



ThinkFirst Foundation Office Use Only

Date Application Received:

Application Approved By:

Date Fee Received (\$1,500.00):

Training Center Referred to:

Date Resumes/CV's Received:

ThinkFirst U.S. Chapter Application

Please contact the ThinkFirst Foundation prior to submitting application.

Please type or print.

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

Each ThinkFirst chapter is required to identify an acting chapter director. This person is responsible for the day-to-day operation of the chapter.

Last Name	First Name	Please Specify RN, OT, MD, etc.
Chapter Name (pending approval)		
Organization		
Mailing Address		
City	State	Zip Code
Phone	Fax	Pager/Cell
E-mail		
Website – (ThinkFirst Program Info Page)		

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 Code
Phone	Fax	Pager/Cell
E-mail	Specialty (neurosurgeon, orthopedic surgeon, trauma, pediatrician, etc.)	

3. SPONSORING INSTITUTION (or organization, if applicable)

Name

Street Address

City

State

Zip

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, access to ThinkFirst materials, discounts, etc., the annual \$300 chapter membership fee is **required** by July 31st each year. International chapters are exempt. Chapters agree to adhere to all current termination policies if chapter membership is not renewed: ceasing use of the ThinkFirst name, logos, programs and chapter-only materials.

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 online to the ThinkFirst Foundation by July 31st 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: Training Completion Agreement/Logo Guidelines and Chapter Name

- Upon completion of training, the chapter director must sign and submit the ThinkFirst Training Agreement/Logo Guidelines form, agreeing to the defined use of the ThinkFirst logo, characters and colors.
- By completion of training, the chapter director must submit a chapter name for approval incorporating ThinkFirst in the title (examples: ThinkFirst Memorial Hospital, ThinkFirst Your County, Area, City, or State). Keep in mind that a shorter name is often easier to use in print and on promotional materials.
- All materials developed for chapter use require inclusion of the ThinkFirst National Injury Prevention Foundation logo. Pieces must be submitted to dbg@thinkfirst.org in the national office for approval **prior to printing**.

Attend ThinkFirst Conference

- At least one representative from the chapter is strongly encouraged to attend the ThinkFirst Conference on Injury Prevention for education and development in ThinkFirst injury prevention programs and chapter management. CEU's are usually available.

Complete and Submit 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.

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 directors are required to receive chapter training from a ThinkFirst qualified trainer. The Foundation offers one-day training at [Training Centers](#) located throughout the United States. On-site training may be possible if a chapter agrees to cover the trainer's travel costs. On-line training is also available, and training is held at our conference and other events. Key personnel will receive instruction and assistance with program development, implementation and evaluation. Please contact the national office for details: we will help arrange training that best meets your needs.

FEE FOR NEW CHAPTERS: \$1,500 includes application, training and new chapter materials package.

The following materials are included in the application fee and will be provided after the training:

- One ThinkFirst For Kids curriculum binder, "Street Smart" video, set of 5 posters, black and white and color comic sets for grades 1-3, assembly presentation script
- One ThinkFirst For Youth curriculum set, including one grade 4-5 and one grade 6-8 binder, each with a Program Handouts CD
- One ThinkFirst for Teens DVD, "Think About Your Choices" Chapter Presenter's Collection
- ThinkFirst For Teens PowerPoint presentation with suggested script
- ThinkFirst About Concussion PowerPoint presentation
- One VIP Speaker Training DVD

- One ThinkFirst 1G Flash Drive with our logos, “About ThinkFirst” PowerPoint, and room for your presentations.
- NOTE: the Chapter Director Guide Book is now available online only; login information will be issued to the chapter director and sponsoring physician after training is completed and the signed Training Agreement/Logo Guidelines form has been submitted.
- *ALL TRAINING COSTS ARE DUE PRIOR TO SCHEDULING & ARE NON-REFUNDABLE.*

7. CHAPTER DIRECTOR REPLACEMENT/SUBSTITUTION REQUIREMENTS

In the event the chapter director is replaced, the chapter must submit the Chapter Director/Sponsoring Physician [Change Form](#) and \$250.00 chapter director training fee. All ThinkFirst chapter directors are required to receive chapter training from a ThinkFirst qualified trainer as soon as possible after assuming the director position. The Foundation offers one-day training at [Training Centers](#) located throughout the United States, onsite (some trainer travel expenses may apply), online, and at the ThinkFirst Conference on Injury Prevention and other events. The new director and key personnel will receive instruction and assistance with program development, implementation and evaluation. Please contact the national office for details: we will help arrange training that best meets your needs.

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

ThinkFirst National Injury Prevention Foundation
 1801 N. Mill Street, Suite F
 Naperville, IL 60563
 Phone: 630-961-1400 ♦ 1-800-THINK56 ♦ Fax: 630-961-1401
 www.thinkfirst.org ♦ thinkfirst@thinkfirst.org