



ThinkFirst Foundation Office Use Only

Date Application Received: _____ Resume/CV: _____
 Application Approved By: _____
 Date Training Fee Received: _____
 Trainer Referred to: _____ Date: _____ Complete: _____
 DB____ QB____ Agreement____ Login____

ThinkFirst Chapter Director and Medical Director Change Form

(Application must be completed and submitted. Please type or print.)

1. NEW CHAPTER DIRECTOR (Include resume or CV with form)

Last Name	First Name	Please Specify RN, OT, MD, etc.
Chapter Name		
Organization		
Mailing Address for Chapter		
City	State	Zip
Phone	Fax	
E-mail	Website	
Training date	Trainer (must be a ThinkFirst Chapter Director Trainer)	
Trainer/Training Site (name, location or online)		
Person you report to: Name		Title
E-mail	Phone	

2. PREVIOUS CHAPTER DIRECTOR

Last Name	First Name	
To keep this person on our mailing list, please enter new contact information:		
Street Address		
City	State	Zip Code
E-mail	Phone	

3. NEW OR CONTINUING MEDICAL DIRECTOR (Sponsoring Physician)

Each ThinkFirst chapter is required to identify a licensed physician as the chapter’s medical director. This person is responsible for initiating advocacy and helping facilitate support in his/her participating facility and community. S/he also serves as a medical advisor.

Last Name	First Name	Please Specify MD, DO, etc.
For mailing: Hospital or Practice Name		
Street Address		
City	State	Zip Code
Phone	Fax	
E-mail	Board Certified In/Type of Work	

4. PREVIOUS MEDICAL DIRECTOR (Sponsoring Physician)

Last Name	First Name	Please Specify MD, DO, etc.
To keep this person on our mailing list, please enter new contact information:		
For Mailing: Hospital or Practice Name		
Street Address		
City	State	Zip Code
Phone	Fax	
E-mail		

5. SPONSORING INSTITUTION (or organization, if applicable)

Organization Name		
Street Address		
City	State	Zip Code
Type (Trauma Level, Children’s, Rehabilitation, Acute Care, etc.)		
Public Relations: Name		Email

6. GEOGRAPHICAL AREA

It is our goal that all schools have access to ThinkFirst programs through a local ThinkFirst chapter.

- Describe the geographic area to be covered by your chapter:

- How will your local chapter work with existing local chapters in your area or state?

7. CHAPTER TERMS

The chapter director, sponsoring physician and sponsoring institution agree to abide by the following requirements of a ThinkFirst chapter:

Training Completion/Logo Agreement and Chapter Name

- Upon completion of training, the chapter director will sign and submit the ThinkFirst Logo Agreement form, agreeing to the defined use of the ThinkFirst logo, characters and colors.
- All materials developed for chapter use must include the ThinkFirst National Injury Prevention Foundation logo. Pieces must be submitted to the ThinkFirst office for approval prior to printing.
- Upon completion of training, the chapter director will declare and submit a chapter name incorporating ThinkFirst in the title (ex: ThinkFirst Memorial Hospital, ThinkFirst Your County, ThinkFirst Your City).

Implementation of ThinkFirst Programs

- The chapter is encouraged to offer **ThinkFirst For Kids** to grades 1, 2 and 3 to the elementary schools in your defined area.
- The chapter is encouraged to offer **ThinkFirst For Youth** to grades 4 – 8 to the elementary and middle schools in your defined area.
- The chapter is encouraged to offer **ThinkFirst For Teens** to high schools, middle schools and colleges in your defined area.
- Additional programs such as **ThinkFirst To Prevent Falls** and **ThinkFirst About Concussion** are available and encouraged.
- The chapter is encouraged to develop an **implementation plan** within the first six months. This is mainly for your use in effective chapter development and management, and is a good annual practice. The plan should include assessment of your audience (number of schools, classrooms and students, and their needs), strategies for implementation and plans for evaluation of the implementation and impact.

Collaborate with Other Organizations/Agencies

- The chapter agrees to make the effort to collaborate with other area organizations or agencies.
- The chapter is encouraged to develop a list of organizations/agencies with which it can establish collaborative relationships.

Complete and Submit Financial Plan

- The chapter is encouraged to develop and identify its financial resources, including a future funding plan.

Recognize and Support Public Policy, When Appropriate

- The chapter acknowledges that it recognizes and supports local or national public policies related to safety, when appropriate.

Attend Annual Conference

- At least one representative from each chapter is strongly encouraged to attend the annual ThinkFirst Conference on Injury Prevention for continuing education and development in chapter management, program use and the field of injury prevention education.

Complete Annual Survey

- The ThinkFirst Annual Survey will be made available every June; each chapter is required to complete and submit the Annual Survey to the ThinkFirst Foundation by July 31 of each year. Totals of presentations, students reached and other related questions must be tracked through the year to provide information needed for National annual reporting of ThinkFirst chapter accomplishments.

Annual Membership Fee

- To maintain chapter status, use of the ThinkFirst name, and access to all ThinkFirst materials and training at chapter prices, **an annual \$300 chapter membership fee is due July 31** of each year following the initial establishment of the chapter.

8. TRAINING

All chapter directors are required to receive program training. One-day training sessions are available at Training Centers located throughout the United States. Training is also offered as a pre-conference training day at each annual ThinkFirst Conference. On-site training may also be arranged if a trainer is available to travel to the chapter site, and the chapter agrees to cover travel costs. On-line training is available by scheduling with the ThinkFirst Foundation.

The new chapter director and any key personnel will receive instruction and assistance on program development, implementation and evaluation. Chapter directors will gain knowledge in meeting chapter requirements, accessing resources for programs and for their use as an injury prevention professional.

The training fee for new chapter directors of an existing chapter is \$250.00.

The Chapter Director's Guidebook is available on the website, as well as a pdf of the training.

If the chapter does not have the following program materials they are either available for downloading (with member passcode) or for purchase at www.thinkfirst.org:

- ThinkFirst For Kids presentation script, “Street Smart” video, posters
- ThinkFirst For Youth curriculum set
- Teens: “Think About Your Choices – Chapter Presenter’s Collection” teen video
- VIP Training Program DVD
- Power Point Presentation, script and evaluation tools for ThinkFirst For Teens & ThinkFirst For Youth, ThinkFirst to Prevent Falls, ThinkFirst About Concussion

ALL TRAINING COSTS ARE DUE UPON SCHEDULING & ARE NON-REFUNDABLE.

9. CHAPTER DIRECTOR REPLACEMENT/SUBSTITUTION

The chapter director, sponsoring physician and/or sponsoring institution agree to notify the ThinkFirst Foundation in writing of any personnel changes within the local ThinkFirst chapter, when possible, before the change is made. The new personnel will be required to complete a new application for the Foundation records.

If and when the original chapter director is replaced, the new director needs to contact the ThinkFirst Foundation to schedule training. The Foundation must be notified of the date of training and any relevant outcomes.

Please read the following statement and sign on the appropriate line.

I have read the ThinkFirst Foundation’s requirements and guidelines to developing and maintaining a chapter. All chapter personnel, e.g., chapter director, sponsoring physician and sponsoring institution, understand and will abide by these requirements.

ThinkFirst Chapter Director (Print)

ThinkFirst Chapter Director (Signature)

Date

ThinkFirst Sponsoring Physician (Print)

ThinkFirst Sponsoring Physician (Signature)

Date

10. Please submit this completed application, your resume and training fee to:

ThinkFirst National Injury Prevention Foundation
1801 N. Mill Street, Suite F
Naperville, IL 60563
Phone: 630-961-1400 • 1-800-THINK-56
www.thinkfirst.org • Email: thinkfirst@thinkfirst.org

Revised 5-18

Office: _____ DB _____ QB _____ EB _____ Trainers/Comm