each family (or have volunstar do this) and put on form

CLOSING MEETING

- Thank participants for coming
- Recognize the hard work of Team Pink members and your coordinator
- Go over check out instructions (key return, passes, garbage, linens, dishwasher, left over food, etc.)
- Explain the Sharing of Information form and pass around for families to sign. Let them know that the home office will send contact info in 7-10 days.
- Collect the property donor notes
- Go over the "Little Pink Moving Forward" document bullet by bullet
- Explain how each night in the volunstar house, we end each day in a place of gratitude focusing on the best part of the day. We will close the week with them sharing their best part of their week. "What will they take away from this week?" or "How has the week impacted you/your family?" is a good prompt.
- End the meeting with a story to wrap it up and give closure to the group. We have used the starfish story in the past, but make this your own! (Ideas in last section)
- Great time to take a group photo to help move everyone towards good-byes.
- Say your good byes and promptly move volunstars through clean-up. Do not let this drag on as you still have more to do at volunstar house.

CLOSING DAY MEETING AND FINAL DAY LOGISTICS

CLOSING VOLUNSTAR MEETING

- Go over organizing and packing volunstar house expectations
- Go over assignments for morning checkout using the list that families gave you for check out times. Try to use same volunstar groupings from previous check in day so that they will know items that may have been moved.
- Review check out expectations (talk with coordinator prior to this meeting regarding properties, key return, food bank donation, etc.)

Let each volunstar share the best part of their day OR you can feel free to ask them "How has this week impacted you?" which is a great summation question.

FINAL DAY

- Many directors do not have a morning meeting to help facilitate early departures and cleanings. This is your decision.
- Meeting agenda reminder: make sure that they know all items to retrieve from home and what to do with keys, signs, etc.
- Your role is to stay at volunstar house and make sure that it is ready for check out.
- Work with coordinator to verify what they need help with for check out processes
- Give all thank you notes and vendor thank you notes to coordinator to mail.
- Let coordinator know when all keys and/or linens are returned where applicable

WRAP UP DOCUMENTATION

It is important to return ALL necessary documentation to the Little Pink office in a timely manner. Please try to put package in the mail 2-3 days post retreat.

You have been provided an accordion binder that you will RETURN ASAP to the Little Pink home office at 2442 Tribek Ct, Burlington, NC 27215

All instructions for documents are provided in your accordion. You will return:

Check in Folders

Petty Cash Receipts

Retreat Credit Card Receipts

Incoming Cash and Checks form

Personal Expense Receipts

Updated property sheets if there were changes (families in different homes or not used)

Participant Applications

Participant Contact Sharing Form

Participant Thank You Notes to Property Donors

Accident Report (if applicable)



POST RETREAT PHONE DEBRIEF MEETING WITH LP RETREAT PROGRAMS DIRECTOR

This meeting will be scheduled for 1-3 weeks post retreat with Retreat Director and Retreat Coordinator. Please make sure to prioritize this call and have your thoughts to the following completed prior to the call.



VOLUNSTAR AND PARTICIPANT DYNAMICS

Participants – any who attended

Participants who should be considered to serve LP

Participants who should not be considered for retreat volunteer

Participants with unique connections

Volunteers – any involved with retreat

Volunteers who should be considered for LP leadership roles

Volunteers who did not serve the position of retreat volunteer well

Volunteers with unique connections

LOGISTICS

Changes to schedule:

Changes to meals

Changes to venues

Changes to vendors

Property issues

Team Little Pink involvement

WHAT NEW IDEAS DO YOU HAVE?

SECTION 2

VOLUNSTAR TRAINING

This information directly corresponds with the volunstar training presentation.

Review the presentation on the LP APP prior to your retreat and make notes to help aid you in your delivery. Review your ability to access presentation and connect to TV prior to use.



VOLUNSTAR WEEKLY JOBS

POST THIS IN A PROMINENT PLACE FOR ALL TO SEE

LAUNDRY - 2

PARTICIPANT NAME BADGES - 2

CAMERA – charged and pics uploaded to SmugMug - 2

THANK YOU NOTE ORGANIZER-1

INKIND ONLINE ENTRY - 1

MEDICAL KIT -1

TIME KEEPER -1

VOLUNSTAR HOUSE TRASH AND KITCHEN – 2

FLAG – 1

BLESSING – each meal



SECTION 3

PROPERTY INFORMATION

Property specific information as needed per retreat

Property Relationship Report will be emailed to you prior to the retreat and will also be included in the LP APP



SECTION 4

FAMILY APPLICATIONS

This information will be sent to you prior to the retreat. Family applications are to **remain confidential** and should **NEVER** leave the volunstar house.



SECTION 5

RETREAT SCHEDULE INFORMATION & LOGISTICS

Team Pink and Volunstars will be able to
access the schedule on the LP APP

**Use this section for notes regarding your schedule, pickup
details, contacts, etc.**



SECTION 6

PHOTOGRAPHY

This section contains information about uploading pictures, and contains photographer instructions.

Family name signs for the photo shoot will be emailed prior to the retreat and should be placed in this section.



WHAT YOU NEED TO KNOW ABOUT PHOTOGRAPHY



UPLOADING PICTURES FROM RETREAT WEEK TO SMUGMUG.COM

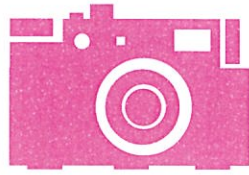
It is great to find a volunstar who enjoys photography and wants this as an assignment

- Upload images from the day to the computer.
- Create a folder on your computer and call it Day # Only transfer the images from the current day – KEEP ALL IMAGES ON THE CAMERA
- Open a browser and go to smugmug.com
- Log in: info@littlepink.org Password: [PinkDreams1](#)
- Click on the link “upload” in the upper left corner.
- Click on the link “Existing Gallery”
- Click on the link “Retreats” Click on the link “2020 Retreats”
- Click on the gallery for your retreat – then click DONE
- Locate the folder you created on your computer where the images were loaded.
- Upload the NEW images
- Repeat each day!

PHOTOGRAPHY SESSION

- Families should have signed up/given a time during the first night. Remind Volunstars to text their assigned time the night before photography.
- Send a copy of the schedule to the photographer.
- Talk with the photographer prior to family arrival to make sure they have LP instructions document (next page) and ensure that they take an individual picture of the breast cancer patient.
- At the beginning of photography for each family, have the photographer take a picture of the family holding a sheet of paper with their name printed clearly. This is for our office staff to know the names of the families. The names are pre-printed and are in your Director Handbook – PLEASE use them.
- Take two or three pictures with the LPHOH camera of the family posed in a position the photographer sets. Talk to photographer prior to doing this so they know what you are doing.
- Make sure that a volunteer picture is taken as well as individual pictures of the director and coordinator. If you have volunteers that are related or best friends, feel free to ask photographer to take a picture of them as well.
- Reiterate photo expectations with photographer and verify how they are going to give the pictures to LP. Make sure the LP office is aware of when to expect the pictures.

NOTES FOR RETREAT PHOTOGRAPHER



PHOTOGRAPHY SESSION

Thank you so much for your service! You will never know the difference this will make for the families you have served.

Take the first photo of the family with them holding a sign (provided) with their name written on it so our office will know the names of the families.

A Little Pink volunteer will take 2 shots after you have posed them initially. The unfortunate purpose of these is to have pictures for individuals who pass away prior to us receiving your photography.

Please take a picture of the survivor by themselves.

Image Delivery

- High resolution images
- Images separated into folders labeled with family name
- Photographic release of copyright
- Send photos to dropbox at info@littlepink.org or email as a gallery link from your website to the same address.

Email kathy@littlepink.org or call 336-264-0979 if you have any questions.



SECTION 7

OPENING DINNER MEETING DOCUMENTS

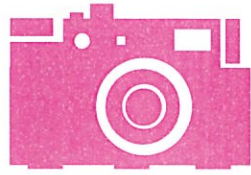
Carry these documents to the opening night meeting.

Take time to fill out all of the activity sheets and photography
sign up sheets **prior to the meeting.**

It is a good practice to write family last names on each sign-up
sheet prior to the meeting.



PHOTOGRAPHY SIGN UP SHEET



TIME

FAMILY NAME

IN FAMILY

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BRING THIS DOCUMENT TO OPENING DINNER

ACTIVITY SIGN UP SHEET

ACTIVITY _____

| TIME | FAMILY NAME | # PARTICIPATING |
|------|-------------|-----------------|
| | | |
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BRING THIS DOCUMENT TO OPENING DINNER



[CONTACT](#)
[ABOUT US](#)
[SOLUTIONS](#)
[SERVICES](#)
[CASE STUDIES](#)
[TESTIMONIALS](#)
[PARTNERS](#)
[PRESS](#)
[CAREERS](#)
[FAQ](#)

[illegible]

SECTION 8

FINAL CLOSING MEETING DOCUMENTS

Carry these documents to the opening night meeting.

Take time to fill out all of the permission to share and departure time sign up sheets **prior to the meeting.**





LITTLE PINK MOVING FORWARD



CHILDREN OF HOPE SCHOLARSHIP



We are proud to offer a yearly scholarship opportunity for graduating high school seniors to help their parents offset the burden of college tuition. For more information visit <https://www.littlepink.org/donors/the-children-of-hope-scholarship/>

INTERESTED IN VOLUNTEERING?



From phone volunteers to birthday card care team members to full week-long retreat volunstars, there are plenty of ways to get involved from anywhere in the country. When you are ready to get involved, we are here for you. Visit our website and submit a volunteer application. We do require that you not volunstar the same year as attending a retreat. You must be 18 years old to be a retreat week Volunstar.

STAYING CONNECTED



We would love for you to share your experience online through social media posts, a Facebook review, and through blogs. Make sure that you have joined the closed Facebook Group specific to your retreat group as well as liking and sharing our Main Facebook page.

FUNDRAISING



If you are interested in hosting an event or conducting a fundraiser in your area, please let us know. Many companies are looking for charities to support and we urge you to include our organization for consideration. This is a great way to raise awareness about the organization while helping to ensure Little Pink's ability to serve families in the future. Please send an email to LeKeshia@littlepink.org.

MEMORIAL DONATION



Although never easy to discuss, we urge you to have a conversation about your wishes. Even during the most difficult of times, memorial giving is a beautiful tribute to a life journey and a way for people to express their sympathy towards a life-giving mission. Please contact LPHOH if you would like additional details.

Your retreat week was designed to give your family a much-needed respite and I hope that you feel like we have exceeded your expectations! Please reflect on the week and my hope is that you realize that it was not the location, the house, or the activities, but rather that you were ridiculously present with the people that you love that made the week so special. I created the organization as a way to give back to cancer patient families, never expecting anything in return. The following list has been compiled to help you learn how to get involved and ways in which Little Pink can support you if you are interested. Welcome to the Little Pink Family!

Jeanine Patten-Coble
Founder and President

PARTICIPANT DEPARTURE

This document is used to collect information regarding departure times for each family. Use this to help assign teams and cleaning schedules on the final day.

| TIME | FAMILY NAME | HOUSE THANK YOU TURNED IN |
|------|-------------|------------------------------|
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BRING THIS DOCUMENT TO CLOSING DINNER



PERMISSION TO SHARE CONTACT INFORMATION

RETREAT LOCATION _____

YEAR _____

[illegible]

BRING THIS DOCUMENT TO CLOSING DINNER



SECTION 9

ADDITIONAL FORMS:

Travel Policies and Procedures
501c3 Documentation
Survivor/ Caregiver Meeting Notes
EMS and Hospital Guidelines
First Aid
Accident Form

Travel Policies and Procedures

LITTLE PINK HOUSES OF HOPE TRAVEL POLICIES AND PROCEDURES

The preferential policy of LPHOH is for the office to make and pay for accommodations, flights, rental vehicles, etc. rather than the employee/ reimbursed volunteer. Realizing that this is not always possible, policies have been created for necessary reimbursement procedures.

Employee/ Volunteer Responsibility

An employee or reimbursed volunteer traveling on official Little Pink business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or *luxury accommodations* and services unnecessary, unjustified, or *for the convenience or personal preference of the employee* in the performance of Little Pink business are *not acceptable* under this standard.

Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience.

Each employee/ reimbursed volunteer is responsible for his or her own request for reimbursement. Reimbursement should be completed on the approved expense form and submitted within **30 days** from the time of travel.

Hotel allotment

Written approval by the Programs Director or Executive Director must be obtained prior to travel in order to qualify for reimbursement for overnight stays. Documentation from the traveler to substantiate that the overnight lodging was necessary and accomplished is required. A copy of the lodging bill with a zero balance must be submitted with reimbursement.

Fuel allotment

Little Pink Houses of Hope will reimburse fuel allotment equal to the gas receipts submitted post travel or employee/reimbursed volunteer can keep track of mileage and submit at the approved rate as set by Executive Director on Jan 1 and July 1 of each year.

Transportation by a Rental Vehicle, cab, bus, and parking etc.

Rental vehicles may be used when necessary and when written prior approval has been obtained by the Programs Director or Executive Director. A receipt is necessary for reimbursement. Cab fare and bus fare can be submitted as needed with narrative documentation.

Air Travel

All air travel is to be approved, scheduled, and paid for by Little Pink Houses of Hope funds. Air travel can be scheduled through the Programs Director or Executive Director. No reimbursement will be given without prior approval.

Registration

Written approval by the Executive Director must be obtained prior to registering for conferences, events, classes, etc. Proper documentation of amount, purpose, and how attendance will benefit the organization must be submitted and discussed for approval to be considered.

Meal allotment

In all instances where meals are **NOT** provided as part of a conference or a meal paid by a third party, a meal allotment is available for overnight travel. Tips for meals are included in the meal allowance. The meal allotment is not meant to be a per diem stipend, rather the employee can submit for meals in which they purchased. For example, if you attend a conference and lunch is provided as part of the registration and then you go to a restaurant for dinner where a donor purchases your dinner, the meal allotment for that day would be submitted for breakfast only. Receipts can be included for reimbursement, but not to exceed allotment amounts. When meal allotment amounts are exceeded, employees are allowed to claim reimbursement for meals without receipt or if they are offered as a part of one's flight schedule on a commercial airline.



Breakfast \$8.00 Meal allotments Lunch \$12.00 Dinner \$20.00

501(c)(3) Documentation

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: DEC 21 2010

LITTLE PINK HOUSES OF HOPE
C/O JEANINE PATTEN-COBLE
1326 SOUTHERN HIGH SCHOOL RD
BURLINGTON, NC 27215

Employer Identification Number:
27-3365488
DLN:
17053313380040
Contact Person:
JEFFERY A CULLEN ID# 31215
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
August 30, 2010
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.



Survivor Caregiver Meeting/ Activity Guidelines

Survivor/Caregiver Meeting/Activity Guidelines for Retreat Leader

In preparing an activity for either the survivor or caregiver, it is important to remember that this time is designed to be a “peer support group” time. The time together can look very different based on how each retreat has planned time. There is no “right activity” to create the same end result. The comfort and comradery resulting from knowing that everyone there has a similar experience organically creates an environment of sharing. Be prepared for the discussions to unfurl based upon the interests and needs of the group members.

Along with the Retreat Director, the most important responsibilities that you have as the event planner are as follows:

1. Create an environment that is relaxing and open to all members of the group.

- Arrange tables, chairs so that all participants are together with no one excluded.
- Be prepared to talk to vendor providing activity or facility about any special needs for a participant so that they don't have to. Take care of stepping away to get orders, etc. so that they can continue to greet each other and talk.
- Be prepared to help facilitate movement of individuals so that they feel included (especially in a pampering or massage setting).

2. Select activities that flow well with the retreat schedule and utilize community resources

- Survivor activities can include anything from a coffee time, painting/craft activities, make overs, massages, etc. Time to talk and connect is valued over the actual activity.
- Caregiver activities can include hanging out at a restaurant, golfing, boating, fishing, ATV rides, etc.
- Remember – it's not how much you spend, but the outcome of how they feel after the event.

3. Plan well to care for the children and VolunSTARS

- If possible to have the times offset so that childcare isn't necessary.
- If childcare is needed because the events are the same time, make sure that you have additional help as needed and have an activity for the children. Respect volunSTAR energy needs by not planning this on the same day as Kid Night if possible.

One of the hardest aspects of this planned activity is the management of time. You must be aware of your time constraints; try to allow 2 hours from start to finish. At an activity, the key is to let everyone get settled in and “distracted” by the activity so that they are relaxed enough to start talking. Don't be surprised if you prep to be ready and they start before you even get a chance. This is a great thing!

Over and over again, survivor only time is ranked highly in their survey results for a reason- they are looking for connections with the other participants.

Special Note: Please be aware: You could have a male as the survivor and a female as a caregiver. Try to make sure that the activity is inclusive of that person, whether survivor or caregiver.



EMS and Hospital Guidelines for Retreat Leaders

EMS

- Remain calm and with the injured party until EMS arrives.
- Remain calm and be the person that disseminates information regarding the event.
- Make sure that all related family members know the name and address of the medical facility where they are taking the injured party.
- Assess the ability for related family members to drive to medical facility. Assign a volunteer if needed for the safety of all involved.
- Assess if children will be going to the hospital or staying with the group. If staying with the group, assign 2 volunteers to directly supervise them and remove all other responsibilities from their schedule. Their sole focus is on the care of the children.
- Remember that all medical information that you have overheard during the EMS assessment is confidential medical information. Do not share any confidential medical information with the rest of the group.
- Either the Director or the Coordinator should remain in contact with the related family members for continual updates every 2 hours.
- Either the Director or the Coordinator should go to the ER for a personal assessment of the situation within 3 hours.
- Make sure that related family members are cared for in terms of meals, transportation, and babysitting if necessary.
- Fill out necessary accident report documentation.

HOSPITAL

- Establish communication with caregiver for updates.
- Remain calm and convey the information to the volunteers.
- Remember that all medical information that you learn is confidential medical information. Do not share any confidential medical information with the rest of the group.
- Assess the ability for related family members to drive to medical facility. Assign a volunteer if needed for the safety of all involved.
- Working with caretaker, assess if children will be going to the hospital or staying with the group. If staying with the group, assign 2 volunteers to directly supervise them and remove all other responsibilities from their schedule. Their sole focus is on the care of the children.
- Either the Director or the Coordinator should remain in contact with the related family members for continual updates every 4 hours.
- Either the Director or the Coordinator should go to the hospital for a personal assessment of the situation and a visit within 4 hours.
- Make sure that related family members are cared for in terms of meals, transportation, and babysitting if necessary.



First Aid Guidelines

First Aid

First aid includes assessments and treatments that can be performed by a layperson (the victim or a bystander) with minimal or no medical equipment. First aid should never delay the activation of the emergency medical services (EMS) system or other medical assistance, if needed. This first aid guide is derived from the *2015 American Heart Association and American Red Cross Guidelines for First Aid*.

Calling for Help

In a medical emergency, activate the emergency medical services (EMS) system by calling 911

Hands-Only CPR

If you see a teen or adult suddenly collapse:
Call 911 and push hard and fast in the center of the chest. CPR can more than double a person's chances of survival.

Body Substance Isolation

Body Substance Isolation refers to the practice of wearing or using barriers such as medical gloves to reduce the risk of transmitting an infection.

Breathing Difficulties

Difficulty breathing may be caused by a number of medical problems, including an asthma attack or an allergic reaction. Any difficulty breathing is a serious emergency and requires the immediate activation of EMS.

Asthma

If the victim states he/she is having an asthma attack you may assist with these actions:

- Ask the victim if they have an inhaler
- Ask if the medication is prescribed for the victim
- Assist the victim in administering the inhaler if needed
- With any breathing emergency, help by sitting the victim upright or in the position they are most comfortable.

Allergic Reaction (Anaphylaxis)

A victim of an allergic reaction may experience swelling (especially of the face), breathing difficulty, an itching rash, shock, and even death. The victim may have a history of allergic reactions and may carry an epinephrine auto-injector (also known as an EpiPen™), or the allergic reaction could be the victim's first.

If you suspect an allergic reaction:

If the victim has an EpiPen available and needs assistance with its administration, you may help by taking these steps:

- Make sure the medication is prescribed to the victim.
- Follow the instructions on the device to administer the medication.
- For any allergic reaction, allow the victim to sit upright or in the position they are most comfortable.
- After the administration of an EpiPen, the affected person must immediately go to the hospital.
Call EMS

First Aid Guidelines

Seizures (Convulsions)

The objectives of providing aid during a seizure are to prevent further injury and to help maintain an open airway. Most seizures will stop on their own after a few seconds, but not all will. Stay calm, and:

- Do not restrain the victim during the seizure. Move furniture away to protect the head.
- Do not place anything in the victim's mouth. Tongue biting and bleeding from the mouth can be normal side effects of a seizure.
- After a seizure the victim may be unconscious, confused or lethargic: Place the victim on their side and reassure the victim until help arrives.

Heart Attack

A heart attack is normally characterized as severe chest pain, but may be indicated by a number of other, more subtle signs. Heart attacks affect men and women of all ages. Learn to recognize the signs, and activate EMS immediately if you suspect someone may be suffering from a heart attack.

The signs of a heart attack might include:

- Chest discomfort—most heart attacks involve discomfort in the center of the chest that lasts more than a few minutes, or that goes away and comes back. It can feel like uncomfortable pressure, squeezing, fullness or pain.
 - Discomfort in other areas of the upper body such as one or both arms, the back, neck, jaw or stomach.
 - Shortness of breath.
 - Other signs may include breaking out in a cold sweat, nausea, vomiting or lightheadedness.
 - As with men, women's most common heart attack symptom is chest pain or discomfort. But women are somewhat more likely than men to primarily complain of other common symptoms, particularly shortness of breath, nausea/vomiting, and back or jaw pain.
- If you suspect someone is having a heart attack:

- Call 911
- Allow the victim to sit up, or in the position that is most comfortable.
- Reassure the victim that help is on the way.

Stroke

Learn to recognize the signs of a stroke, and activate EMS immediately if you believe someone may be suffering from a stroke. Remember FAST:

- Facial weakness – can the person smile? Is there drooping of the mouth or one or both eyes?
- Arm weakness – can the person raise both arms?
- Speech problems – can the person speak clearly and understand what you say?
- Time is critical – call 911 to activate EMS.

First Aid Guidelines

Diabetic Emergency

Diabetic emergencies happen when a victim has dangerously low or high blood sugar levels. Although this type of emergency can happen to anyone, it is more common for victims with diabetes.

- Symptoms of a diabetic emergency include:
 - Confusion
 - Altered behavior
 - Difficulty speaking or walking
 - Slow responsiveness
- If a person with diabetes reports having low blood sugar, you may assist by providing them with sugars such as juices, sugar tablets, or glucose gel which the victim may be prescribed.
- Do not give the victim anything to eat or drink if they are unable to swallow or have slow responsiveness. Call 911 to activate EMS.

Bleeding

- Control of bleeding is a first aid action by which you can have a major positive effect on outcome.
- Control the bleeding by applying direct pressure over the bleeding area until bleeding stops or EMS arrives.
- Avoid contact with another person's blood by using medical gloves.
- It is best to apply manual pressure on a gauze bandage or other piece of cloth placed over the bleeding source. If bleeding continues, do not remove the gauze; add more gauze on top and continue to apply pressure. If the victim complains of feeling light headed or seems to be confused, make sure that EMS is on the way.

Cuts and Scrapes

Clean the wound with clean, running tap water with or without soap for at least 5 minutes. Application of an antibiotic ointment and a dressing after cleaning has been shown to help wounds heal better. However, do not apply an antibiotic ointment if the victim has known allergies to the antibiotic.

Head Injuries

Head injuries are very dangerous and should be handled with caution. If the victim has hit their head and has any symptoms such as nausea, dizziness, headache, confusion or memory loss, you should immediately:

Call 911 to activate EMS.

Do not move the victim and encourage them to keep their head and neck still until EMS arrives.

First Aid Guidelines

Heat Emergency

Illnesses brought on by heat may include heat cramps, heat exhaustion, and heat stroke. Most heat related emergencies can be prevented by drinking water often during hot weather, and staying indoors during the hottest parts of the day. If you suspect someone is having a heat emergency:

- Get the victim to a cool place—Such as in the shade, indoors, or an air conditioned car.
- Loosen or remove clothing and cool the victim with a cool water spray or fan the victim.
- Offer the victim cool electrolyte-carbohydrate mixture (juice, milk, etc.) to drink, only if they are awake and alert.
- If the victim is confused, sweating, nauseous or vomiting or refuses water, call 911 to activate EMS.

Poison Emergency

Poisons may be ingested, inhaled or absorbed through parts of the body. Treatment for different types of poisons varies, and there is no general recommendation that can be made other than activating EMS and contacting the Poison Help hotline of the American Association of Poison Control Centers. If you believe someone has ingested poison, or see them do it:

- Call the 911 to activate EMS.
- Contact the Poison Help hotline at 800.222.1222.
- Do not give the victim anything to drink or eat unless directed to do so by the Poison Help hotline.
- Do not cause the victim to vomit unless directed to do so by the Poison Help hotline.

Accident Reporting

| Date | Participant(s) Involved | Type of Accident | Details/Results |
|------|-------------------------|------------------|-----------------|
| | | | |
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Accident Reporting

Little Pink Houses of Hope

VEHICLE ACCIDENT REPORT

Use this form for reporting bodily injury, damage to another party's property, or damage to vehicle while in employment.

Complete this report immediately after the accident and email a copy to Jeanine@littlepink.org within 24 hours of the incident. Send a copy of the police documentation and citation if applicable. Please send pictures of vehicle damage whenever possible. Keep all rental agreement documents to be turned in to Executive Director

| | | | | |
|---|--|---------|----------------------------|---|
| Employee/ Volunteer | Name: | | Title : | |
| | Address: | | Phone Number: | |
| TIME | Date of Accident: | | Day of Week: | Hours: <input type="checkbox"/> AM <input type="checkbox"/> PM |
| PURPOSE OF THE TRAVEL | | | | |
| LOCATION OF ACCIDENT | City: | Street: | At Intersection With: | |
| TYPE | <input type="checkbox"/> Backing <input type="checkbox"/> Animal <input type="checkbox"/> Head On <input type="checkbox"/> Turned Over <input type="checkbox"/> Sideswipe <input type="checkbox"/> Rear End <input type="checkbox"/> Fixed Object <input type="checkbox"/> Right Angle <input type="checkbox"/> Other (Describe) _____ <input type="checkbox"/> You Hit OR <input type="checkbox"/> You Were Hit | | | |
| Personal Vehicle | Vehicle Year: | | Make: | Model: |
| | Driver's Name: | | Driver's License #: | |
| | Phone # -Work: | | Phone # -Home: | |
| | Home Address: | | | |
| | Name of Supervisor: | | | |
| Rental or Borrowed Vehicle | Vehicle Year: | | Make: | Model: |
| | Driver's Name: | | Driver's License #: | |
| | Phone # - Work: | | Phone # - Home: | |
| | Rental Vehicle Corporate Name or Borrower Information | | | |
| | Rental Confirmation Number | | Rental Phone | Rental Origination: |
| | Address: | | Insurance Name & Policy #: | |
| WITNESS(ES) | Name: | | Phone # - Work: | Phone # - Home: |
| | Address: | | | |
| | Name: | | Phone # - Work: | Phone # - Home: |
| | Address: | | | |

Accident Reporting

VEHICLE ACCIDENT REPORT (Continued)

| | | | |
|------------------------------|---|-----------------|---|
| INJURIES / FATALITIES | Name: | Phone # - Work: | Phone # - Home: |
| | Address: | | |
| | Injured? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Taken to Hospital? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Comments: | | |
| | Name: | Phone # - Work: | Phone # - Home: |
| | Address: | | |
| | Injured? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Taken to Hospital? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Comments: | | |

| | | | | |
|------------------|---|--|--|--|
| CONDITION | WEATHER: <input type="checkbox"/> Clear <input type="checkbox"/> Raining <input type="checkbox"/> Sunny <input type="checkbox"/> Foggy <input type="checkbox"/> Other _____ | | | |
| | ROADWAY: <input type="checkbox"/> Dry <input type="checkbox"/> Slippery <input type="checkbox"/> Under Repair <input type="checkbox"/> Other _____ | | | |
| | Was operator using texting or using cell phone w/o hands-free setup? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| | Did vehicle have any defects? <input type="checkbox"/> Yes <input type="checkbox"/> No Describe: _____ | | | |
| | Were Seat Belts in Use? <input type="checkbox"/> Yes <input type="checkbox"/> No Comment: _____ | | | |

DESCRIBE IN DETAIL THE ACCIDENT: _____

DESCRIBE THE DAMAGE TO VEHICLE: _____

Was vehicle towed? ☐ Yes ☐ No

DESCRIBE THE DAMAGE TO OTHER VEHICLE: _____

Was vehicle towed? ☐ Yes ☐ No

WAS THE ACCIDENT REPORTED TO:

County Sheriff: ☐ Yes ☐ No
City Police: ☐ Yes ☐ No

Highway Patrol: ☐ Yes ☐ No
Name of City: _____

Accident Reporting

Officer Name & Badge #: _____ REPORT #: _____

VEHICLE ACCIDENT REPORT (Continued)

ACCIDENT DIAGRAM

Instructions GIVE STREET NAMES, DIRECTIONS, AND LOCATIONS OF OBJECTS INVOLVED

Number each vehicle and show direction of travel by arrow.

Use solid line to show path of each vehicle before accident.

Show motorcycle or bicycle by

(4) Show pedestrian by

(5) Show railroad by

Please describe the incident: _____

SIGNED BY: _____ DATE: _____
Driver

SIGNED BY: _____ DATE: _____
Supervisor of Driver

SECTION 10

INSPIRATIONAL DEVOTIONS AND READINGS



The Starfish Story

Original Story by: Loren Eiseley

One day a man was walking along the beach, when he noticed a boy hurriedly picking up and gently throwing things into the ocean.

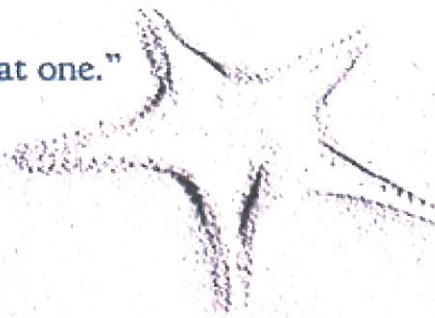
Approaching the boy, he asked, "Young man, what are you doing?"

The boy replied, "Throwing starfish back into the ocean. The surf is up and the tide is going out. If I don't throw them back, they'll die."

The man laughed to himself and said, "Don't you realize there are miles and miles of beach and hundreds of starfish? You can't make any difference!"

After listening politely, the boy bent down, picked up another starfish, and threw it into the surf. Then, smiling at the man, he said,

"I made a difference to that one."



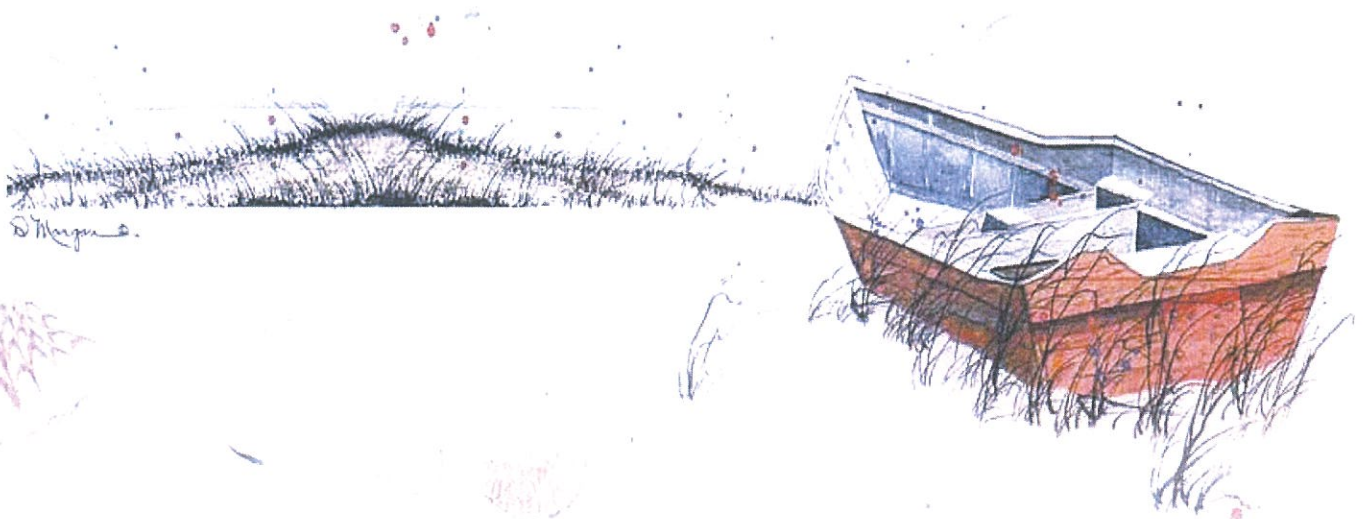
My Beautiful Broken Shell

by Carol Hamblett Adams

- I watch the rolling surf toss new shells onto the shore, and I am reminded of the many times that I, too, have been tossed by the storms of life and worn down by the sands of time...But I am reminded that broken shells don't stand alone...that even the smallest creatures depend on each other...Especially in our brokenness, we need the Lord...and we need one another.

*Broken shells are shells
that have been tested...
and tried...and hurt...
yet they don't quit.
They continue to be.*

*Thank You, Lord, for the great
strength it takes to simply be...
even when I hurt so deeply that there
seems to be nothing left of me.*





A LIGHTHOUSE HAS ALWAYS STOOD FOR VISION: WHAT IS THE PURPOSE OF A LIGHTHOUSE?

1. Historically, lighthouses have always told seafarers where they are. In storms, high seas, grey days and more, ships would know their exact location based on being able to see the light in the distance.

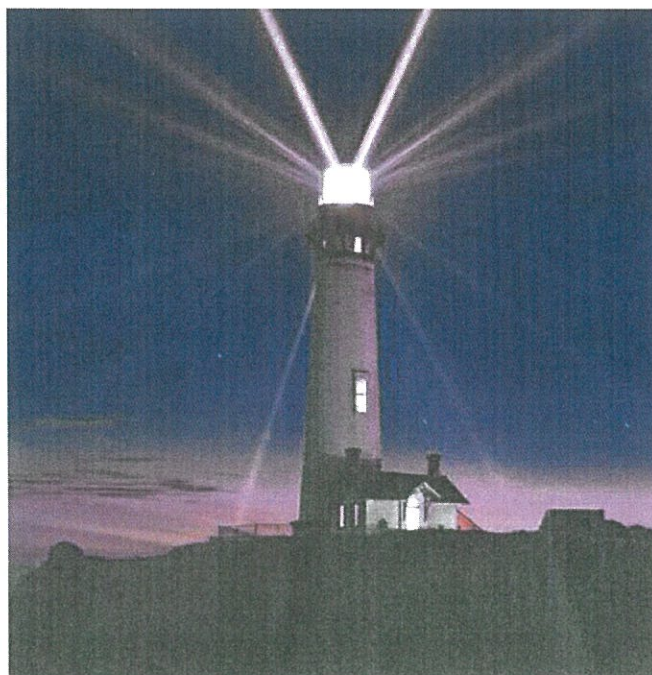
Hopefully this week has been a time to just see where you are with those you love and just enjoy the now- not the past and not the future, just being present in the now.

2. A lighthouse always showed mariners where they could find safe harbor.

Our hope is that this week you have found safe harbor in the loving arms of your family, the volunstars, and the new families that you met.

3. A lighthouse SHINES

We want you to shine brightly in the love created this week.



JUST BE



The Ocean
Be shore of yourself
Come out of your shell
Take time to coast
Avoid peer pressure
Let your cares drift away
Don't be shellfish
Be a happy clam
Surf life's rough waves
Sea life's beauty
Don't get tide down
Make waves
Seas the day
Reach for the stars

A Wave
Be swell
Enjoy the ride
Make a splash
Enjoy the ride

A Sand dune
Stay loose
Keep moving
Soak up the sunshine
Show your true grit
Embrace the winds of change
Don't get carried away

A Butterfly
Dance in the air
Float in the breeze
Goes wherever it pleases and pleases wherever it goes
Beautiful and graceful varied and enchanting small but approachable- butterflies lead you on the sunny side of life. And everyone deserves a little sunshine.
-Take a rest, but never forget how to fly
• go through changes that make you more beautiful
• Let your true colors shine
• Take yourself lightly
• Look for the sweetness in life
• Take time to smell the flowers
• Catch a breeze
• Treat yourself like a monarch
• We can't all be monarchs
• Get out of your cocoon

A Whale

- whales do not sing because they have an answer, they sing because they have a song
- Live one wave at a time
- Make a splash
- Move with grace and humility
- Think big
- Explore the depths of your true nature
- Keep a song in your heart
- Remember to come up for air
- Breathe deeply
- No blubbing

A Sea lion

Make a splash
Soak up the sun
Let troubles roll off you back
Play hard
Don't flip out
Don't be afraid to get your feet wet
Be otterly amazing!

A Sunset

End each day with beauty
Stop and be present
Keep your inner fire burning
Be amazing

You can be all of this wonderful things, but remember to always JUST BE.

MORNING MEETING IDEAS



The Story of the Butterfly

A man found a cocoon of a butterfly.
One day a small opening appeared.
He sat and watched the butterfly for several hours
as it struggled to squeeze its body through the tiny hole.
Then it stopped, as if it couldn't go further.

So the man decided to help the butterfly.
He took a pair of scissors and
snipped off the remaining bits of cocoon.
The butterfly emerged easily but
it had a swollen body and shriveled wings.

The man continued to watch it,
expecting that any minute the wings would enlarge
and expand enough to support the body,
Neither happened!
In fact the butterfly spent the rest of its life
crawling around.
It was never able to fly.

What the man in his kindness
and haste did not understand:
The restricting cocoon and the struggle
required by the butterfly to get through the opening
was a way of forcing the fluid from the body
into the wings so that it would be ready
for flight once that was achieved.

Sometimes struggles are exactly
what we need in our lives.
Going through life with no obstacles would cripple us.

We will not be as strong as we could have been
and we would never fly.

MORNING MEETING IDEAS



I will live sincerely by Rachel Gagnon

(LPHOH Alumni from 2011 Oak Island Retreat/ passed away in September 2015)

I will live sincerely.

*I will learn from each person and each day on my journey
and will share ideas and wisdom from my own experiences.
With a grateful spirit, I will acknowledge my need for others
and will in turn be loving and generous,
remembering that every member of a community plays a unique role.*

*I will remain strong in my convictions
while keeping an open mind to perspectives beyond myself.
Courageously, I will respect each movement of my heart,
through fear and joy, grief and peace.*

*I will cultivate my passions with delight
and also take time for honest introspection.*

*I will love the person I am today
while constantly striving towards my best self.*

*I will keep a healthy balance between the rewards of discipline
and the growth and wonder that spontaneity brings.*

*I will acknowledge both the marvel and the limitations of my body
and respectfully take care of it the best I can.
Accepting the reality that there are circumstances I cannot change,*

*I will seize my power to actively change that which I can control
with hope and creativity.*

*I commit to living each chapter of my story:
honoring the lessons and gifts of my past,
fully participating in the fleeting beauty of the present,
and bravely walking towards the unknowns of my future.*

*Knowing that life is an enduring but glorious struggle,
I pledge to live each day with purpose.*

I will live sincerely.

MORNING MEETING IDEAS



ONLY YOU CAN BE YOU

By Christine Caine

All of us struggle with feelings of inferiority, insecurity and self-doubt, especially when we compare ourselves with others. It is easy to forget that God made us unique, special and perfectly fitted for His purposes when we spend all our time looking at how others have been shaped and molded. We feel that we are not as good looking as someone else, or as happy, smart, talented, eloquent, artistic, creative, holy, fit or thin.

Instead of rejoicing in who God has made us to be and pursuing His purpose for our lives, we focus on our limitations. This comparison trap is paralyzing. No one wins except the enemy.

When you discover who you are in Christ and what He has uniquely fashioned you to do, you will be better at being you than anyone else ever could be! Determine to be the best you that God has made you to be!

But who are you, a human being, to talk back to God? "Shall what is formed say to the one who formed it, 'Why did you make me like this?'" Does not the potter have the right to make out of the same lump of clay some pottery for special purposes and some for common use? (Romans 9:20-21)



Use your voice for
kindness, your ears for
compassion, your hands
for charity, your mind
for truth, and your
Heart for Love.

MORNING MEETING IDEAS



How Rich Are We?

One day a father and his rich family took his son on a trip to the country with the firm purpose to show him how poor people can be. They spent a day and a night on the farm of a very poor family. When they got back from their trip, the father asked his son, "How was the trip?" "Very good Dad!" "Did you see how poor people can be?" the father asked. "Yeah!" "And what did you learn?"

The son answered, "I saw that we have a dog at home, and they have four. We have a pool that reaches to the middle of the garden; they have a creek that has no end. We have imported lamps in the garden; they have the stars. Our patio reaches to the front yard; they have a whole horizon." When the little boy was finished, his father was speechless. His son added, "Thanks, Dad, for showing me how 'poor' we are!"

Isn't it true that it all depends on the way you look at things? If you have love, friends, family, health, good humor and a positive attitude towards life — you've got everything! You can't buy any of these things. You may have all the material possessions you can imagine, provisions for the future, etc.; but if you are poor of spirit, you have nothing!

— Author Unknown

"Our job is to love others without stopping to inquire whether or not they are worthy. That is not our business, and in fact, it is nobody's business. What we are asked to do is to love, and this love itself will render both ourselves and our neighbors worthy if anything can."

-Thomas Merton

MORNING MEETING IDEAS



The Lesson of the Homeless Man (Unknown Author)

It was a cold winter's day that Sunday. The parking lot to the church was filling up quickly. I noticed as I got out of my car fellow church members were whispering among themselves as they walked in the church.

As I got closer I saw a man leaned up against the wall outside the church. He was almost laying down as if he was asleep. He had on a long trench coat that was almost in shreds and a hat topped his head, pulled down so you could not see his face. He wore shoes that looked 30 years old, too small for his feet, with holes all over them, his toes stuck out.

I assumed this man was homeless, and asleep, so I walked on by through the doors of the church.

We all fellowshiped for a few minutes, and someone brought up the man laying outside. People snickered and gossiped but no one bothered to ask him to come in, including me.

A few moments later church began. We all waited for the Preacher to take his place and to give us the Word, when the doors to the church opened.

In came the homeless man walking down the aisle with his head down.

People gasped and whispered and made faces.

He made his way down the aisle and up onto the pulpit where he took off his hat and coat. My heart sank.

There stood our preacher...he was the "homeless man."

No one said a word.

The preacher took his Bible and laid it on his stand.

"Folks, I don't think I have to tell you what I am preaching about today. If you judge people, you have no time to love them."

MORNING MEETING IDEAS



I HOPE

I hope that I will always be for each person
what he or she needs me to be.
I hope that each person's death will diminish me,
but that fear of my own will never diminish my joy of life.
I hope that my love for those whom I like will never lessen
my love for those whom I do not.
I hope that another person's love for me will never
be a measure of my love for him or her.
I hope that everybody will accept me as I am,
but that I never will.
I hope that I will always ask for forgiveness from others,
but will never need to be asked for my own . . .
I hope that I will always recognize my limitations,
but that I will construct none.
I hope that loving will always be my goal,
but that love will never be my idol.
I hope that everyone will always have hope.

-Henri Nouwen

MORNING MEETING IDEAS



THROUGH ME

Through me
let there be kind words, a warm smile, and a caring heart.

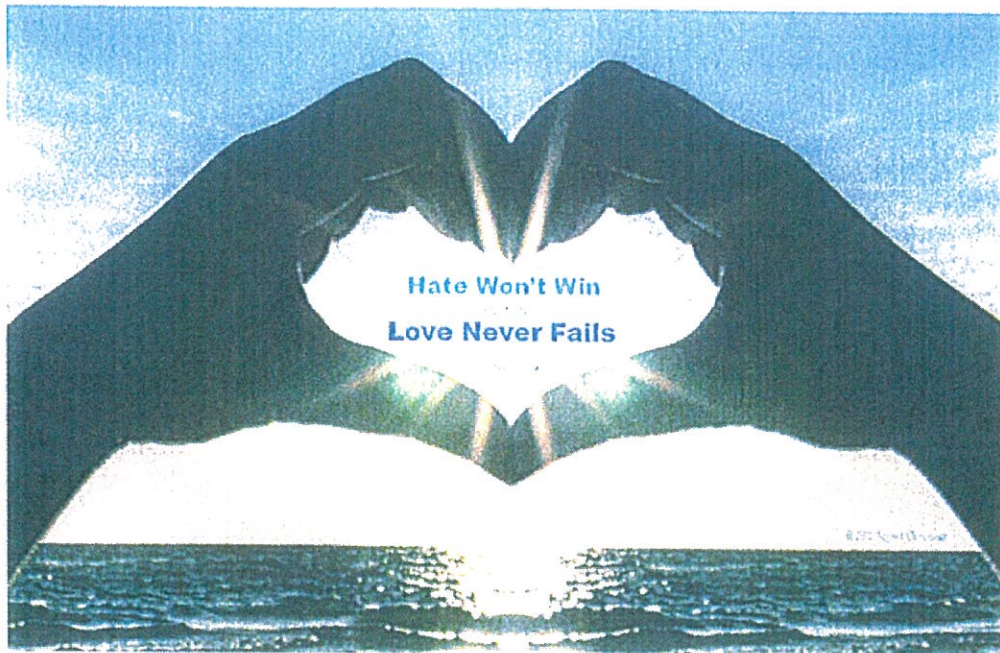
Through me
let there be a willingness to listen and a readiness to understand.

Through me
let there be dependability, steadfastness, trust and loyalty.

Through me
let there be compassion, forgiveness, mercy and love.

Through me
let there be every quality I find, O Lord, in Thee.

-Unknown



MORNING MEETING IDEAS



I'M IN

As I am not always by my computer, I will often write one of my blogs on my phone when I'm out and about. Having just received a new phone, I now have a special feature that makes scribing even easier. In one of the apps I can use on my phone, it has the option of using a dictaphone. I just press a button, speak clearly into my phone, and it converts my words to text. This brings a different dimension to my blog writing and can often speed up the process.

The challenge, however, comes when the phone does not always recognize what I'm saying. It will print words that sound similar and yet do not fit into the context of what I'm talking about. When I read back through the script I often laugh at the finished sentence and then spend 20 minutes trying to phonetically determine what the sentence was supposed to say.

The most common mistake this process makes is when I say the word "Amen" at the end of my prayer. Instead of the voice-to-text typing A.M.E.N it will type the two words "I'm in".

The first time I saw this, I giggled. I then said the words "I'm in" out loud and I realized how similar they do sound. But upon further thought of this 'mistake', I believe that it's actually quite profound.

To say 'amen' at the end of a prayer means that you are agreeing with the words that have been said; 'So let it be' was always my understanding of the word amen. However, I think the definition of 'I'm in' could also work.

People will say 'I'm in' when they hear a plan that they are willing to commit to. I guess every time I write a prayer it has a challenge and a purpose for us to improve our lives to be more like Christ. As you read the prayer it is up to you as to whether you are able to say 'amen' at the end or not. If you agree to what is said then a loud 'amen' is a good way to commit to the prayer. The idea of saying 'I'm in' brings a level of action that I've never thought of. It doesn't just mean that I agree, but that I'm going to be a part of putting it into practice as well.

Application: Words are very important. We write and type thousands of words every day without putting too much thought into them. However, our prayers need to be thoughtful and deliberate. God takes our words seriously so we should take our prayers seriously.

Whether we are talking to God or other people, we need to become more conscious of our words. Are they the type of words that would prompt God to say 'I'm in'?

Would God say 'amen' or 'I'm in' to all of the words that you speak?

MORNING MEETING IDEAS



Do good

The way to feel good is to do good. The way to feel successful is to take the actions that bring about success.

You cannot truly feel what you do not truly live. Be honest and authentic with yourself, with others, and with life, because anything less is just cheating yourself.

Spend this day being a unique and enthusiastic expression of life's goodness. See how much of a positive difference you can make, and experience what a genuine, positive feeling you get from doing so.

Seek to add richness to the lives of others and be delighted at how much richness it brings into your own life. Do something good and useful just because it is the right thing to do, and discover how right it feels.

Let go of the tiresome fight to gain advantage, and direct your energy toward appreciating and creating goodness. Move beyond the need to prove yourself and focus instead on improving all of life.

Give more and more of your own unique goodness to those around you, to the world, and to life. And feel the outstanding richness as it grows increasingly abundant for you.

— Ralph Marston

MORNING MEETING IDEAS



This need not frighten anyone. He who devotes himself to service with a clear conscience, will day by day grasp the necessity for it in greater measure, and will continually grow richer in faith. The path of service can hardly be trodden by one who is not prepared to renounce self-interest, and to recognize the conditions of his birth. Consciously or unconsciously, every one of us does render some service or other. If we cultivate the habit of doing this service deliberately, our desire for service will steadily grow stronger, and will make not only for our own happiness but that of the world at large."

— [Mahatma Gandhi](#)

"The purpose of life is not to be happy. It is to be useful, to be honorable, to be compassionate, to have it make some difference that you have lived and lived well."

— [Ralph Waldo Emerson](#)

"The best way to not feel hopeless is to get up and do something. Don't wait for good things to happen to you. If you go out and make some good things happen, you will fill the world with hope, you will fill yourself with hope."

— [Barack Obama](#)

"No one is useless in this world who lightens the burdens of another."

— [Charles Dickens](#)

"There is no exercise better for the heart than reaching down and lifting people up."

— [John Holmes](#)

"Be somebody who makes everybody feel like somebody." -Unknown

"Alone we can do so little; together we can do so much." -Helen Keller

"The best antidote I know for worry is work. The best cure for weariness is the challenge of helping someone who is even more tired. One of the great ironies of life is this: He or she who serves almost always benefits more than he or she who is served."

— [Gordon B. Hinckley, *Standing for Something: 10 Neglected Virtues That Will Heal Our Hearts and Homes*](#)

"You don't do kind deeds expecting kindness in return. You don't do kind deeds because you deem the recipient worthy. You do kind deeds because it's who you are, and because you understand the powerful difference your gentle hand makes in this dreary world."

— [Richelle E. Goodrich](#)

MORNING MEETING IDEAS



QUOTES TO USE AND THEN EXPOUND UPON

One director suggests cutting them down into individual pieces and placing in a big envelope. At morning meeting, the envelope is passed around to each volunteer to randomly pick one out we then share round robin style. Like most quotes, they are on the simplistic side. Some cause pause for extra thought, and sometimes just an agreeing smile, yet all seem to inspire, one way or another.

"Give your hands to serve and your hearts to love." -Mother Teresa

"Everyone has a story to tell, a lesson to teach, and wisdom to share... Life is a beautiful masterpiece bound together by your experiences. Open up and share your story; become an inspiration to others. You can make a difference because you matter. You were created with purpose. Love your life with intention, go out there and make a difference by being the difference." -Melanie Koulouris

"Faith is taking the first step even when you don't see the full staircase." -Martin Luther King Jr.

"People will forget what you said, people will forget what you did, but people will never forget how you made them feel." -Maya Angelou

"Our fingerprints don't fade from lives we've touched." -Unknown

"The best way to find yourself is to lose yourself in the service of others." -Mahatma Gandhi

"When we give cheerfully and accept gratefully, everyone is blessed."
— [Maya Angelou](#)

"A kind gesture can reach a wound that only compassion can heal."
— [Steve Maraboli](#), *Life, the Truth, and Being Free*

"You have not lived today until you have done something for someone who can never repay you."
— [John Bunyan](#)

"I don't want to live in the kind of world where we don't look out for each other. Not just the people that are close to us, but anybody who needs a helping hand. I can't change the way anybody else thinks, or what they choose to do, but I can do my bit."
— [Charles de Lint](#)

"He has a right to criticize, who has a heart to help."
— [Abraham Lincoln](#)

MORNING MEETING IDEAS



"The next time you want to withhold your help, or your love, or your support for another for whatever the reason, ask yourself a simple question: do the reasons you want to withhold it reflect more on them or on you? And which reasons do you want defining you forevermore?"

— [Dan Pearce](#), *Single Dad Laughing*

"Help us to help each other, Lord,
Each other's cross to bear;
Let each his friendly aid afford,
And feel his brother's care."

— Ralph Harrison

"Wherever you turn, you can find someone who needs you. Even if it is a little thing, do something for which there is no pay but the privilege of doing it. Remember, you don't live in a world all of your own."

— [Albert Schweitzer](#)

"Self-improvement comes mainly from trying to help others."

— [Sir John Templeton](#)

"Stand up for someone who is in need
so that it will build confidence in you
to stand up for yourself at times when required..."

— [Adil Adam Memon](#)

"I want to help you, but you have to be a willing participant. If you're not, then I am no longer helping you up; it is you who is pulling me down."

— [Steve Maraboli](#)

"The greatest work you will ever do is charity; the most divine work you will ever do will be changing people's perception of God, while you're doing charity."

— [Shannon L. Alder](#)

"The only people who you should get even with are those who have helped you."

— [John Southard](#)

"We can have anything we want on life, if we just help others to found what they need"

— [Ebelsain Villegas](#)

"The way you treat people who are in no position to help you, further you, or benefit you reveals the true state of your heart."

— [Mandy Hale](#), *The Single Woman: Life, Love, and a Dash of Sass*

MORNING MEETING IDEAS



"We change the world a little each day with our kindness."

— [Tom Giaquinto](#), *Be A Good Human*

"But it takes so little to help people, and people really do help each other, even people with very little themselves. And it's not just about second chances. Most people deserve an endless number of chances."

— [Will Schwalbe](#), *The End of Your Life Book Club*

"Helping others is the secret sauce to a happy life."

— [Todd Stocker](#), *Refined: Turning Pain Into Purpose*

"Every success I have ever had or will have in the future comes not solely from my own ambition and hard work, but also from those that have encouraged, supported and challenged me. Success is never, ever a one person job."

— [T.S. Tate](#)

"If you shift your focus from yourself to others, extend your concern to others, and cultivate the thought of caring for the well being of others, then this will have the immediate effect of opening up your life and helping you to reach out."

— [14th Dalai Lama](#)

"Just like downing a powerful caffeine drink, "reaching out to others" pays that big "life energizer dividend!"

— [Wes Adamson](#)

"Funny enough, I sit on my porch all day, wave and smile at everyone. Some of them aren't sure, some smiles right back, some come back later and say; "This morning you made my day, had the best day all week, thank you for that!" Smile and wave, that's all it takes :)"

— [Martin R. Lemieux](#)

"Remember this. Hold on to this. This is the only perfection there is, the perfection of helping others. This is the only thing we can do that has any lasting meaning. This is why we're here. To make each other feel safe."

— [Andre Agassi](#), *Open*

"When you reach out to those in need, do not be surprised if the essential meaning of something occurs."

— [Stephen Richards](#)

MORNING MEETING IDEAS



"Love is not patronizing and charity isn't about pity, it is about love. Charity and love are the same -- with charity you give love, so don't just give money but reach out your hand instead."

— [Mother Teresa](#)

"Those who are happiest are those who do the most for others."

— [Booker T. Washington](#), *Up from Slavery*

"Even the smallest act of caring for another person is like a drop of water -it will make ripples throughout the entire pond..."

— Jessy and Bryan Matteo

"There is nothing more beautiful than someone who goes out of their way to make life beautiful for others."

— [Mandy Hale](#), *The Single Woman: Life, Love, and a Dash of Sass*

"It's not enough to have lived.

We should be determined to live for something.

May I suggest that it be creating joy for others,
sharing what we have for the betterment of personkind,
bringing hope to the lost and love to the lonely."

— [Leo Buscaglia](#)

"If you're in the luckiest one per cent of humanity, you owe it to the rest of humanity to think about the other 99 per cent."

— [Warren Buffett](#)

"Never underestimate the difference YOU can make in the lives of others. Step forward, reach out and help. Reach to someone that might need a lift"

— [Pablo](#)

"When you have wit of your own, it's a pleasure to credit other people for theirs."

— [Criss Jami](#)

"If you can't do great things, [Mother Teresa](#) used to say, do little things with great love. If you can't do them with great love, do them with a little love. If you can't do them with a little love, do them anyway.

Love grows when people serve."

— [John Ortberg](#)

"Do not worry in the least about yourself, leave all worry to God,' - this appears to be the commandment in all religions.