

3. SPONSORING INSTITUTION (or organization, if applicable)

Name

Street Address

City

State

Zip

Trauma Level /Type of Facility (Children's Hospital, Rehabilitation, Physician Practice, Free-standing, etc.)

4. GEOGRAPHICAL AREA

It is our goal that all schools have access to ThinkFirst programs through a local ThinkFirst chapter

- Describe the geographic area to be covered by your chapter:

5. CHAPTER TERMS

The chapter director, medical director and sponsoring institution agree to abide by the following requirements of a ThinkFirst chapter:

REQUIREMENT: Annual Membership Fee

- To maintain chapter status, use of the ThinkFirst name, access to ThinkFirst program materials, discounts, etc., the annual \$400 chapter membership fee is required by **July 1st each year**. International chapters are exempt. Chapters agree to adhere to all current termination policies if chapter membership is not renewed: ceasing use of the ThinkFirst name, logos, programs and chapter-exclusive materials.

REQUIREMENT: Complete Annual Survey

- The ThinkFirst Annual Survey will be made available every June; each chapter is required to complete and submit the Annual Survey online by July 1st each year. Totals of presentations, students reached, budget and other related questions must be tracked through the year to provide information needed for National annual reporting of ThinkFirst chapter accomplishments. To access the link:, login, go to Annual Requirements.

REQUIREMENT: Training Completion Agreement/Logo Guidelines and Chapter Name

- Upon completion of training, the chapter director must sign and submit the ThinkFirst Training Agreement/Logo Guidelines form, agreeing to the defined use of the ThinkFirst logo, characters and colors.
- By completion of training, the chapter director must submit a chapter name for approval, incorporating ThinkFirst in the title (examples: ThinkFirst Memorial Hospital, ThinkFirst Your County, Area, City, or State). Keep in mind that a shorter name is often easier to use in print and on promotional materials. Create your ThinkFirst chapter logo according to guidelines and submit for approval.
- All materials developed for chapter use require inclusion of the ThinkFirst National Injury Prevention Foundation logo. Pieces must be submitted to thinkfirst@thinkfirst.org for approval **prior to printing**.

Attend ThinkFirst Conference

- At least one representative from the chapter is strongly encouraged to attend the annual ThinkFirst Conference on Injury Prevention for continuing education in injury prevention, ThinkFirst programs and chapter management. CEU's are usually available.

Implementation of ThinkFirst Programs

- The chapter is encouraged to offer **ThinkFirst For Kids** to grades 1, 2 and/or 3 to the elementary schools in your defined area.
- The chapter is encouraged to offer **ThinkFirst For Youth** and **ThinkFirst About Concussion** (grades 4 – 8) to schools in your defined area, especially choosing one grade at each middle school.
- The chapter is encouraged to offer **ThinkFirst For Teens** and **ThinkFirst About Concussion** to high schools and colleges in your defined area.
- The chapter is encouraged to offer **ThinkFirst To Prevent Falls** presentations to audiences of older adults and other adults at risk for falls, and their family members and caregivers
- The chapter is encouraged to have the chapter director and if needed, a qualified educator affiliated with their chapter, complete **ThinkFirst For Your Baby** training and offer presentations to new and expectant parents.
- The chapter is encouraged to develop an implementation plan within the first six months. This is for your use in effective chapter development and management and is a good annual practice. The plan should include assessment of your audiences (number of schools, classrooms and students, and their needs), strategies for implementation and plans for evaluation of the implementation and impact.

Collaborate with Other Organizations/Agencies

- The chapter agrees to make the effort to collaborate with other area chapters and injury prevention-related organizations or agencies.

Recognize and Support Public Policy (as appropriate). Practice and promote safe, respectful behaviors.

- The chapter acknowledges that it recognizes and supports local or national public policies and laws related to safety, when appropriate.
- The chapter members agree to practice the same safe behaviors they are teaching, including, but not limited to, wearing a seat belt, wearing a helmet on a bicycle or motorcycle, refraining from cell phone and electronic use while driving, and driving safely and lawfully.
- Chapter members use and promote respectful terminology and actions toward others, including people with disabilities, older adults, students, teachers and all people.

6. TRAINING REQUIREMENT

All chapter directors are required to receive chapter training from a ThinkFirst qualified trainer. The Foundation offers a 6 hour online training monthly and a pre-conference training day is held at ThinkFirst conferences. ThinkFirst Medical Directors, educators and key personnel are encouraged to attend training. Training includes information about ThinkFirst, about injury and prevention, chapter and program development, program implementation and evaluation, and use of the website. Please contact the ThinkFirst Foundation to arrange training that best meets your needs.

Fee for New Chapters: \$1,500 includes application, one training day, program materials and use of ThinkFirst name, logo and images (submit art for approval)

Upon completion of training a password will be issued for access to the Chapter section of the ThinkFirst website, which contains the following program materials for chapter use only:

- ThinkFirst For Kids (TFFK)
 - Curriculum
 - Presentation script, evaluation tools
 - Street Smart Video: English, Spanish, French

- ThinkFirst For Youth (TFFY)
 - PowerPoint presentation, script, evaluation tools
- ThinkFirst For Teens (TFFT)
 - PowerPoint presentation, script, evaluation tools
 - Decisions Matter video, with and without subtitles in English, Spanish, French
- ThinkFirst About Concussion (TFAC)
 - PowerPoint presentation, script, video
- ThinkFirst To Prevent Falls (TFTPF)
 - PowerPoint presentation, script, handouts
- Chapter Support Information and Resources

7. CHAPTER DIRECTOR REPLACEMENT/CHANGE REQUIREMENTS	
--	--

In the event the chapter director is replaced, the chapter must submit the Chapter Director/Medical Director Change Form and the \$250.00 new chapter director training fee. All ThinkFirst chapter directors are required to receive chapter training from a ThinkFirst qualified trainer as soon as possible after assuming the director position.

Please read the following statement and sign on the appropriate line.

I have read the ThinkFirst Foundation’s requirements and guidelines to start and maintain a chapter. All chapter personnel, e.g., chapter director, medical director and sponsoring institution, understand and will abide by these requirements.

ThinkFirst Chapter Director (Print)

ThinkFirst Chapter Director (Signature)

Date

ThinkFirst Chapter Medical Director (Print)

ThinkFirst Chapter Medical Director (Signature)

Date

Required: <input type="checkbox"/> I am mailing the application fee <input type="checkbox"/> I have included Director and MD resume or CV	
---	--

Please email or mail to:
 ThinkFirst National Injury Prevention Foundation
 1801 N. Mill Street, Suite F
 Naperville, IL 60563
 Phone: 630-961-1400
 Email thinkfirst@thinkfirst.org

Please make payment by check to ThinkFirst Foundation, or by credit card: call or pay online at www.thinkfirst.org → Chapters/New Chapter Payment. Tax ID: 36-3730822. W-9 sent upon request.