



Special Event and Activity Guidelines

Thank you for thinking of the foster care children that reside at Children's Harbor.

1. The activity date will need to be approved, planned and coordinated at least one to two weeks in advance. Long term planning is encouraged.
2. Activities should take place on Friday evenings, weekends or school holidays since children attend Broward County public schools.
3. Children's Harbor staff will be present during your visit and can manage behavioral type issues that may arise, however, we will count on your group to provide the leadership for the activities. We suggest activities that will keep the kids busy, including arts or crafts, group games, face painting, teaching a new skill or providing a meal. **Volunteers may not be alone with the children at any time.**
4. Keep in mind that the children that live at Children's Harbor range from infants to 17 years old. We would appreciate it if you consider interests for all age ranges in your planning.
5. Gifts:
 - To ensure equity among the group, any gifts that your group plans to bring for the children must be coordinated in advance through the development department. Please notify us if you plan to bring any gift cards, gifts or other donations.
 - On the day of the activity give any gifts or donations directly to the lead staff person that you are working with. We appreciate you not giving the gifts directly to the children.
 - You will be asked to complete a donation receipt for any donations you bring that day. This donation receipt will ensure that you and/or your group receive a proper tax donation letter and helps Children's Harbor remain fiscally responsible for all cash and non-cash donations given to the Agency.
 - We will gladly provide a census of gender and age if needed for an event but please note our census changes frequently and sometimes without much notice if personalized gifts are being gathered. Any extra gift may be saved for future use of the children.
6. We can transport the children to a location within the local community (approx. 30 mile radius).
7. Due to our limited budget, any event you are planning must be at the sole expense of the individuals or group hosting the activity. This includes any:
 - Decorations
 - Parking fees
 - Entrance fees
 - Refreshments
 - Prizes/gifts
 - Location/transportation
 - Games

- Performers/entertainment
 - Set up and cleanup expenses/supplies
 - Any additional expense
8. As stated earlier, Children's Harbor can provide you with the number of staff, and the number and ages of teens and children who will be participating prior to your activity. Sufficient food/activities supplies should be provided for the all who will be participating. Groups requesting wish lists will receive initials, ages and genders of the children.
 9. The group should arrive early enough for set up and leave the facility after all garbage has been properly contained. The facility must be ready for any possible visitors/inspections and regular operation after the event.
 10. Children's Harbor will not be responsible for any equipment/valuables or property brought onto our campus.
 11. Any Children's Harbor property damage will need to be repaired or replaced at the expense of the visiting parties.
 12. We cannot be responsible for any children brought onto the campus as part of your event and we request that only children ages 14 and up are allowed to participate as volunteers.
 13. It is important that we protect the confidentiality of the children in our care. The group leader should talk to all participating volunteers maintaining confidentiality of the children they meet at Children's Harbor.
 - a) Confidentiality of all residents must be maintained. Do not repeat the names of the children after the event.
 - b) Volunteers are not allowed to take any photos of the children.
 - c) Any non-Children's Harbor publication post event (website, newsletter, article) will need to be reviewed and approved in advance by Children's Harbor Management.
 - d) All volunteers in your group will be asked to sign a confidentiality statement to participate in the activity.
 14. Any materials/items handed out at events will need to be pre-approved and or only available for voluntary choice rather than distributed to all. Children's Harbor is a private 501 c 3 organization that receives public and private funding. To respect the diversity of the population we serve, we cannot approve distribution of religious or political materials. Materials may be left behind for the children to voluntarily take, however they cannot be distributed to each child.
 15. We want to hear about your experience. After the event the group leader will be asked to complete a survey. Please take a few minutes to answer the questions and share any comments so we can continue to work towards make a group volunteer project at Children's Harbor a rewarding experience

If you should have any additional questions, please feel free to contact Joanne Virgille at 954-252-3072 ext. 213 or virgille@childrensharbor.org



Special Event/Activity Form

Events on the Children's Harbor Campus

Please complete this form and submit it to Children's Harbor

Today's Date _____

Main Contact Person: _____

Company/Organization Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Cell: () _____

E-mail: _____

Activity Description: _____

Date of Activity: _____

Activity Start Time: _____

Activity End Time: _____

Will you need to arrive earlier than the start time to set up? _____ Yes _____ No

If so, what time will you arrive? _____

Will the activity occur inside or outside? _____

Number of Volunteers who will be attending: _____

*volunteers must be 14 years of age or older

How much space will you need for activity(ies) (eg open field for playing ball, area to bbq and serve food, etc.) ?

Will the activity include food? _____ Yes _____ No

If yes, What do you plan on serving? _____

*Please plan to bring all food, utensils, paper products, condiments, table cloths, etc. with you to the Activity.

Do you plan to distribute gifts or gift cards for the children or bring any donations?

_____ Yes _____ No

If yes, what will you be bringing? _____

Please remember to give the items to the staff person you are working with the day of the activity and not directly to the children.

Additional Comments: _____

Approximate Value (Cost) of Activity: \$ _____

Would you like to be contacted about volunteer opportunities? _____ **Yes** _____ **No**

How did you hear about Children's Harbor? _____

Remember that we can deliver a presentation to your group.

Check here if you are interested in scheduling a speaker.

Confidentiality Statement:

I understand that in the course of my association with Children's Harbor, I share the responsibility of maintaining the confidentiality of the children and families served. I agree to respect and preserve the confidential nature of all information that I may have access to during the activity. I will communicate to the group that children's names should not be repeated off campus and that pictures may not be taken.

Sign

Print

Date

Please return form via:

- o **Fax:** 954-252-7134
- o **Email:** jvirgille@childrensharbor.org
- o **Mail:** 19425 SW 58 Manor, Pembroke Pines, FL 33332

For questions contact 954-252-3072 ext. 213 or jvirgille@childrensharbor.org

**Thank you for choosing to volunteer with Children's Harbor!
We look forward to your visit!**

Children's Harbor, Inc. is a non-profit 501(c)(3) tax exempt charity for children. A copy of the official registration and financial information may be obtained from the Division of Consumer Services by calling toll-free within the state. Registration does not imply endorsement, approval or recommendation by the state. (1-800-435-7352. Children's Harbor Registration #CH7206, issued by Florida Dept. of Consumer Services. *Federal Tax Identification Number #31-1471766*

FOR CHILDREN'S HARBOR USE:

Pre-Event:

Activity Added to Residential Calendar: __Y__N CH Residential Staff Contact: _____

Activity Location: _____

STY Required: : __Y__N

Post Event:

_____ Submitted donation Receipt to Development

_____ Submitted Gift Cards/Donations to HR

_____ Thank you Letter Sent by Development

STY Completed: _____Y_____N

_____ Group / donation entered in FP

