



ThinkFirst Foundation Office Use Only

Date Application Received:

Application Approved By:

Date Training Fee Received:

Training Date/Location:

Date Resumes/CV's Received:

Logo Guidelines Received:

ThinkFirst International Chapter Application

Required: please contact the ThinkFirst Foundation prior to submitting application.

Please type or print.

1. CHAPTER DIRECTOR (Include resume or CV with application)

Last Name		First Name		Please Specify RN, OT, MD, etc.	
Chapter Name (pending approval)					
Organization					
Mailing Address					
City		State	Zip	Country	
Phone		Fax			
E-mail			Website		

2. SPONSORING PHYSICIAN (Include resume or CV with application)

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	Country	
Phone		Fax			
E-mail			Specialty (neurosurgeon, orthopedic surgeon, trauma, pediatrician, etc.)		

3. SPONSORING INSTITUTION (or organization, if applicable)

Name

Street Address

City

State

Zip

Country

4. 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 ThinkFirst chapters in your area or state?

5. CHAPTER TERMS

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

REQUIREMENT: 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 required by July 31 of each year. **International chapters are exempt.** Chapters agree to adhere to all current policies and termination policies if chapter is not renewed.

REQUIREMENT: 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.

REQUIREMENT: Logo Agreement and Chapter Name

- Upon completion of training, the chapter director must 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 require inclusion of the ThinkFirst National Injury Prevention Foundation logo. Pieces must be submitted to the ThinkFirst office for approval **prior to printing.**
- By completion of training, the chapter director must declare and submit a chapter name incorporating ThinkFirst in the title (examples: ThinkFirst Memorial Hospital, ThinkFirst Your County, ThinkFirst Your City) for approval.

Attend ThinkFirst 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 a Financial Plan

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

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.

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.

6. TRAINING REQUIREMENT

All chapters are required to receive program training from a ThinkFirst qualified trainer. The Foundation offers one-day training at Training Centers located throughout the United States.

At a Training Center, the new chapter's key personnel will receive instruction and assistance with program development, implementation and evaluation. A qualified trainer will guide the chapter in helping it meet all chapter requirements.

Accommodations may be made for on-site training if a chapter agrees to cover trainer travel costs. Please contact the national office for details.

International: The Chapter Application/Training Fee is adjusted based on country economy, using the World Bank Income Economy Tiers. Please see current Registration Tiers at www.thinkfirst.org and include the correct fee for your country: **Tier 1: \$500; Tier 2: \$1,000 and Tier 3: \$1,500**

The following materials are included in your training fee and will be provided at the training. Please contact the ThinkFirst Foundation for international shipping and handling charges.

- One ThinkFirst For Kids curriculum packet, including the “Street Smart” video and comics
- One ThinkFirst For Youth curriculum set, including one grade 4-5 binder, and one grade 6-8 binder, each with a Program Handouts CD
- One Chapter Director Guide Book
- One ThinkFirst for Teens DVD, “Think About Your Choices” Chapter Presenter’s Collection
- One ThinkFirst For Teens Power Point Presentation CD
- One VIP Speaker Training DVD
- SOME ITEMS AVAILABLE IN SPANISH OR FRENCH – Please inquire.

ALL TRAINING COSTS ARE DUE PRIOR TO SCHEDULING & ARE NON-REFUNDABLE.

7. CHAPTER DIRECTOR REPLACEMENT/SUBSTITUTION REQUIREMENTS

If and when the original chapter director is replaced, the chapter must contact the ThinkFirst Foundation to schedule training with a qualified trainer for the new director and pay the then current training fee. (\$250.00 as of May, 2011). The Foundation must be notified of the date of training and any relevant outcomes.

The chapter director, sponsoring physician and/or sponsoring institution agree to notify the ThinkFirst National Foundation in writing of any personnel changes within the local ThinkFirst chapter, and when possible, before the change is made. **The chapter will be required to complete a Chapter Director/Sponsoring Physician Change Form for the Foundation records.**

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

I have read the ThinkFirst Foundation’s requirements and guidelines to start and maintain 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

Required: I have included the application fee I have included director and MD resume or CV

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