

# Credit Unions for Kids

## Guide for Organizing a Hospital Tour

### **STEP ONE:**

Select a hospital to visit.

### **STEP TWO:**

Find out your Hospital Contact by visiting [www.childrensmiraclenetworkhospitals.org](http://www.childrensmiraclenetworkhospitals.org). Click on Your Hospital, and the website should locate the nearest hospital. Click Learn More to get the name of your contact, as well as their phone number and email address.

### **STEP THREE:**

Contact the Hospital Contact to secure an available date for the tour. You could also contact Felicity Guerin at [FGuerin@cuna.coop](mailto:FGuerin@cuna.coop) if you need assistance connecting with the Contact at your hospital.

### **STEP FOUR:**

- Develop a list of people who you would like to invite to the tour. Invited guests could include young professionals, Senior Executives, Friends, Co-Workers, etc.
- Develop an activity to conduct with the attendees. Sample activities include: making crafts for the kids, making care packages, play time with the kids, etc. Secure all the materials needed to make the activity successful.
- Develop an agenda for your visit. See sample agenda below.

### **STEP FIVE:**

Six weeks in advance, send a Save the Date to your invited guests. See invite below.

### **STEP SIX:**

Two weeks in advance, send a reminder to your invited guests.

### **STEP SEVEN:**

During the week of, send a final reminder, and call your guests to confirm. Also, you should visit the hospital to make sure all materials needed for the tour are already on site.

### **DAY OF:**

It is recommended that a place be designated for the guests to gather once they arrive. You should arrive ahead of your guests to make sure everything is ready for the tour, and activity. Once everyone arrives, the tour should begin.

If you have a crew that is larger than 15, the group should be split into two separate groups. One group can complete the activity while the other tours.

Once the tour is complete, please distribute the handout to all attendees.



## Credit Unions for Kids – Guide for Organizing a Hospital Tour

### SAMPLE AGENDA

11:30am: Welcoming Words — Hospital Foundation Contact  
11:35am: A Family's Story — Champion Family  
11:45am: Tour and Activity — Credit Union Rep/Tour Guide  
12:45pm: The Credit Union Difference — Credit Union Rep  
1:00pm: Adjourn — Credit Union Rep

### SAMPLE INVITATION

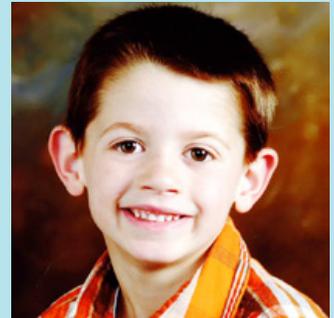
*"A hundred years from now it will not matter what my bank account was, the sort of house I lived in, or the kind of car I drove...but the world may be better because I was important in the life of a child."*

As you all I know I work with Credit Union for Kids on their young leaders for kid's board as the secretary. Each year I hold two hospital tours to show people where the money we fundraise goes. Yesterday I participated in our local CMN Hospital and thought it would be a great place for us to do something as a team that makes a difference in our local community. After talking with a few of you guys it sounds like you all think it would be fun too!

The Tumwater team will be crafting items for the kids at the local Seattle children's hospital. For example, we will make signs that say "Happy last day of Chemo", "Congrats your cancer free" or "Welcome Home, hats, blankets or bring munny bunnies and journals for the kids. On Veterans' day November 11th we will take our creations up to the hospital, tour it and donate the items to the kids.

*I want to invite all of you to this hospital tour as they are truly touching visits. I would go as far to say that they are life changing. The kids you will meet and stories you will hear will touch your life!*

*To give you a sneak peek read this here to meet Marques Nobli Mar, he is a local child who uses Seattle children's Hospital.*



Children's Miracle Network Champions:  
Dustin (TX), Sotara (MT),  
Archer (MI), Patience (IA)