



New Donor Information Sheet

Thank you for your interest in supporting the Lucile Packard Children’s Hospital Stanford. We appreciate your interest in donating new handmade items to our patients and families. Whether you are a one-time donor or are considering making multiple items on a regular basis, here is information to assist you in making items, packaging, labelling and delivery.

Current list of items made & donated to LPCH:

- | | | |
|-------------------------------------------------------------------|------------------------------------------|--------------------------|
| Afghans | Knit hats (preemie, baby, toddler, teen) | Knit/crochet blankets |
| Quilts | Flannel or fleece Blankets | Beads of Courage bags |
| Flannel Pillowcases | Ventilator/respirator covers | Cough Pillows |
| Pocket Pals – owls, elephants, fish, rabbits, penguins and hearts | | Scent Hearts- <i>new</i> |



Please refer to the Hearts & Hands website where you will find most patterns. We are here to help. Let us know if you have questions about materials or sizes.

<http://www.stanfordchildrens.org/en/volunteer/hearts-and-hands?>

Labelling:
Benefiting LPCH
hearts and hands

Cloth tags are available in ¾” x 2 ½” to be sewn onto each item. They are not required but requested to clearly identify the sourcing of items and promote the affiliate. You may also use your own small ID tag. Let us know if you have questions on tag placement. Contact Malissa at the Lucile Packard Foundation for Children’s Health (LPFCH) to obtain tags. Contact information below.

Making and Packaging:

Infection Prevention is of the utmost importance since our patients are extremely vulnerable. All materials must be laundered with unscented detergent before making and, with some items, after completion as well. Items must be made in a clean, smoke-free, pet-free area and handled by as few individuals as possible. All items should be placed in appropriately sized clear, sealable plastic bags immediately after completed to remain sanitary, preferably one item per bag, unless small like pocket pals.



Multiples of the identical items may be bagged together. Each plastic bag should bear the H & H color logo sticker. Bags and stickers in various sizes may be obtained from LPFCH. Avery templates are also available if you prefer to print the labels yourself. Alternatively, you may bring the unlabeled plastic bags to LPFCH and we will add labels before taking them to the hospital. Periodically Infection Prevention Guidelines are updated; we will keep you informed of changes.

Delivery:

For tracking purposes and to ensure routing to appropriate hospital departments, we request that all items either be mailed to or delivered first to the Foundation office:

Lucile Packard Foundation for Children's Health
400 Hamilton Avenue, Suite 340
Palo Alto, CA 94301



Ask for Malissa Magallanez in Auxiliaries Relations or call first at 650-497-8591.

If for some reason, you deliver items directly to the Hospital, please take them to the front information desk. Your items will be accepted, you will be given a receipt and your items will be delivered by the hospital staff where most needed.

Receipts:

Prior to delivery, we ask that you complete an in-kind gift receipt and attach it to each delivery. We want to acknowledge and thank you for your thoughtful donation, and this acknowledgement will also provide you with a tax receipt for expenses you incur for materials you use for these donations. These forms are available from LPFCH and from the hospital information desk. If you mail your donation, please provide your contact information (and the contact information for any organization you are working) along with the items and a receipt will be provided upon delivery or sent to you afterwards.

Note:

While we attempt to honor requests for items to go to specific departments, sometimes items may go to where they are most needed, as department needs vary by month and item. We continuously work with the Hospital to manage supply and demand.

If you are interested in partnering with Hearts & Hands or have any questions, please email heartshandsaffiliate@lpfch.org. To learn more about our Auxiliaries and Affiliates, please visit <http://supportlpch.org/get-involved/auxiliaries-affiliates>.

Thank you again for lovingly making handmade items for our patients and families. We are very grateful for your donations.