



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

ThinkFirst National Injury Prevention Foundation

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)		Position/Role
Organization		
Mailing Address		
City	State	Zip Code
Phone	Fax	Pager/Cell
E-mail	Website – (ThinkFirst Program Information Page)	
Manager's Name and Title	Email	Phone

2. Chapter Medical Director (formerly Sponsoring Physician) (Include resume or CV with application)

Each ThinkFirst chapter is required to identify a licensed physician as your chapter 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	Pager/Cell
E-mail	Specialty (neurosurgeon, orthopedic surgeon, trauma, pediatrician, etc.)	

3. SPONSORING INSTITUTION (or organization, if applicable)

Name

Street Address

City

State

Zip

Trauma Level /Type of Facility (Children’s Hospital, Rehabilitation, Physician Practice, Free-standing, etc.)

Public Relations Director Name

email

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, medical director 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 program 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-exclusive 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 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. To access the link: www.thinkfirst.org, login, go to Annual Requirements.

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. Create your ThinkFirst chapter logo according to guidelines and submit for approval.

- 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 annual ThinkFirst Conference on Injury Prevention for continuing education in injury prevention, ThinkFirst programs and chapter management. CEU's are usually available.

Complete a Financial Plan

- The chapter is encouraged to identify financial resources and develop a budget and funding plan.

Implementation of ThinkFirst Programs

- The chapter is encouraged to offer **ThinkFirst For Kids** to grades 1, 2 and/or 3 to the elementary schools in your defined area.
- The chapter is encouraged to offer **ThinkFirst For Youth** and **ThinkFirst About Concussion** (grades 4 – 8) to schools in your defined area, especially choosing one grade at each middle school.
- The chapter is encouraged to offer **ThinkFirst For Teens** and **ThinkFirst About Concussion** to high schools and colleges in your defined area.
- The chapter is encouraged to offer **ThinkFirst To Prevent Falls** presentations to audiences of older adults and other adults at risk for falls, and their family members and caregivers
- The chapter is encouraged to have the chapter director and if needed, a qualified educator affiliated with their chapter, complete **ThinkFirst For Your Baby** training and offer presentations to new and expectant parents.
- The chapter is encouraged to develop an implementation plan within the first six months. This is for your use in effective chapter development and management and is a good annual practice. The plan should include assessment of your audiences (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 chapters and injury prevention-related organizations or agencies.

Recognize and Support Public Policy (as appropriate). Practice and promote safe, respectful behaviors.

- The chapter acknowledges that it recognizes and supports local or national public policies and laws related to safety, when appropriate.
- The chapter members agree to practice the same safe behaviors they are teaching, including, but not limited to, wearing a seat belt, wearing a helmet on a bicycle or motorcycle, refraining from cell phone and electronic use while driving, and driving safely and lawfully.
- Chapter members use and promote respectful terminology and actions toward others, including people with disabilities, older adults, students, teachers and all people.

6. TRAINING REQUIREMENT

All chapter 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 the chapter agrees to cover the trainer's travel costs. On-line training is also

available monthly through the ThinkFirst Foundation, and a pre-conference training day is held at ThinkFirst conferences. ThinkFirst Medical Directors, educators and key personnel are encouraged to attend training. Training includes information about ThinkFirst, about injury and prevention, chapter and program development, program implementation and evaluation, and use of the website. Please contact the ThinkFirst Foundation to arrange training that best meets your needs.

Fee for New Chapters: \$1,500 includes application, one training day, program materials and use of ThinkFirst name, logo and images (submit art for approval)

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

Upon completion of training a password will be issued for access to the Chapter section of the ThinkFirst website, which contains the following program materials for chapter use only:

- ThinkFirst For Kids (TFFK)
 - Curriculum
 - Presentation script, evaluation tools
 - Street Smart Video: English, Spanish, French
- ThinkFirst For Youth (TFFY)
 - Curriculum
- ThinkFirst For Teens (TFFT)
 - PowerPoint presentation, script, evaluation tools
 - Think About Your Choices video, with and without subtitles in English, Spanish, French
- ThinkFirst About Concussion (TFAC)
 - PowerPoint presentation, script, video
- ThinkFirst To Prevent Falls (TFTPF)
 - PowerPoint presentation, script, handouts
- Chapter Support Information and Resources

The following materials will be mailed to you after training:

- TFFK Street Smart Video
- TFFK Street Smart Posters - Set of 5
- TFFT "Think About Your Choices" Chapter Presenter's Collection DVD
- VIP Speaker Training DVD
- Samples of current ThinkFirst brochures, bookmarks, coloring book

New Chapters Completing Training by 12-15-19:

For a limited time, the chapter application fee will include one free conference registration (\$350 value) to the 2019 or 2020 ThinkFirst Conference on Injury Prevention. May be used for one of these two events only. Conferences are held in April of each year; dates and locations are posted at www.thinkfirst.org within 6 months of each conference or earlier. Chapter must be in good standing at time of use. Travel and lodging not included; may make hotel reservations through ThinkFirst room block. Not redeemable for cash or other goods.

7. CHAPTER DIRECTOR REPLACEMENT/CHANGE REQUIREMENTS

In the event the chapter director is replaced, the chapter must submit the Chapter Director/Medical Director Change Form and the \$250.00 new 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. Please contact the Foundation immediately with changes in email or other contact information to avoid missing ThinkFirst Foundation announcements, updates and invoices.

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, medical director and sponsoring institution, understand and will abide by these requirements.

ThinkFirst Chapter Director (Print)

ThinkFirst Chapter Director (Signature)

Date

ThinkFirst Chapter Medical Director (Print)

ThinkFirst Chapter Medical Director (Signature)

Date

Required: I am sending the application fee I have included Director and MD resume or CV

Please email or mail to:
ThinkFirst National Injury Prevention Foundation
(ThinkFirst Foundation)
1801 N. Mill Street, Suite F
Naperville, IL 60563
Phone: 630-961-1400 • 1-800-THINK56
www.thinkfirst.org • Email thinkfirst@thinkfirst.org

Please make payment by check to ThinkFirst Foundation, or by credit card: call or pay online at www.thinkfirst.org → Chapters/New Chapter Payment. Tax ID: 36-3730822. W-9 sent upon request.

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