

# Intake Volunteer Form/Checklist

- Review application – make notes about missing data, questions, etc.
- Choose call time appropriately using clues on the application, i.e. work schedule, young children, time zone.
- You might want to text the participant to schedule the call
- Make sure you can give your full attention to this call



Complete form below, then input information on the online form at

<https://www.littlepink.org/forms-access/intake/>

Password: **Pink2020**

*Make notes as needed to convey information to us. We love our families best by knowing their needs and being prepared for them!*

## **Call 1 – Intake information – Please complete by: \_\_\_\_\_ (date)**

Please enter the name and Participant ID as you see it on the Main Application the participant filled out. This is how we verify the Applicant in the system.

**First Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_

**Participant Application ID:** \_\_\_\_\_

Please verify the following from the application:

**Participant cell phone #:** \_\_\_\_\_

**Spouse/Caregiver cell phone #:** \_\_\_\_\_

**Spouse/Caregiver email:** \_\_\_\_\_

All participants have been confirmed by Little Pink up to this point by turning in needed forms, etc. If they let you know they are **Declining or Still Unsure...** please update the status accordingly, then go to bottom of online form and click submit.

Unless the participant has 'Confirmed' they are coming, we do not continue with intake. Please send an email to [retreat@littlepink.org](mailto:retreat@littlepink.org) about their present situation.

## **Travel Information – due date:** \_\_\_\_\_

Note their travel arrangements to the retreat –emphasize the due date to complete the travel form, especially if air travel is needed. Remind them that this is their responsibility.

This is link to the travel form they need to complete:

<https://www.littlepink.org/forms-access/retreat-travel-form/>

**Estimated Date of arrival** - This is usually the day the retreat starts. Our check in time is usually around 3:00pm in the time zone of the retreat. \_\_\_\_\_

**Details of travel, if given. We ask for a flight itinerary to be sent to LP by 6 weeks out if flying. Participants committing to travel arrangements show us that they are committed to attending the retreat.**

## Attendee Information

Make sure that the ages are correct for everyone attending, especially the year (often gets entered as present year) If they state that anyone OTHER than who is listed on the application is attending, please let them know that this will have to be approved. **DO NOT AGREE ON ADDITIONAL PEOPLE. AFTER THE CALL, CONTACT [retreat@littlepink.org](mailto:retreat@littlepink.org)** Please note nicknames, names they go by, couples, etc.

Family Member Name	Birthday	Relationship to Participant

Please ask if there is anyone **NOT** attending that was on the application, list them below

Family Member Name	Birthday	Relationship to Participant

## Limitations

### Food limitations– key to Retreat Director/Coordinator

Please list any food allergies or issues anyone in the family may have. This is a good place to note if a child will only eat mac and cheese or a particular brand of cereal! Important food limitations to identify would include: food allergies, gluten issues, vegetarian, dairy-free, etc. Have them explain the extent of any of these situations and please note details of the information.

Ask these specific – Shellfish allergy, Nut Allergy, Dairy Allergy, Seafood Allergy, Celiac Disease or Gluten intolerant, Diabetes, Vegan, Vegetarian.

Family Member Name	Food Limitation	More Info

### Physical limitations:

Is there anyone who will have difficulty walking? Can all members of family climb stairs?

If not, please explain.

Do any members of the family use a wheelchair? If yes for wheelchair, please explain.

Any nonfood allergies?

**Physical limitations (notes):**

Family Member Name	Physical Limitation	More Info

**Social/emotional limitations:**

Are there physical, social, or developmental delays? Ask about these by stating what is on the application and follow up with, “what will that look like during the week and what can we do to prepare or help during the week?”

Family Member Name	Social Limitation	More Info

**Other Information/completing the call**

Notes, comments:

Remind them of the checklist included in their information

Travel information due date:

Give them your contact information for any questions or changes

Let them know you will be calling them again after their retreat.

“Live stronger. Laugh harder. Love deeper.” Goal of retreat

Thank them!

**Complete intake form online while everything is fresh in your mind!**

<https://www.littlepink.org/forms-access/intake/>

Password: **Pink2020**

**\*Please email, text, or call your leader to let them know when you have completed Intake.**

**Call 2 - Post retreat call – one week after retreat - \_\_\_\_\_**

- How did it go? Any specific feedback?
- Please remind them to complete online survey

**Thank you for loving our families through your patient, thorough, and kind completion of this information! We serve our families well because of your loving interaction with them.**