

# Family Activities Guidelines

Email: [FamilyActivities@rmhcncf.org](mailto:FamilyActivities@rmhcncf.org)

[www.rmhcncf.org/volunteer/familyactivities](http://www.rmhcncf.org/volunteer/familyactivities)



**Ronald McDonald  
House Charities®**  
North Central Florida

# Family Activities Guidelines

## How to Set Up an Event:

- Read all the guidelines below
- Identify an open day/time on the calendar
  - Preferably not adjacent to another family activity
- Submit a Family Activities Form, which can be found on our website
- Make sure that the event appears on the Family Activities calendar on the website and that all details are correct
- Make a one-page flyer and email it to [FamilyActivities@rmhcncf.org](mailto:FamilyActivities@rmhcncf.org) at least one week prior to the event
  - Include the title, date (include day of the week), time & location of the event
  - It does NOT have to be detailed since you may modify your event based on ages of participants. For example, it can simply be called "Game Night" or "Art project with popsicle sticks!"
  - The flyer must be landscape/horizontal layout
  - Please indicate if you are allowing parents to drop off their children at the event (i.e. if parental supervision will not be required)



# Family Activities Guidelines

## Guidelines:

- Groups are limited to 10 people, including children (unless specifically approved prior to the event). Individuals are welcome as well.
- Any children of volunteers MUST be supervised at all times.
- Volunteers are never permitted to enter a guest's room.
- Please bring all equipment or materials. We do not have a sound system or computer to use for events, but you are welcome to bring your own.
- Home-baked foods are not allowed due to food safety policies. If edible items are required for the activity, they must be store bought and shelf stable.
- Participant group size is entirely unpredictable due to the nature of our House. You can expect 0 - 20 people. If no one shows up, please don't be discouraged! There tends to be more children over school breaks (especially summer) and on weekends.
- Please allow for attendees of all ages. Be prepared to modify your activity for any age group.
- Children may be "dropped off" at the activity for short periods of time (~1-2 hours max) IF you have the family's room number and parent's cell phone number. The parent must remain on the premises.
  - If the activity lends itself to this, please make a sign-in sheet to obtain this required information.
  - You may indicate this on the flyer.
- Passing out any type of religiously-themed literature or engaging in any type of religious activities is not permitted.
- Activities can take place in the dining room (dining tables), the living room (on couches or a coffee table), the playroom, the playground, the patio (picnic table), the atrium, the butterfly garden, or the meeting room (conference table).
- In general, the best time to schedule an activity is before or after dinner, which is served at 6 pm,
  - Activities using a dining room table may not be scheduled from 6pm-7pm. Performances such as music or magic shows can occur during dinner.
  - Breakfast is served at 9am, so another good time is 9:30/10am.
  - Friday nights are generally not a good time.
  - Drop-in activities ("come 'n go" as you please) are great!
  - You may schedule an event at different times during the day; it will always be impossible to gauge attendance prior to the event. The catchier the flyer, the more likely people will come.

# Family Activities Guidelines

## Day-of Procedures:

- The House is an operating home for numerous people, and while family activities are extremely important, they are not the priority for our staff. The Front Desk Volunteer should be your first and only (in most cases) point of contact. Please be aware that the Manager on duty and other staff are extremely busy and will likely not be able to assist you with your event. Sometimes, there is no Front Desk Volunteer, in which case you may ask the Manager for help if needed.
- All volunteers must sign in, so please bring identification (driver's license).
- Volunteers must also sign a photo waiver and undergo a background check
  - This is done quickly when you arrive.
- You will be given an ID badge which you must wear it at all times.
- The group sign-in sheet must be filled out completely with the group's name and address, along with the names of each volunteer and the time spent.
- When you are all set up, make an announcement over the phone system.
- Encourage participants to meet each other.
- Take a picture (or several) of your group participating in the activity and a group photo and email it to the Director of Family Activities so that we can post it on social media - this will help us raise awareness about our House and ensure that groups continue to sign up to lead activities!
- Your group is responsible for cleaning up the activity.

## If you need to cancel your activity:

- **Within 7 days in advance: Email the Director of Family Activities and call the Front Desk (352-374-4404)**
- **> 7 days in advance: Email the Director of Family Activities**

# Family Activities Guidelines

## Ideas for Activities:

- Arts and crafts
  - Simple or unique activities tend to be best
  - Bring a tablecloth (can be an inexpensive plastic one) if you are using the dining or coffee table
  - We have limited supplies which you can use. Please inquire if interested.
- Music performance
- Dance performance
- Pet therapy (any animals entering the house must be certified therapy pets or service animals.)
- Ice Cream Sundaes ("Sundaes on Sundays" or "Sundaes on Mondays")
- Game Night (gambling is strictly prohibited)
- Stress management workshop
- Magic show
- Sport event night
- Story-telling
- Yoga
- Fitness class
- Memory making (scrapbooks, photo frames)
- Haircuts
- Massages
- Card making (for example: holiday cards or thank you cards for patients and families to give to their nurses and doctors)
- Services that families with ill children use (such as online school)
- Sweetheart night (serve dinner to couples or families)
- Holiday parties (Mother's Day)
- Character visits (if you have a costume like Mickey Mouse)
- Spa time (manicure, facials, etc.)
- Cake/cookie decorating
- Pumpkin carving
- Charades
- Cooking class
- Autograph night by a celebrity (Gator varsity coach)