



**Arkansas Children's Hospital
Donor Guidelines and Information Form**

Donor Name (please print): _____

Organization: _____

Donor Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Email Address: _____

Optional: In Memory / Honor of: _____

(Please circle one)

Family Address: _____

City / State: _____ *Zip:* _____

Description of Donation: _____

Needlework Items (approximate number of each item):

_____ Blankets/Quilts	_____ Mittens	_____ Teaching Dolls/Animals
_____ Hats/Caps	_____ Tote Bags	_____ Pillows
_____ Booties	_____ Booties	_____ Sweaters
_____ Yarn Balls	_____ Miscellaneous	

Approximate Value of Donation: \$ _____

Approximate Number of Hours Spent Planning/Organizing Donation: _____

We want to recognize the number of hours you and your group spent planning, organizing, or preparing this donation.

Arkansas Children's Hospital's mission is to provide the highest quality healthcare for our children. Because of this, ACH has established in-kind donation guidelines in order to insure the safety of our patients. **Items not meeting the following criteria cannot be accepted.**

- Due to infection control guidelines, all items accepted must be **new**. We are unable to accept used items of any kind.
- All handmade items and toys must be free from pet hair, strong perfumes, cigarette smoke or any other odors that might violate infection control policies.
- Due to safety regulations, we are unable to accept any items that are gift wrapped.
- Because many of our patients are on special diet requirements, it is not possible to donate food for our patients. However, Volunteer Services will accept donations of food for family waiting rooms.

I understand the importance of providing quality healthcare and verify that my donation meets all criteria for being accepted. I understand the items I am donating will be inspected prior to being distributed to patients and know that all items not meeting these criteria will be redirected to another worthy charity or discarded.

Donor Signature

Date