



Make-A-Wish Volunteer,

Thank you for your willingness to help us achieve our vision to grant every eligible child’s wish. As an organization, we are committed to providing you the tools and resources needed to create life-changing wishes for children with critical illnesses. This reference guide provides detailed information regarding the current wish paperwork as well as helpful information/talking points for certain sections.

CURRENT WISH PAPERWORK

It is imperative that NO PROMISES be made for any wish, details of a wish, requested wish participant, dates, medical needs, travel requests, etc. Please understand that not every question is applicable for every wish child, as we serve a wide variety of children. We ask that you use common sense in completing these forms; skipping questions that may not be appropriate given certain circumstances while making notes regarding other topics that may come to light during your conversations. If a question is not applicable for your wish child, please mark “n/a” or draw a line in the response area to indicate the question was not intentionally overlooked.

Wish Child Form

The majority of time spent during the initial visit should be focused on this form. This form should be completed with the wish child or with the assistance of the parent(s)/legal guardian(s).

We ask that you focus your time on learning about the wish child, their wish and what that wish looks like from the child’s perspective. Your wish granting team should use a variety of techniques to learn about the wish child’s potential wish including, but not limited to, playing games, drawing pictures and having open ended conversations. These activities and conversations will help to determine the responses to record on the second page of this form.

| Paperwork Section | Helpful Information / Talking Points |
|---|--|
| Favorites & Open Ended Questions | These questions allow the wish child to share their favorite activities and interests. The responses can further develop the ‘why’ of the wish, as well as provide enhancement ideas. |
| When thinking about a wish, some of my wish ideas were... | This is not the space to hone in on the one true wish, rather it is intended to record the ideas the wish child considered when thinking about his/her wish. If the child mentions several ideas, please indicate the ideas of greatest interest in some manner. |
| My wish is to... | With as much detail as possible, indicate which <u>one</u> of the ideas mentioned in the prior question represents the child’s wish. |
| This is my wish because... | Answers to this question should tell chapter staff, how the child got to this wish and why it is so important. |
| To me, the most important parts of my wish will be... | Answers to this question will help you and chapter staff ensure the wish being planned captures all essential parts. |
| When I think about my wish, I imagine.... | Information gathered through this question help manage expectations and plan a meaningful wish experience. |



Wish Family Form

This form is focused on parent/legal guardian information, requested wish participants, required signatures of both parent(s)/legal guardian(s) and the names of the Make-A-Wish representatives. This two page document is required for every wish and should be completed by the volunteers during the initial visit.

| Paperwork Section | Helpful Information / Talking Points |
|--|---|
| Social Media | This section is not mandatory. If the family is interested in sharing, please capture the link for that social media site. Potential social media sites include: Facebook, Twitter, Caring Bridge, etc. |
| Requested Wish Participants & T-Shirt Size | Please be familiar with your chapter's policy on t-shirts and be prepared to explain to the wish family that for some wish experiences, t-shirts may be provided to enhance the wish. Asking for each requested wish participants t-shirt size does not mean that t-shirts will be provided for every wish. |
| Additional Information | Information could include unique living arrangements, specific reasons why a requested participant is listed, detailed description of medical needs, etc. |

Wish Information Form

This form can be used in a variety of ways, depending on the wish child, wish and timing of the wish. Some chapters may elect to send this form on the initial visit; others may elect to have volunteers, or chapter staff, follow up with these questions after the wish is determined.

The information collected in this form is for planning purposes only and does not guarantee the wish will be approved. Please remind the family that you are only collecting information and cannot make any promises.

| Paperwork Section | Helpful Information / Talking Points |
|---------------------|---|
| Scheduling the Wish | Record the top three choices in a month/year format. If a family has specific conflicts within that month, please make note. |
| Medical Information | This information applies to all requested wish participants. You only need to collect basic information. Chapter staff will follow up for additional specific details based on the information you provide. |
| Travel Information | This information applies to all requested wish participants, unless otherwise noted. |

Make-A-Wish Liability Release & Publicity Authorization

This is the only approved Liability Release & Publicity Authorization for Make-A-Wish. Please be sure the family understands this entire form and that all requested wish participants, over the age of majority (18 in most states), sign this form.

It is important that the family understands that whether they choose to authorize publicity or not authorize publicity, it has no impact on the child's wish. The types of publicity can vary but may include; press releases, social media, newsletter articles, Make-A-Wish website, marketing collateral, etc. If a family elects publicity, they are opting in to all types of publicity. Similarly, if the family elects no publicity, there will be no publicity surrounding their child's wish. If the family has any specific questions, please contact chapter staff directly.