



## Frequently Asked Questions:

- 1. What kind of projects can we do?**
  - a. Think about something that will have meaning for the ESRD community and then be creative. A health fair (the most common suggestion received) is meaningful, but how many health fairs are put on in your area? Could you add a twist that will generate more interest in this health fair? Or could you try something that reaches beyond a simple health fair that will engage the community? Incorporate education into whatever you do. Education does not have to be simply handing out pamphlets; it can come in the form of comedy, hands-on interaction, guest speakers, video production, music, etc.
- 2. Should we go ahead and book a venue/caterer/talent/etc. because space is limited?**
  - a. No. Do not spend any money on your project until you have been notified that your application has been chosen as one of the 40 Acts of Service. When making contacts that may require a form of payment upfront, you may want to mention that you will know whether or not you will need the space by Feb. 11, 2010.
- 3. Can I tell you my idea over the phone and you tell me whether it is approved or not?**
  - a. No. You must submit an online application from [www.dciinc.org](http://www.dciinc.org). Remember, you need to brainstorm your idea with your team. Write out a draft of your application (use the example application on the intranet [http://dcicorweb2.dciinc.org/Documents/40\\_Acts/Example\\_Application.pdf](http://dcicorweb2.dciinc.org/Documents/40_Acts/Example_Application.pdf)). Then, once you have all the details in place, complete your application online at [www.dciinc.org](http://www.dciinc.org). You will *officially* receive notice by Feb. 11, 2011 whether your team will become one of the 40 Acts of Service.
- 4. Do I have to complete the application in one sitting?**
  - a. Yes. Please have your information ready and be prepared to fill out your entire application in one sitting. It can not be saved. Also, do not use the 'enter' (return) button when completing the cells, this will cause the application to be submitted accidentally (as of 1/24/11 we are working to correct this problem).
- 5. I'm struggling with the application. How much do I have to complete?**
  - a. Keep in mind that your application is a solid outline of your idea. Please complete all sections to the best of your ability. If you need to make updates (for example: the date/time of your event may change depending on what venue you get to book or some volunteers will be added later, etc.) that can be done by e-mailing Jessica Emler. Based on the application, decisions will be made regarding who will become an officially sponsored Act of Service receiving the \$5,000 to complete the act. You will have from Feb. 11- March 28<sup>th</sup> to finalize your plan and get the details to Jessica. And yes, you can submit your team photo between Feb. 11<sup>th</sup> and March 28<sup>th</sup>.
- 6. On the application, there is a spot for expenses. Do I have the opportunity to update this later because I'm not certain of all my expenses?**
  - a. Yes, you simply need to approach the expenses section by 'researching' your cost and providing a ballpark estimate. This is to help the reviewing team understand how the money will be spent as well as help your team understand a 'true cost' for the project. Remember, the team will not receive more than \$5,000 to complete

the project, so you want to work closely with your Treasurer to manage your budget.

7. **When will we receive the money to complete our projects?**
  - a. Information will be released around Feb. 11<sup>th</sup> regarding how the funds will be distributed. We will be using the AP process through your clinic.
8. **Can you provide me with guidelines for business partner/vendor relationships?** For example, can I have tables set up at my event for hospitals? May I have the student nurses from the community college taking blood pressures? May I allow a nurse practitioner/physician's assistant to speak at the event?
  - a. You may partner with other organizations and businesses to complete your Act of Service. You may want to partner with other nonprofits such as churches, missions, hospitals, or service organizations (YMCA). You may also partner with local colleges or independent businesses. The thing to keep in mind is you may NOT pay or receive payment from anyone to partner with you and you may NOT create a referral or inducement for services. To be clear, you may not pay or receive payment from a vascular surgeon who would like to speak at your event. You may not allow XYZ hospital to partner with you and offer free publicity for that hospital or nephrology program in exchange for getting referrals to your clinic from their program. An inducement or referral may be perceived and not real. In other words, you may provide free publicity to a hospital without any intention of referrals. If however, the government were to investigate and found that there had been an increase in the number of patients that came from the hospital to the clinic they could conclude that their perception was an inducement for referrals.
9. **May patients volunteer to help with our Act of Service?**
  - a. Yes. You may allow patients to volunteer. However, with that said, you do not want to create a situation where a patient feels pressure to volunteer (whether it comes from a sign up sheet in the clinic or other patients pressuring the patient to volunteer because 'they are doing it'). Nor do we want to create a situation where the patient feels that his/her treatment could be impacted based on whether or not he/she chooses to volunteer. So, you may talk to other employees about the program. You may have information regarding the program in the clinic. If a patient approaches you, and states he/she wants to participate, discuss the opportunities available and allow the patient to volunteer in a small role. The patient may not serve as the Team Leader, Privacy Officer, Treasurer, or Historian. These roles must be filled by DCI employees.
10. **Are we allowed to have inflatable jump zones/ bungee jumping/ trampolines/ etc. for children at the event?**
  - a. Yes, however, keep in mind there may be an elevated level of risk and liability involved with these types of activities. If you are considering including an activity and are uncertain about the level of liability/risk, please call Jessica Emler or Risk Management directly. Also, please be sure you have a consent signed by each participant/participant's guardian who participates in the activity.
11. **What if someone refuses to sign the consent? What should I do?**
  - a. First of all, ask why. Does the person understand the consent is essentially stating that he/she is voluntarily participating in the program and we are not liable for

injury? Also, as long as the person appears in public without a reasonable expectation of privacy (locker room or bathroom) it is perfectly legal to take one's photograph. We are making them aware that his/her image *could* be recorded. Also, this event will be identified as a DCI Act of Service. We will be explaining kidney disease and dialysis in our communications and if the person chooses to give us a comment regarding his/her personal experiences regarding his/her health, we may include that in our publications. If you provide an explanation, and the person still refuses to sign, we can not allow the person to participate in the event.

**12. Can we have a spot on the consent where a person opts out of having his/her picture taken? You could provide us with a generic sticker that they have to wear designating them as someone not to photograph.**

- a. I am looking into this. At this time, I don't have those types of stickers created.

**13. Will DCI handle all of the public relations for our local event?**

- a. No. Jessica Emler is the DCI Public Information Coordinator and she will work **with** your designated Historian to create press releases and make press contacts. It will require teamwork!

**14. Could we get information printed in Spanish?**

- a. The consent has being translated into Spanish and will be posted to the intranet and DCI website. If you need other materials in Spanish, please contact Jessica Emler directly.