

Special day application form



In strictest confidence

Active from 1 October 2011 - please check revised application criteria on pages 5 and 6

This is the official application form for those who wish to apply for a special day from national charity, the Willow Foundation. Applications will be accepted from and on behalf of seriously ill 16 to 40 year olds (inclusive), living in the UK. The applicant or a family member must complete the form. A medical professional involved in the applicant's care and treatment will be required to countersign the form.

Please check the application criteria on pages 5 and 6 before completing the form. These pages will also assist you in the application process and should be retained for your records. If you have any queries or are unsure about eligibility please contact the charity on 01707 259777. **All details will be treated in the strictest confidence.**

Office use only: Date received: Signature DB number

PLEASE USE BLOCK CAPITALS * mandatory field

1. DETAILS OF APPLICANT (applicants must be aged between 16 and 40 inclusive)

a. * Title Mr Mrs Miss Ms Other _____

* Date of birth

* Name _____

* Address _____

Male Female

_____ * Postcode _____

* Telephone _____

* Mobile phone _____

* Email _____

b. Ethnic origin

The Foundation aims to ensure that it offers equality of opportunity and treatment to applicants from all ethnic groups. Please indicate your ethnic group below. Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

A. White

- British
 Irish
 Other White background: _____

C. Asian or Asian British

- Indian
 Pakistani
 Bangladeshi
 Other Asian background: _____

E. Chinese or other ethnic group

- Chinese
 Other: _____

B. Mixed

- White and Black Caribbean
 White and Black African
 White and Asian
 Other Mixed background: _____

D. Black or Black British

- Caribbean
 African
 Other Black background: _____

c. * Medical condition

Please describe briefly your medical condition and any special needs you have e.g. diet, equipment, mobility, etc.

1. DETAILS OF APPLICANT (continued) * mandatory field

d. Proposed special day

Please describe briefly the kind of special day experience you would like the charity to organise for you (see page 6 for suggestions). If children are to be included, please state their names and ages. One of the charity's special day co-ordinators will discuss your suggestions with you before making arrangements for your day, so do not worry if you are unsure about your choice.

Please note: the Foundation will not insure flights, travel, personal belongings, etc and as such the Foundation recommends that applicants should ensure that they are appropriately insured for personal possessions, motor insurance and travel insurance (as appropriate).

e. Declaration and consent of applicant

i. Declaration

I hereby give my full consent for the stated professional contact to discuss my medical condition with the Foundation's medical advisor and to disclose to the Willow Foundation such additional information as is necessary to process my application and to evaluate any special day. I certify that the information given above is true.

The Willow Foundation is a charity registered with the Charity Commission in England and Wales, No. 1106746.

ii. Consent to processing of sensitive personal data including your age and details of your medical condition

I understand that as part of my application, the Willow Foundation will be processing personal data, including sensitive personal data, for the purposes of:

- Processing my application for a special day;
- Maintaining records;
- Liaising with my medical practitioners and the Willow Foundation's medical advisor;
- Internal statistical analysis;
- Liaising with third parties for the purposes of organising my special day and for information evaluation purposes;
- Sending me marketing information concerning the Willow Foundation only.

The Willow Foundation will not share your information for marketing purposes with companies outside of the organisation save as expressly stated above.

I hereby give my express consent to the Willow Foundation to process any personal data, including sensitive personal data, belonging to me for the above purposes.

* Signature _____

* Date

f. How did you hear about us?

- | | | |
|--|--|---|
| <input type="checkbox"/> 1. Medical professional | <input type="checkbox"/> 3. Charity literature | <input type="checkbox"/> 5. Internet |
| <input type="checkbox"/> 2. Media | <input type="checkbox"/> 4. Word of mouth | <input type="checkbox"/> 6. Other _____ |

In order to assist the future promotion of the Willow Foundation we would very much like your permission to use details of your special day (photos, names, brief details etc) in our promotional material. Declining publicity will not affect the Foundation's consideration of your application for a special day.

Please tick if you do not want to be associated with any publicity.

2. DETAILS OF PROFESSIONAL CONTACT

Org

MedProf

The charity will need to contact a medical professional involved in your care and treatment to discuss your application. Please ask a relevant medical professional (e.g. your consultant, GP, nurse etc) to complete and sign the following section. All information provided will be treated as strictly confidential. * **mandatory field**

PLEASE COMPLETE IN BLOCK CAPITALS

- a. * Name _____
- * Professional title _____
- * Office address _____
- _____
- _____ * Postcode _____
- * Telephone (office) _____
- * Email (office) _____

b. * Supporting information

Please provide relevant information about the medical condition of the applicant and why you believe that he/she would benefit from a special day. Also include details of any special needs that need to be taken into consideration in organising this.

c. Declaration of professional

I certify that the information given on this form with respect to the medical condition of the applicant is correct.

*Signature _____ *Date

d. How did you hear about us?

1. Willow medical advisor 3. Charity literature 5. Internet
2. Media 4. Word of mouth e.g. the applicant 6. Other _____

3. DETAILS OF RESPONSIBLE COMPANION

A responsible companion must accompany you on your special day. He or she must be aged 18 or over. Please ask them to complete the following section and sign below. * mandatory field

a.* Title Mr Mrs Miss Ms Other _____

* Date of birth

* Name _____

* Address _____

* Relationship to applicant

Husband/Wife

_____ *Postcode _____

Partner

* Telephone _____

Parent

* Mobile phone _____

Sibling

* Email _____

Friend

Other _____

b. Declaration of responsible companion

I certify that I will take responsibility for the applicant for the duration of the special day.

* Signature _____

* Date

For further information on how your information is used, how we maintain security of your information and your rights to access information we hold on you, please address all your requests to info@willowfoundation.org.uk

APPLICATION CHECKLIST

Your application will not be accepted unless this form has been completed in full. Before submitting your form, please ensure all sections have been SIGNED by the relevant people.

CHECKLIST:

- 1. Details of applicant and your declaration completed and signed
- 2. Details of professional contact completed and signed
- 3. Details of responsible companion completed and signed

Please post your completed application form to the Willow Foundation at the address below or fax the form to 01707 259289.



WILLOW FOUNDATION
Willow House, 18 Salisbury Square, Hatfield, Hertfordshire AL9 5BE

Telephone: 01707 259777

Fax: 01707 259289

email: info@willowfoundation.org.uk

website: www.willowfoundation.org.uk

Special day application information



Please retain this section for your records

These notes are intended to provide general guidance on the objectives of and application process for special days provided by the Willow Foundation. If you have any additional queries or are unsure about eligibility please contact the charity on 01707 259777. Additional application forms can be downloaded from the charity's website www.willowfoundation.org.uk/specialdays.

How do I apply?

Applications will be accepted from and on behalf of seriously ill 16 to 40 year olds (inclusive), living in the UK. All applications must be made on an official Willow Foundation application form. The most up to date application form can be viewed/downloaded from the charity's website; www.willowfoundation.org.uk/SpecialDays/HowToApply

Applications must be completed in full and signed by the applicant, their responsible companion and a medical professional involved in their care and treatment. Unfortunately we are unable to process incomplete or out of date application forms and will need to return them to you for revision. Please use the checklist on page 4 to ensure you have completed all sections on the application form.

Application criteria

From 1 October 2011 the charity will prioritise applications from younger adults living with serious and life-threatening illnesses in most urgent need. All applications from this date must meet one or more of the following criteria:

1. Individuals with cancer who are receiving treatment for recurrent or metastatic disease
2. Individuals in palliative care
3. Individuals with a terminal prognosis
4. Individuals in the advanced stages of progressive degenerative conditions (including hereditary and adult onset diseases) including:
 - Muscle wasting diseases
 - Diseases of the nervous system
 - Auto-immune disorders
 - Neurological conditions
 - Chronic organ-specific conditions

These priorities mean that, from 1 October 2011 the charity will be unable to accept referrals of any individuals who do not meet the above criteria. If you are uncertain your condition meets the revised application criteria, please speak with your medical professional.

For medical professionals: if you are uncertain if your patient would be eligible for a special day please contact one of our Nurse Advisors: medical@willowfoundation.org.uk or call 01707 259777.

Further details on the changes to the charity's application criteria can be found on the Special Day Questions & Answers sheet - available to read or download from our website or by calling the special days team on 01707 259777.

What is a special day?

A special day aims to provide you with a break from the realities of living with a serious and life-threatening illness. At a time of uncertainty, spending quality time with loved ones on a special day can help restore a sense of normality, boost morale and create precious memories for the future. Every special day is of your choosing and is tailored to meet your needs - offering an uplifting and positive experience to be shared with a partner, parents, siblings, children or close friends.

Your children

Should you wish to include your children on your special day their names and ages should be detailed on the application form and funding will be extended to include them where possible.

If you are including children on your day, please note that some activities may not be suitable for children or certain restrictions may apply.

Willow Foundation, Willow House, 18 Salisbury Square, Hatfield, Hertfordshire AL9 5BE

Telephone: 01707 259777 Facsimile: 01707 259289

Email: info@willowfoundation.org.uk Website: www.willowfoundation.org.uk

Willow Foundation is a charity registered with the Charity Commission, No. 1106746 and a company limited by guarantee No. 5207070.

Registered in England and Wales at the above address.

Other family members

If you would like to include additional family members and/or friends their names should also be detailed on the form and, budget allowing, they will be included. However, please note that in some circumstances it may be necessary to ask for a contribution towards their expenses.

Your medical professional

A member of the medical profession involved in your care and treatment must support your application. All information received is treated in the strictest confidence.

What can I choose to do on a special day?

The Willow Foundation will consider all reasonable special day requests. Before submitting your application, please consider carefully what experience would be most meaningful to you and would have the greatest impact on your life at this time. Our step by step guide aims to assist you in your special day choice.

1. Decide who you would like to include on your day - Are you hoping to spend time with your partner, members of your family and/or close friends?

2. Consider what experience you would all enjoy most on your special day. Do you plan to relax, unwind and recharge your batteries; enjoy a fun-packed day centred around a family orientated or sporting activity; re-engage with close friends or have a once in a lifetime experience?

Examples of previous special day experiences can be found on our website and include; intimate dinners, spa breaks and overnight stays away; visits to family themed parks/attractions; trips to sporting (football, rugby, cricket, etc) events, concerts, theatre trips and activity days.

3. Complete the charity's official application form. If you have decided on an experience please describe this briefly on the form. If you are undecided let us know your thoughts on Steps 1 and 2 and one of our special day coordinators will come back to you with suggestions.

Please be aware that every special day must be conducted in the UK and is subject to budgetary control.

What happens next?

Upon receipt of your application the Foundation will contact the medical professional detailed on your application form to clarify information. All discussions are treated as private and confidential.

If your application is approved a member of the charity's special days team will contact you to progress your application. All activities, transport, etc will be discussed with you before being confirmed in writing. *Please note: photo ID may be necessary for some activities/transport arrangements.*

Is there a time limit on taking my special day?

Your application is valid for six months from the date your completed form is approved by the charity.

Who should I call with a query?

If you have any queries regarding your day at any point during the application process, please discuss them with a member of the special days team.

Who meets the costs of my special day?

The Willow Foundation will meet the costs of arrangements for your special day for you, your responsible companion and children (if included). There is a budget for every special day, so arrangements will be discussed with you to ensure that the Foundation provides a special day that best fits with your wishes while meeting these budget constraints. Any additional costs that may be incurred will be your responsibility but will be discussed and agreed with you beforehand. Details of all financial arrangements will be clarified in your final letter.

I will need medical assistance / equipment on my special day – who should I inform?

Any special needs will be discussed with you and your medical professional. Any medical personnel, specialised transport and/or equipment necessary on your special day will be organised in conjunction with your medical professional. Details of all medical arrangements will be confirmed in your final letter.

What if the Foundation cannot fulfil my special day request?

Every effort will be made to provide the type of special day you have requested. However, if it is not possible, you will be informed and asked for a second choice of day.

What if I have to cancel?

The charity is aware that conditions of serious illness may be unpredictable and cancellation of some special days is inevitable. Where an applicant's health status prevents them from taking a special day as planned, a special day may be postponed. The charity will consider individual circumstances and treat each application for rearrangement on a case by case basis.

Please contact the charity if you have any further queries regarding special days. The office is open weekdays 9am-5pm. During out of office hours, an emergency number will be left on the office answering machine.