

Couples 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, etc.
- 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 couples 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.

Thank you!

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 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 about their present situation.

Travel Information – due date: _____

The participant has been sent a link to complete an online travel form to notify us of their travel itinerary, including flight information. Please remind them that travel to and from the retreat is their responsibility and ask them to complete the travel form if they have not already done so.

The participants received a travel information packet with specific details about their retreat.

Limitations

Food limitations– key to Retreat Director/Coordinator

Please list any food allergies or issues here. Important food limitations to identify would include: food allergies, gluten issues, vegetarian, 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.

Name	Food Limitation	More Info

Physical limitations:

Is there anyone who will have difficulty walking? Can both of them climb stairs? If not, please explain. Any nonfood allergies?

Physical limitations (notes):

Name	Physical Limitation	More Info

Social/emotional limitations:

Are there physical, social, or emotional limitations? 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?” Also, would they consider themselves as night owls or early birds?

Name	Social Limitation	More Info

Food Information

At all couple retreats, except for St. John, the participants will be eating meals together as a group, including breakfast. In St. John they will be on their own for breakfast. Also, not all options are available in St. John.

1 - Drink Choices -: Are they coffee drinkers? If so, regular or decaf and how do they take it? hot tea, cold tea, juice, etc..

Drink Choices	Quantity	More Info

2 - Breakfast Meat Item Choices - include but are not limited to: sausage, bacon, etc.
Breakfast Meat Choices

Choices	Quantity	More Info

3 - Breakfast Dairy Item Choices – Do they eat yogurt? What flavors do they prefer?
Dairy Choices

Choices	Quantity	More Info

4 - Breakfast Dry Item Choices - Do they eat cereal?

Breakfast Dry Choices

Choices	Quantity	More Info

5 - Bread Item Choices – Will they eat breakfast pastries; muffins, etc?

Choices	Quantity	More Info

6 - Dry Snack Item Choices –We do not provide a lot of these items, but note a few choices.

Choices	Quantity	More Info

7 - Fruit or Produce Item Choices – ex: apples, bananas, fruit in season, tomatoes, etc.

Choices	Quantity	More Info

8 - Other - include, but are not limited to: sugar, creamer, jelly and truvia, catsup, etc.

Choices	Quantity	More Info

Other Information/completing the call

Notes, comments:

Give them your contact information for any questions or changes
Let them know you will be calling them again
“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 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.