

Special day application form

In strict confidence



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 guidelines on pages 5 & 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 of confidence.

Office use only: Date received: Signature DB number

PLEASE USE BLOCK CAPITALS

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.

If you need more space, please continue on page 4.

1. DETAILS OF APPLICANT (continued)

d. Proposed special day

Please give as much detail as possible about the special day you would like (see page 6 for suggestions). If children are to be included, please state their names and ages. One of the charity's special day coordinators will discuss your suggestions with you before making arrangements for your day, so do not worry if you are unsure about your choice.

If you need more space, please continue on page 4.

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 registered charity 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 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 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.

a. Title Mr Mrs Miss Ms Other _____

Date of birth

Name _____

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Address _____

Relationship to applicant

_____ Postcode _____

Husband/Wife

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

3. DETAILS OF PROFESSIONAL CONTACT

Org

MedProf

The Foundation will wish to contact a medical professional connected with you to discuss your application. Please ask a relevant professional person (e.g. your nurse, consultant, GP, etc) to complete and sign the following section. All information provided will be treated as strictly confidential.

a. Name _____

Profession

Office address _____

_____ Postcode _____

Telephone _____

Email _____

b. Supporting information

Please detail relevant information about the medical condition of the applicant and any supporting reasons for providing the special day. *If you need more space, please continue on page 4.*

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 _____

4. ADDITIONAL SUPPORTING INFORMATION

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 responsible companion completed and signed
- 3. Details of professional contact completed and signed
- 4. 'General information' section (pages 5 & 6) detached and retained for your records

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**

Willow Foundation is a registered charity No. 1106746 and a company limited by guarantee No. 5207070
 Registered in England and Wales at the above address.

Special day application information

Please retain this section for your records



special days for seriously ill 16-40 year olds

These notes are intended to provide general guidance on the objectives of and application process for special days funded 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 – photocopies are also acceptable.

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. The Foundation defines seriously ill as any medical condition that is life-threatening (medical criteria are detailed below).

Application guidelines

All applications must meet one or more of the following criteria:

1. Life-threatening condition:

- receiving active treatment on the date your application is received by the Foundation
- palliative care
- terminal prognosis

2. Advanced stages of progressive life-threatening conditions:

- muscle-wasting diseases
- diseases of the nervous system
- auto-immune disorders
- neurological conditions
- chronic organ-specific conditions

While each application will be assessed on its own merit, the applicant's condition must meet at least one of the guidelines as stated.

Please note your application is valid for one year from the date your completed form is received by the charity.

For medical queries call 01707 259777 or email: medical@willowfoundation.org.uk

A medical pack is available for all interested medical professionals.

What is a special day?

A special day can be almost anything of your choosing. It is a day for you to spend with your family and/or friends, doing something you will all enjoy.

The Foundation will consider every request and endeavour to fulfil expectations. All special days must be conducted within the UK and only one application can be accepted for each individual.

The Foundation will organise and fund a special day for you and your responsible companion e.g. partner, parent, family member or friend. Your responsible companion must be over the age of 18. Their main responsibility is your welfare and they should be aware of your medical requirements and/or special needs.

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.

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

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 with the strictest confidence.

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

Special day suggestions

The list below provides examples of some of the most popular special day requests received by the Foundation. It is by no means a complete list but is meant as a tool to fuel your imagination in choosing the type of day that you would most enjoy.

Thrilling days:

- A flight in a helicopter or light aircraft
- A day's motor racing (could include tuition in racing cars, off-road driving or rally)
- Tickets to a major sporting event, e.g. Premiership football, rugby, tennis, etc. *NB: for popular sporting events ticket numbers may be limited to two.*
- Outdoor activities (e.g. horse-riding, shooting, go karting, etc)
- A sporting activity of your choice (e.g. sailing, golf, etc) with tuition if required

Leisure days:

- Tickets to a West End show, pop concert, comedy club or exhibition
- Dinner at a restaurant of your choice
- Day at an amusement park (e.g. Alton Towers, Chessington World of Adventures, Legoland, etc)
- Day trip on the Orient Express
- Country break e.g. Lake District, Norfolk, seaside
- Break away e.g. London, Edinburgh, Bath etc
- Short family break e.g. Center Parcs, Butlins etc
- A day of pampering at a health spa

Home days:

- Special dinner party prepared by a private chef in your own home
- Family party (could include catering, entertainment)
- A day of pampering (e.g. facial, manicure)
- Family portrait photos

If you have your own ideas and wish to discuss them before submitting your application, please call the Special Days Team on 01707 259777.

Your questions answered ...

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.

A member of the Foundation's special days team will then contact you to progress your application. All options, including dates, timings, 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 one year from the date your completed form is received by the charity. After this date you would need to reapply and this subsequent application must meet the charity's medical criteria.

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. It is their job to ensure your day is everything you wish it to be – they won't know what you want unless you tell them.

Who meets the costs of my special day?

Regardless of your financial circumstances 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 fulfil your special day request. 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 Foundation is aware that conditions of serious illness may be unpredictable and cancellation of some special days is inevitable. This is not a problem – your day can be rearranged for an alternative date or, if necessary, a new choice of special day can be organised. Please contact the Foundation as soon as possible to inform of any cancellations.

Please contact the Foundation 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.