



# Ronald McDonald House Charities® of Memphis Hosting an Event / Serving a Meal

535 Alabama Ave. - Memphis, TN 38105 - (901) 529-4055 - [www.rmhmemphis.org](http://www.rmhmemphis.org)

Thank you for your interest in hosting an event for the children and families of Ronald McDonald House® of Memphis. Below you will find suggestions on ways to help make the time a family spends at Ronald McDonald House more pleasant. Activities may be done one time or can become ongoing events.

Host Movie Night	Decorate cookies with the children	Make door decorations
Host Story Time	Teach dance lessons	Decorate for the Holidays
Host a Puppet Show	Organize Game Night	Light cleaning and organizing
Host Bingo Night	Help clean and disinfect toys	Donate items from our <i>Wish List</i>
Organize a scavenger hunt	Host a Karaoke Party	Host activities for teenagers
Host a cookout for the families	Host arts & crafts activities	Host activities for siblings
Provide a meal for the families	Share your musical abilities	Plan outside events at the Pavilion
Host a Pool Tournament	Host a Super Bowl Party	Make goodie-bags for the families

## ***BASIC REQUIREMENTS***

- ⊙ You must be 14 years of age or older to participate in group projects or special events at Ronald McDonald House® of Memphis.
- ⊙ All Special Event groups are screened in advance by the Volunteer Coordinator and the Director of House Operations.
- ⊙ A Ronald McDonald House representative will be assigned to host each group throughout the visit.
- ⊙ Group size is limited to 15 people.
- ⊙ Create ways for children to become actively involved.
- ⊙ Toys or favors will be screened in advance for safety and appropriateness. **Stuffed animals and used items cannot be accepted.** Do NOT bring latex balloons, bubbles, candles, knives, live plants, toy guns, water guns, or other unsafe materials. Please avoid items that are small enough to go into a child's mouth or anything with small removable pieces.
- ⊙ If you are planning to do a presentation to the patients and families, please limit it to 30-45 minutes.
- ⊙ The event should be religiously, politically, ethnically, and culturally neutral (includes gifts, pamphlets, jewelry, T-Shirts, and other items distributed or worn by the group). Religious activities can only take place in the Meditation Room.
- ⊙ Media coverage of events is discouraged since it can create more stress for patients and families. If media coverage is requested, please explain why.
- ⊙ Due to patient confidentiality issues, your group may NOT take photographs or videos during the visit.
- ⊙ Any person exposed to contagious diseases (chicken pox, shingles, hepatitis, measles, mumps, pink eye, etc.) in the past four weeks or who had flu-like symptoms (vomiting, rash, fever, diarrhea, etc.) in the past two-weeks, or fever of 100 degrees Fahrenheit on the day of the event is asked NOT to visit. For patients with weak immune systems, even a cold can be life-threatening.
- ⊙ Frequent hand washing is very important when working with patients. Please wash your hands for a minimum of 10 seconds using soap and water both before and after each patient contact. Public restrooms are available on the first floor of Ronald McDonald House for your convenience.



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- ⊙ The activities must be well planned and have educational, inspirational, or entertainment value to our children and families. Activities should be at least an hour in length. *Note: These children are sick, and we never know how many will feel like coming to an event, but please don't let this discourage you. You can expect anywhere between 2-30 patients to attend most events.*
- ⊙ Your interest and concern for our patients must be limited to the visit. Please do not exchange phone numbers or addresses. Confidentiality is of utmost importance. Please do not make promises to a child, for you do not know if they can be fulfilled.
- ⊙ Dress comfortably and appropriately. No shorts, tank tops, or low-cut blouses.
- ⊙ Any musical equipment, tape players, keyboards, microphones or props must be supplied by the person or group hosting the activity.
- ⊙ If available, please include video or audiotape, along with a script of the performance and/or lyrics to songs.
- ⊙ If providing a catered meal, please provide the menu in advance of the event.

## ***REQUIREMENTS FOR RELIGIOUS PROGRAMS OR ACTIVITIES***

**Ronald McDonald House® of Memphis welcomes patients, families, and staff from around the world, and therefore recognizes all the world's major religions, including Judaism, Christianity and Islam. No program offered may be specific to any one religion, nor in any manner, attempt to convert, save, proselytize, or persuade any child, family members, or staff person to a particular religious belief, a different religion or any denomination of Christianity. Any attempts to do so will result in that person and their group being asked to leave Ronald McDonald House® of Memphis.**

- ⊙ Program content should be designed to express the love of God to all children regardless of race, sex, or religion. The program must not attempt to declare or prove the significance of one religion or set of beliefs over another. The content of the program should not include the name of a specific religious deity. The use of the term "God" is acceptable.
- ⊙ Ronald McDonald House Charities® of Memphis affirms that faith and medicine go together. We will not tolerate any attempt by any person or group of persons to offer "faith healing", separated from medicine, to our patients.
- ⊙ The origin of nearly all childhood cancer is unknown. Cancer is not given to the child or placed upon the family as a deliberate act of God nor as a consequence of anything the child, or the family has done. Your program content and actions toward the children and their families should reflect this fact.
- ⊙ No person or group of persons may bring books, tapes, CDs or any other item to sell to our patients, families, or staff.
- ⊙ You may not pass out religious literature, tracts, Bibles, tapes, CDs or any other written materials to the children. You may, however, place appropriate gift items on a table in the Meditation Room.



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## ***REQUIREMENTS FOR GROUPS BRINGING MEALS***

- ⦿ Breakfast and lunch can only be served on weekends. During weekdays most of our families are at the hospital receiving treatment. Dinners can be served throughout the week and on the weekends.
- ⦿ Breakfast and lunch can be served anytime. Dinner is usually best served at 6 p.m. or 6:30 p.m. The time given to us is the time we post for families to start eating. You may come as early as you need to set up and prepare the meal.
- ⦿ Groups may bring fully cooked and ready to serve meals to the House and serve them themselves. Groups may also do part or all of the cooking at the House. Ronald McDonald House has complete kitchens that can be used. Food brought ready to serve must be brought in temperature safe containers. Individuals cooking and serving food must wear gloves. The group is responsible for cleaning up after the meal.
- ⦿ Although individual children may have dietary restrictions, the majority of parents would like their children to eat something. Parents will enjoy anything! Themed meals can also be fun. The House also has gas and charcoal grills, which may be used if a group would like to do a cookout.
- ⦿ The group must provide a well balanced meal including drinks and desserts. The House does have an ice machine that can be used by the group.
- ⦿ The group must provide all the paper plates, cups and utensils for the families to use. This will cut down on the clean up. If dishes are used and need washing they must be hand rinsed and then placed in the dishwasher. All dishes must go through the dishwasher for sanitary reasons.
- ⦿ Please prepare enough food for 100-125 people. Not all will show up at once, but some will come later and eat leftovers.
- ⦿ Meals may also be served in our outside covered Pavilion. There are refrigerators and a stove in the Pavilion as well.

## ***SPECIAL EVENT PROCESS***

- ⦿ **Please complete application and return to:** Ronald McDonald House® of Memphis • Attn: Sarah Hill Lacy, Volunteer Coordinator • 535 Alabama Ave. • Memphis, TN 38105 • **Phone:** (901)312-7478 • **Fax:** (901) 523-0315 • **E-Mail:** [slacy@rmhmempis.org](mailto:slacy@rmhmempis.org)
- ⦿ The Volunteer Coordinator will call to gather more information about the event
- ⦿ If approved, a confirmation letter will be sent to you



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## ***APPLICATION FOR RONALD MCDONALD HOUSE SPECIAL EVENTS***

Date: \_\_\_\_\_

Organization/Sponsor: \_\_\_\_\_

Address for Correspondence: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

What is the Special Event? \_\_\_\_\_

Have you done a special event at Ronald McDonald House in the past? Yes No

If yes, who was your contact? \_\_\_\_\_

Number of people in group: \_\_\_\_\_ Age range of group: \_\_\_\_\_

Event name and description (If you are serving a meal, please include the menu you will be preparing to prevent duplication of meals throughout the week):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supplies provided by group:

\_\_\_\_\_  
\_\_\_\_\_

Date(s) you would like to host this event: 1<sup>st</sup> choice: \_\_\_\_\_ 2<sup>nd</sup> choice: \_\_\_\_\_

Time of program and estimated length: \_\_\_\_\_

Set-up time required: Yes No N/A How much set-up time? \_\_\_\_\_

Breakdown time required: Yes No N/A How much breakdown time? \_\_\_\_\_

Arrive in costume: Yes No N/A

Breaks out of costume required: Yes

*I have read and understand the requirements for Special Events at Ronald McDonald House® of Memphis.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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