



# Housing and Patient Services

## St. Jude Housing Group Requirements and Guidelines

### **Requirements to Provide a Special Event**

Housing and Patient Services requires groups to meet these basic requirements to host a special event in the housing facilities:

1. Group size is limited to 8 people. There may be opportunities for large groups which the coordinator will share while planning.
2. The minimum age limit is currently 18 years old.
3. The length of the event is 90 minutes. This time frame will include setup, breakdown, and cleaning.
4. Housing special events can occur daily depending on the facility of choice and occupancy at the time. Event times are 4:00 p.m. – 7:00 p.m.
5. Applications must be submitted at least four weeks in advance as Housing calendars are generally prepared one month in advance.
6. All groups are screened in advance by the Housing Events Team
7. All groups must provide a list of all event volunteers prior to the approved event.

### **Event Activity Guidelines**

- A Housing Events Coordinator will assist you throughout your visit.
- Be sure your event is engaging and a fun activity for patients and siblings of all ages. The coordinator can provide resource sites for reference, if needed.
- Arrive on time to meet your coordinator in the designated area.
- Participants must remain in the event space with their coordinator.
- Groups are responsible for providing materials and supplies for their event.
- The number of patients/siblings attending an event varies. The coordinator at the facility of choice will work with you to determine the number of attendees to prepare for.
- A Housing Events Coordinator must approve all decorations. (Mylar balloons and foil decorations are acceptable.)
- All provided items or materials should be in their original packaging.
- Toys or favors will be screened in advance for safety and appropriateness.
- **Please do not bring the following items:** latex (balloons, gloves, etc.), natural clay (Model Magic & Play-Doh are acceptable), corrugated cardboard (chipboard and cardstock are acceptable), natural materials such as feathers, leaves, sticks, dirt, and sand (artificial items are acceptable), and recycled materials, toy guns, water guns, candles, knives, etc.

- Avoid items small enough to go into the mouth or anything with small removable pieces that could serve as a choking hazard.
- Due to patients' dietary restrictions, all food or snacks must be approved by the Housing Events Coordinator.
- The Housing Events Team will provide certain materials for your event to be discussed in event planning preparations with your facility coordinator.
- Any audio/visual items must be approved prior to the event. All music and videos must be child appropriate.
- The room must be restored to its previous state after the event, including wiping down tables, disposing of trash, sanitizing supplies, etc.

### **General Interaction Guidelines.**

- Any person exposed to contagious diseases (COVID, chicken pox, shingles, hepatitis, measles, mumps, pink eye, etc.) in the past four weeks or had flu-like symptoms (vomiting, rash, fever, diarrhea, etc.) in the past two weeks or fever of 100 degrees Fahrenheit on the day of the event is asked NOT to participate. For children with weak immune systems, even a cold can be life-threatening.
- Frequent hand washing is especially important when working with patients. Please wash your hands for at least 20 seconds using soap and water before and after contact with each participant.
- Masks are required when in direct, face-to-face contact with patients.
- Photos may not be taken inside of the Housing facilities. Your coordinator can take a photo of your group before or after the event in an approved area. No group members should take photos or video during the event/while in the Housing facilities.
- As directed by St. Jude policy, no employee or volunteer may smoke on St. Jude property. This includes the houses as well.
- Please remain in the area in which your event/service is taking place, and do not wander throughout the house. If time permits, the coordinator may be able to provide a tour.
- Volunteers are not to visit the private rooms of our families at any time.
- Please do not repeat patient sensitive information. If you ever feel uncomfortable, please seek out a coordinator for assistance.
- Please do not assume a child's age or sex.
- Focus on the activities taking place and provide a distraction.
- Please do not pick up a child or remove them from the event location.
- Please avoid making promises to patient families as children are literal thinkers.
- Events provide a nice escape for patients and their families. Please keep conversations casual and do not ask specific medical questions.
- Confine interest and concern for the patients and families to the planned event. Confidentiality is of utmost importance. Please do not exchange contact information, including websites, with patient families.
- **Because of patient privacy, outside media and publicity of the event is prohibited.**

## **Food Service Guidelines.**

- All donated meals must be freshly prepared in a health department inspected kitchen.
- Wash hands immediately when entering the kitchen and wear gloves (non-latex) at all times.
- Groups may prepare meals at Target House, **only**, as long as one group member has completed the ServSafe Food Handler course.
- Avoid touching your face, hair, clothing and cellphones.
- If you need to step away to cough, sneeze, etc., we ask that you wash your hands and put on new gloves when you return.
- Do not add ground pepper to the top of dishes. Ground pepper must go through a sterilization process before our patients are permitted to have it.
- Whenever possible, a vegetarian option should be provided during meals.
- Sweet Tea can be provided as a beverage but must be prepared by a commercial vendor.
- To-go boxes are available for families who do not wish to eat in the dining room.
- There should be no nuts or peanut butter in any food that is served.
- All food should be served by a volunteer who is wearing gloves.
- Self-serve food lines are not permitted unless the food is individually prepared (individually wrapped foods, plated desserts, etc.).
- Eating utensils should be individually wrapped or handed out by a volunteer who is wearing gloves. Utensil packages should not contain pepper packets.
- When dinner begins to wrap up, please begin cleanup procedures promptly.
- When wiping down kitchen surfaces, tables and chairs, these items will be provided to you.

# Participant List for a Housing Special Event

Please complete this form for every person who plans to attend the event.  
Once completed, please upload in your volunteer portal at [stjude.vsyslive.com](http://stjude.vsyslive.com) or  
email it to [housingvolunteers@stjude.org](mailto:housingvolunteers@stjude.org).

Print clearly.

	First Name	Last Name	Email	Phone
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