



ThinkFirst Foundation Office Use Only

Date Application Received:

Application Approved By:

Date Training Fee Received:

ThinkFirst Chapter Director/Sponsoring Physician Change Form

(Application must be completed to receive consideration. 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)

Training site (ThinkFirst Conference Training Site or Name of Chapter Training Center)

2. PREVIOUS CHAPTER DIRECTOR

Last Name First Name

To keep this person on our Prevention Pages mailing list, please enter new contact information:

Organization

Street Address

City State Zip Code

Phone

E-mail

3. NEW OR CONTINUING SPONSORING PHYSICIAN

Each ThinkFirst chapter is required to identify a licensed sponsoring physician. This person is responsible for initiating advocacy and helping facilitate support in his/her participating facility and community. S/he also will act 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	Specialty (neurosurgeon, orthopedic surgeon, trauma, pediatrician, etc.)	

4. PREVIOUS SPONSORING PHYSICIAN

Last Name	First Name	Please Specify MD, DO, etc.
To keep this person on our Prevention Pages 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

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).
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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.
- The chapter is encouraged to develop an **implementation plan** within the first six months and submit it to the ThinkFirst Foundation. 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 ThinkFirst Conference for education and development in ThinkFirst injury prevention education and chapter management.

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, budget 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 \$250 chapter membership fee is due July 31 of each year following the initial membership year.

8. TRAINING

All chapter directors are required to receive program training. One-day training sessions are available at Training Centers conveniently 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 also now available.

At a Training Center, the new chapter director and any key personnel will receive instruction and assistance on program development, implementation and evaluation. A qualified trainer will guide the chapter director in meeting all chapter requirements.

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

The Chapter Director's Guidebook is available for viewing/download on the website.

If the chapter does not have the following program materials they should be purchased at www.thinkfirst.org :

- One ThinkFirst For Kids curriculum packet, including the "Street Smart" video
- One ThinkFirst For Youth curriculum set
- One "Think About Your Choices – Chapter Presenter's Collection" teen video
- One VIP Training Program DVD
- One ThinkFirst For Teens Power Point Presentation CD

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 • Fax: 630-961-1401
www.thinkfirst.org • thinkfirst@thinkfirst.org

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