

Pediatric Other Assistance Application Guidelines

When submitting your application, please follow the detailed instructions below. This is the only way to ensure that your application is reviewed and submitted for approval.

Please note that when utilizing one or more of the pediatric programs, there is a dollar cap of \$599.99. Please keep this in mind when applying for multiple programs. This is per IRS regulations and our program policy guidelines.

Before completing and submitting the application and any supporting documentation, please refer back to the website and click on the link to our program's policies and the annual funding caps.

If you have access to DocuSign, it may be used to obtain the required signatures. However, the instructions below **MUST** be followed, no exceptions! Please refer back to the website and click on the link to the DocuSign instructions.

Fingerprint Charm Application Steps

There is a maximum of two charms per patient. When requesting a second charm please note that it will take the place of the small gift application.

Below are the steps to submit a Fingerprint Charm Application:

Download and complete the application, which can be found on our website. There is also an optional media release form that can be submitted which allows us to share pictures, stories, and other marketing related information in our newsletters, on our social media pages, and in our organizational brochures.

Once all required information is obtained, please submit the application and supporting documentation, in PDF format, to info@hpcfoundation.org. Please note that we cannot accept pictures of the application and/or supporting documentation.

Photography Application Steps

There are several steps and applications for a photography request. **ALL** forms must be received before an application is reviewed and submitted for approval.

The "photographer of choice" must be a professional. Amateurs, family, friends, or neighbors will not be approved. No exceptions!

Below are the steps to submit a Photography Request Application:

The patient and their "photographer of choice" must complete the following applications and forms. After the forms are completed, the hospice worker must sign before they are submitted. All applications and forms can be found on our website.

- Photography Application Part I – this application and set of forms is the primary application to obtain the patient’s information and their photographer of choice. All three parties – parent or legal guardian, photographer, and hospice team member – must complete these and sign.
- Photography Application Part II – this set of forms outlines the photographer of choice’s “terms and conditions” which must be signed.
- Photography Application Part III – this set of forms are to be completed by the photographer of choice and requests their payment information. Please note that we use QuickBooks to process all electronic payments. We are unable to use any other platform or app such as Cash App, Venmo, Square, etc.. The only other option is to receive a paper check, however; this will delay the payment processing by up to thirty (30) days.

Once all required information is obtained, please submit the application and supporting documentation, in PDF format, to info@hpcfoundation.org. Please note that we cannot accept pictures of the application and/or supporting documentation.

Holiday Gift Request Steps

*******November 1st through December 15th Only*******

Below are the steps to submit a Holiday Gift Application:

Download and complete the application, which can be found on our website. There is also an optional media release form that can be submitted which allows us to share pictures, stories, and other marketing related information in our newsletters, on our social media pages, and in our organizational brochures.

Once all required information is obtained, please submit the application and supporting documentation, in PDF format, to info@hpcfoundation.org. Please note that we cannot accept pictures of the application and/or supporting documentation.

We welcome your feedback. Please email us at:

INFO@HPCFOUNDATION.ORG

If you require additional assistance, please reach out to us at 855-219-1648 or by emailing us at info@hpcfoundation.org.