

Guidelines:

1. You should know...Your participation is entirely voluntary. **At DCI we know that you provide the highest level of care to our patients every day and we truly appreciate your efforts. If you desire to participate in this exciting project we would be delighted to have you join efforts with us to give back to our communities. If you choose not to participate, we certainly understand.**
2. Ready to give back? To get started, review the application on the DCI website (www.dciinc.org) or the DCI intranet. Applications must be submitted through the DCI website (www.dciinc.org) by: Jan. 31st, 2011.
3. The community service projects (referred to as Acts of Service) may be performed between April 1st, 2011 and July 24th, 2011.
4. Please keep in mind, the program is open to all DCI clinics and groups. This includes: Chronic units, Acute units, PD units, Corporate Office, Lab, and the Supply Company. Participants may form teams among departments or other DCI clinics in the area. *For example: DCI Clarksville Hwy. may partner with DCI Meharry to complete one project.*
5. Acts of Service should focus on the renal community in a local area. A service project should not be targeted to a specific clinic's patients or only to DCI patients. The project must be open to all members of the renal community regardless of where they may receive treatment.
6. We would like to involve, when possible, a community business partner or other non-profit organization in the Act of Service. This will help us to spread the message of chronic kidney disease further into our community! *For example: If conducting exercise classes for the renal community, you could partner with local gym or YMCA.* DCI volunteers must have hands-on involvement in the project and not simply contribute money to a cause carried out by another group.
7. 40 Acts of Service will be chosen by DCI, receiving up to \$5,000 to complete the Act of Service. The successful applicants will be announced via the DCI website and intranet on Feb. 11th, 2011.
8. Applications will be judged based on:
 - a. Potential impact to the renal patient's quality of life (25%)
 - b. Potential impact to the community (25%)
 - c. Uniqueness & Creativity (25%)
 - d. Amount of employee involvement (20%)
 - e. A well-organized plan (5%)

9. The funds given to teams to complete the Act of Service may ONLY be used for the Act of Service. ***Please e-mail Jessica Emler if you have concerns regarding the use of the funds.***
 - a. Examples of how the funds may be used:
 - i. Purchase supplies needed to create signs, advertisements, etc. to alert the community of the project
 - ii. Purchase materials that will be used during the project such as paper, food, tables, etc.
 - iii. Purchase a reasonable lunch/dinner for volunteers if a team meeting occurs during lunch or dinner hours
 - iv. Rental costs of outside facilities (not DCI property)
 - v. Reimbursement for a speaker/ celebrity expenses incurred (*note: Medical directors, vascular access surgeons, or anyone who may induce a referral may NOT receive any money. Any person related to a vendor contract or potential vendor contract may NOT receive any money. Please consider and follow all compliance rules.*)
 - vi. Other reasonable expenses related to organizing, developing, and implementing the community service project.
 - b. Examples of how the funds may NOT be used:
 - i. It may not be used for clinic operating expenses or as clinic profit to be shared among employees (*note: The money is not to become a part of the clinics budget for the year.*)
 - ii. It may not be given to any volunteer to induce or reward participation in the project
 - iii. It may not be given to medical directors, vascular access surgeons, or any other person who may induce a referral. Any person related to a vendor contract or potential vendor contract may NOT receive any money. (*Consider and follow all compliance rules.*)
 - iv. Friends or relatives of employees or patients may not receive any money. (*Please avoid all appearances of a conflict of interest.*)
 - v. If the purchase can not be directly tied to the cost of organizing, developing, and implementing the project then it should not be used.
10. Once DCI determines a project will be sponsored and will receive funding, the person identified as the treasurer for the team will be contact regarding funds. This person will ensure that funds are managed and receipts are kept. At the end of the community service project, copies of all receipts will be mailed to Jessica Emler at the corporate office.
11. As of April 2011, the 40 Acts of Service will be posted on DCI's website. In August 2011, each Act will be competing for nationwide votes to determine the "Best Act of Service." The "Best Act of Service" receiving the most votes, wins

\$5,000, all participants in the program will be treated to a celebratory dinner hosted by Dr. Keith Johnson, Dr. Doug Johnson, and more..., and will be showcased in the DCI Annual Meeting Video. 2nd place receives \$3,000. 3rd place receives \$2,000. The award money received is to be used by the winning team for educational purposes. *For example: Pay for staff training courses, purchase educational resources to be used in the clinic, fund Pre-ESRD classes, etc.*

12. Volunteers who worked on the project along with employees and patients at the clinic are allowed to vote. Only one vote per person is allowed.
13. Persons (DCI patients, community participants, and employees) who participate in the Act of Service are asked to sign a consent form that can be found on the Intranet and the DCI website. The consent is managed by the team's designated privacy officer. Patient consents are copied, the originals are kept in the patient file and the copy (along with all other consents) is sent to Jessica Emler. If you use a non-DCI facility and are asked to sign a hold harmless consent, please contact DCI legal for assistance before signing.
14. DCI will issue press releases throughout 2011 to renal communities and appropriate media outlets regarding the 40 Acts of Service Celebrating 40 Years of Care. Jessica Emler will work with the designated person on the team (historian) to create press releases announcing the event in the community. The historian will be in charge of providing pre-event details at least 3 weeks before the event as well as taking photos/video and gathering facts at the event and e-mailing the details back to Jessica.Emler@dciinc.org. *(To create a press release announcing the event, send information such as: Date, Time, Location, Purpose, Community Partner, and any special information regarding the community service project. During the event gather information such as: How many people from the community participated? How long did the event last? What was the highlight of the event? What did people say about the event?)*
15. DCI will provide teams with promotional handouts regarding chronic kidney disease facts and information about DCI, as well as a voting reminder.

16. Timeline:

Jan. 31, 2010	Deadline for community service project applications to be submitted via DCI website.
Feb. 11, 2010	Officially sponsored projects announced via DCI website, intranet, and e-mail.
Feb. and March 2011	Teams obtain community partners and further develop projects.
April 1- July 24, 2011	Community service projects are completed. Final project details are submitted to Jessica Emler <i>at least 3 weeks</i> before the project is carried out to allow for press releases before the event.
July 25-29, 2011	Results of community service project submitted to Jessica Emler (if not already submitted).
Aug.1 - 31, 2011	Open voting on www.DCIINC.org to choose the Best Act of Service.
Sept. 5, 2011	Winners announced via DCI website, intranet, and corporate e-mail.