

Activity Kit Guide for Groups and Individuals

Patients and visitors can find themselves waiting for long periods with little to occupy their time. A simple to do, ready-to-go activity craft can brighten someone's day, be a welcome diversion, and help promote a healing environment. Additionally, the fine motor skills needed can be an added benefit for patients. This can be a great project for groups or families to work on together.

Examples of Activity Kit Projects (see pictures on next page)

Keychains	Charm Bracelets
Beaded Critters	Laced Yarn Art
Bookmarks	Dreamcatchers
Origami	...AND OTHERS....

Guidelines

1. Kit must not be any larger than 1-quart size zip lock bag
2. Kits must not include any potentially messy glues or adhesives. Pre-cut double-sided tape would be appropriate.
3. Everything for the end result must be provided (no need for the patient to have to acquire scissors or other supplies)
4. Get approval for your activity kit prior to preparing the items.
5. Complete a Community Donation of Goods form when delivering your items to the hospital. (attached)

Process

- Arrange a time and day to assemble your activity kits
- Plan your craft. Think about the environment of the hospital and keep projects simple and ready-to-go. Here are some guidelines:
 1. Kit must not be any larger than 1-quart size zip loc type bag
 2. Kits must not include any potentially messy glues or adhesives. Pre-cut double-sided tape would be appropriate.
 3. Everything for the end result must be provided (no need for the patient to have to acquire scissors or other supplies)
- At this point, you should get approval of your Activity Kit project craft to make sure it meets the safety and comfort needs of our patients and visitors.
- Contact local stores, friends, or family to see if they would be willing to donate any of the materials needed.
- Make at least one craft yourself to serve as an example and take a picture.
- Copy the craft instructions and picture onto paper.

Day of Volunteer Project

- Sort and arrange craft supplies in preparation for kit assembly. Beads may need to be sorted into color piles, cord cut to specific lengths, etc.
- Have copies of each set of instructions along with an end-result picture.
- Arrange the room into stations or assembly line format.

- Assemble the kits.
- You may want to take time to explain why this matters and how this helps ease what can be a difficult time.
- Think about getting a photo taken with your completed projects. This was a great service and we would love to have a copy of your efforts too, so if you do take a picture, please share!

Service Hours

- Service hours are documented at the rate of 1 hour per 6 Activity Kits per person.
- A day of service is 4 hours.
- So every 24 kits are considered one day of service per person. (A family of 4 would complete 96 kits in order for all 4 members to be credited with a day of service)

Examples of activity kit projects





COMMUNITY DONATION OF GOODS

Donor Name (please print): _____

Organization: _____

Donor Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Email Address: _____

Description of Donation : _____

Approximate Value of Donation: \$ _____

Hand Assembled and Homemade Items (approximate number of each item):

____ Blankets/Quilts ____ Mittens ____ Booties ____ Hats/Caps ____ Pillows ____ Activity Kits

Approximate Number of Hours Spent Making Handcrafted Items: _____

The mission of Enloe Medical Center is to enhance the quality of your life through patient-centered care. In furtherance of this, EMC has established guidelines for donated goods to ensure the safety of our patients. Items not meeting the following criteria cannot be accepted:

- Due to infection control guidelines, all items accepted must be **new**. We are unable to accept used items.
- All hand assembled and homemade items and toys must be free from pet hair, strong perfumes, cigarette smoke or other odors.
- Due to safety regulations, we do not accept any items that are gift wrapped.
- Because many of our patients are on special diet requirements, it is not possible to donate food for our patients.

I understand the importance of providing quality healthcare and verify that my donation meets all criteria for being accepted. I understand the items I am donating will be inspected prior to being distributed to patients and know that all items not meeting these criteria will be redirected to another worthy charity or discarded.

Donor Signature

Date