

Friday and Saturday, October 13–14
Day of Remembrance 2017

Register online at **www.stjude.org/day-of-remembrance**





Dear Parents,

On behalf of St. Jude Children's Research Hospital, we would like to invite you and your immediate family to our 18th annual Day of Remembrance weekend, October 13 – 14, 2017. The Day of Remembrance was created by a task force of St. Jude bereaved parents like you. They wanted to ensure that other St. Jude families had the opportunity to honor the memories of their children here at the hospital. Having a child with a life-threatening illness often bonds families and leads to lifelong friendships. Families also form bonds with staff throughout the hospital. You and your children have touched and inspired so many of us at St. Jude. The Day of Remembrance weekend is meant to honor your child through memories; renew, strengthen, and acknowledge your connections with St. Jude staff and families; and create new connections.

Friday events

Welcome Reception – St. Jude campus, Friday afternoon

Reconnect with staff and decorate a display board honoring your child's legacy.

Family Reception – SpringHill Suites, Friday evening

Enjoy an informal dinner and family fellowship in the Hospitality Suite hosted by our bereaved parent panelists.

Activities will be provided for children and teens.

Saturday events

Parent Panel – St. Jude campus, Saturday morning

Panelists representing St. Jude families will explore various topics of grief and bereavement. The moderator for this event will be a bereaved parent member of the Quality of Life Steering Council. Members of the St. Jude Child Life and Psychology departments will provide therapeutic activities for siblings, ages 4 to 19, during the panel discussions.

Luncheon

Celebration of Remembrance – early afternoon

A special service honoring your child followed by a symbolic balloon release.

Travel and Lodging

St. Jude is pleased to provide help with travel costs to families living more than 35 miles outside Memphis. Please see the enclosed Travel Assistance Guidelines for more details. If you live 50 miles or more from Memphis, St. Jude is pleased to provide you with a room at the SpringHill Suites, Friday, October 13, 2017, for 4 family members. We can make reservations for more nights, but you will have to pay for those extra nights. Once we receive your registration form, we will send hotel confirmation and more information.

We have enclosed the Day of Remembrance Agenda and instructions for creating a memory board display. We truly hope you will join us for this event. We look forward to seeing you in October.

We must receive your registration by Friday, September 1, 2017. Please call 901-595-2442 with any questions.

Sincerely,

Lisa Clark, PhD, Psychologist

Kathy Clayton, LCSW, Social Worker

Co-chairs, 2017 Day of Remembrance Planning Committee



St. Jude Children's Research Hospital

Day of Remembrance 2017

Agenda:

Friday, October 13, 2017

Registration and Remembering Your Child Board Preparation 9 a.m. – 3 p.m.

Marlo Thomas Center for Global Education and Collaboration (GEC)

Box lunches provided at 11 a.m.

Welcome Reception 1 – 5 p.m.

GEC Atrium/Lobby

St. Jude staff has been invited to attend the Welcome Reception. Family members have the opportunity to see and visit with staff during the reception. Activities will be available for siblings (such as games and cards).

Hospitality Suite 6:30 – 9:30 p.m.

SpringHill Suites Memphis

Informal gathering for all families will be offered at the SpringHill Suites. Hosted by parent panelists.

A light dinner will be provided in the Crest Ballroom. Massage therapists will be available as well as activities for siblings.

Saturday, October 14, 2017

GEC Auditorium

Registration 7:45 – 8:45 a.m.

If you were unable to attend Friday's events, you can pick up your registration packet.

Breakfast 7:45 – 8:45 a.m.

GEC Board Room

Parents Sign in Siblings (Ages 0 – 19) 8 – 8:30 a.m.

Hallway between conference rooms B, C, and D

Light refreshments will be provided for siblings. Please see next page for sibling activities.

Session I

Parent Panelist Activity 9 – 10:30 a.m.

GEC Auditorium

Please join us with our bereaved parent panelists to explore various topics on grief and bereavement. Please no recording or flash photography.

Break 10:30 – 10:45 a.m.

Session II

Parent Panelist Activity, continued 10:45 a.m. – Noon

GEC Auditorium

Audience is welcome to take part in a question and answer session with the bereaved parent panelists. Please no recording or flash photography.

Parents will pick up children and teens Noon

Luncheon 12:15 – 1:15 p.m.

GEC Board Room

During this time a representative from each family will be given a bouquet of flowers (4 – 5 single-stem flowers), which will be used during the Remembrance Service at 1:30 p.m.

A Celebration of Remembrance 1:30 p.m.

GEC Auditorium

Balloon Release Immediately following the Celebration of Remembrance

In front of the Marlo Thomas Center

There will be up to 2 balloons per family. Immediately following the balloon release, families may return to the GEC to remove items from memory board displays.

Sibling Activities – Saturday

Parents sign in siblings (all ages, 0 – 19) 8 – 8:30 a.m.

Activities and Care 8:30 a.m. – Noon

Activities will be provided for all ages by Volunteer Services. Ages 4 – 12 will attend a special Child Life activity from 9:15 – 10:30 a.m. Ages 13 – 19 will have a variety of special activities from 9:15 a.m. to noon.

Parents will pick up children Noon

Gift Shops

Friday, October 13, 2017

Hours of Operation

The Hospital Gift Shop 8:30 a.m. – 4:30 p.m.

ALSAC Gift Shop 8:30 a.m. – 4:30 p.m.

Our special thanks to Stanton Lanier – Music to Light the World Inc.

St. Jude Children's Research Hospital 2017 Day of Remembrance Registration

Child to remember (full name):

Parent name(s):

Address:

City, State, Zip:

Daytime telephone:

Evening or cell telephone:

Email address:

Activity attendance

Number of Parents

Number of Siblings

Friday welcome reception at St. Jude

Friday night family reception at SpringHill Suites

Saturday panel discussion

☐ Please check this box if your child to be remembered is an only child or if siblings will not be attending, and you would like to complete a memory-making activity. Every family will have a chance to make a memory item.

☐ Number of box lunches needed for Friday lunch. _____

☐ Please let us know about any dietary restrictions: _____

Sibling Name

Age

Describe any special needs or circumstances

Travel Information

*See enclosed Day of Remembrance Travel Assistance Guidelines

☐ Flying St. Jude will provide up to \$500 per qualifying family toward the cost of airline tickets

☐ Driving St. Jude will provide mileage reimbursement (\$0.17/mile) up to \$500 per qualifying family

Hotel information

For those living 50 miles or more from Memphis, St. Jude will provide 1 hotel room per family for Friday, October 13, at SpringHill Suites.

- Following hotel policy, there can be no more than 4 people in the hotel room.
- Your hotel confirmation number will be mailed or emailed to you before your arrival.
- The self-parking fee is included for Friday night only. The parking fee is not covered by St. Jude for any extra days.
- If you have physical challenges and require valet parking, please call 901-595-2442.
- **As a courtesy, please call 901-595-2442 at least 24 hours in advance if you need to cancel your hotel reservation.**

If you wish to reserve a hotel room, please check (☐) the following:

☐ Single room (one bed) OR ☐ Double room (two beds)

☐ One hotel room for Friday, October 13, 2017, **paid by St. Jude.**

☐ One hotel room for Saturday, October 14, 2017, at **\$115 plus 11.78 tax = \$126.78, paid by your family at check-in.**

☐ I need a parking pass at SpringHill Suites for Friday. ☐ I need a parking pass for SpringHill Suites for Saturday.

☐ I need transportation to and from the event on Friday and Saturday. ☐ Number of people _____

Important note

Please send a photograph of your child, no larger than 8" x 10", if you would like it included in the slideshow of children being remembered. The slideshow will be played during Saturday's Celebration of Remembrance. You may also send a photo by email to **DORphotos@stjude.org**. We must receive your child's photo and the signed HIPAA Authorization for Displaying Photographs by Friday, September 1, to include it in the slide show. We will return the photograph to you when you check in at the event. If you attended the program last year and would like us to use the same photo of your child, please mark the correct box below.

☐ Please use the same photo as last year

☐ Photo enclosed

Please return this form by Friday, September 1, 2017, to lisa.clark@stjude.org OR mail in the enclosed postage-paid envelope to: St. Jude Children's Research Hospital, 262 Danny Thomas Place, Mail Stop #135, Memphis, TN 38105-3678.



Travel Assistance Guidelines

Day of Remembrance 2017

For the first time, St. Jude Children's Research Hospital is excited to provide help with travel costs for families who want to attend Day of Remembrance.

If you are driving:

If you live more than 35 miles away, St. Jude will reimburse mileage at \$.17 per mile, up to \$500.

1. Tell us on your registration form that you will be driving.
2. When you check in at Day of Remembrance Friday, October 13, the staff will reimburse you for your mileage.

If you are flying:

If you live more than 300 miles away, St. Jude will provide up to \$500 per family to help with the cost of air travel.

1. Tell us on your registration form that you will be flying.
2. Within 5 days after St. Jude receives your completed registration, you will receive a confirmation number by email (or by phone if you do not have email access).
3. When you receive your confirmation number, call the St. Jude Travel Office at 901-595-5000, Option 1, to make your travel arrangements.
4. Please have your credit card information at the time of your call. You will have to pay for any amount greater than \$500.
5. St. Jude will provide shuttle service to and from the airport.

Travel guidelines

- St. Jude is providing help with travel costs for you to attend Day of Remembrance. We understand that the maximum amount of \$500 per family might not be enough for every family or family member to attend the event.
- Some airline schedules may not offer flights that would allow you to spend only one night in Memphis. St. Jude will pay for one night at SpringHill Suites (Friday, October 13). You will have to pay for any extra nights in the hotel.
- ***St. Jude will not pay any baggage fees and will not provide reimbursement for baggage expenses.***
- St. Jude will not be responsible for providing housing if you have a cancelled or delayed flight.



Child Care Information

Day of Remembrance 2017

Day of Remembrance is filled with activities for siblings. The general schedule of sibling activities is described below. Please don't hesitate to contact us if you have questions. More information will be given when you arrive for the event.

Friday 9 a.m. – 5 p.m.

- St. Jude-trained volunteers will offer activities for children ages 3 and older at a table in the same area where you will be setting up memory board displays and visiting with staff and families. We will have coloring books, games, puzzles, stickers, etc. Your child can visit the activity table throughout this time period.

Friday night 7 – 9:30 p.m.

- Siblings should eat dinner with their parents before attending the activities.
- We will have activities for three different age groups by St. Jude Volunteers.
 - Birth – 5 year olds will be upstairs near their parents at a craft and game table.
 - 6 – 12 year olds will be downstairs in a room with games, crafts, and a movie starting at 8:15 p.m. to help wind down.
 - 13 year olds and older will be in a separate room downstairs with age-appropriate games and activities.
- You may sign out your children at any time, but they may not leave until they are signed out by a parent or caregiver. Children should be picked up no later than 9:30 p.m.

Saturday 8 a.m. – Noon

- We will have activities for 4 different age groups.
 - Birth – 2 year olds will be in a room with age-appropriate activities. Please provide diapers, bottles, snacks, etc.
 - 3 – 6 year olds will be in a room with age-appropriate activities, snacks, and rest time.
 - 7 – 12 year olds will be in a room with age-appropriate activities and games.
 - 13 year olds and older will start in the same room as the 7 – 12 year olds but will spend time in the St. Jude Teen Room later in the morning.
- Ages 4 – 19 will attend a special Child Life expressive activity from 9:15 – 10:30 a.m.
- Snacks for kids 3 years and older will be provided. Be sure to notify us of any special needs or dietary restrictions your child has.
- Please make sure to be reachable by cell phone in case we need to contact you.
- Pick up will be at 12 p.m. (Noon) in the same room that you dropped off your child. Children may not leave until they are signed out by a parent or caregiver.

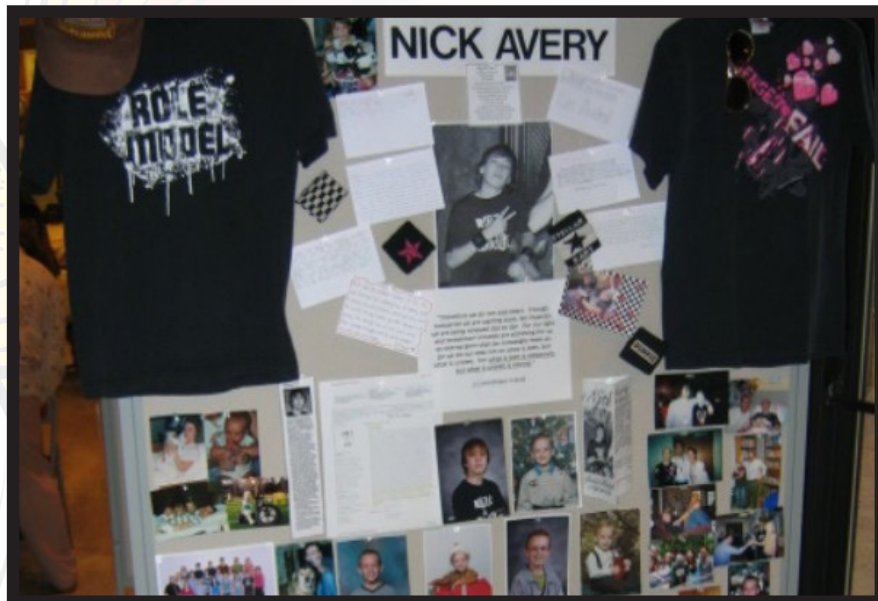


Memory Board Display Instructions

Day of Remembrance, Friday, October 13, 2017

Marlo Thomas Center/GEC Atrium

- Dimensions of poster board and stand:
About 5 ft. high x 4 ft. wide
- Families may select any available poster board and stand upon their arrival to the GEC Atrium.
- Displayed items must be lightweight. Examples of materials that can be used include your child's artwork, pictures, favorite t-shirt, etc.
- You may bring cut-out letters or a sign with your child's name that can be displayed on the board.
- Push pins will be provided; you may also bring your own push pins or Velcro dots.
- We cannot provide additional tables or space. Please do not bring anything that requires an electrical outlet.
- Any physical mementos need to fit on the board or directly in front of it. Please do not bring too many items that must sit on the floor or items that could be easily broken if accidentally knocked over.
- Boards made by families come in all varieties. The photo below is an example of a more elaborate board. Please do not feel obligated to make your board this elaborate. The memory board provides a chance for you to share your favorite memories of your child in a way that is most comfortable to you.
- There is no obligation to create a memory board in order to attend the Welcome Reception. If you prefer not to decorate a board, you may simply choose to put your child's name on a board so that staff will know where to find you.



St. Jude HIPAA Authorization for Displaying Photographs at Day of Remembrance

Some patient families choose to give permission to have photographs of their child displayed to others at the Day of Remembrance event. Allowing your child's (your) photograph to be displayed at this event discloses patient health information. You do not have to give permission for this disclosure. But, if you do not give permission, your child's (your) photo may not be displayed. Treatment at St. Jude will not be affected in any way by your decision. This permission will expire eighty (80) years after signing below. If you want to take back your permission, you may do so at any time by informing the St. Jude Privacy Officer. We cannot retrieve any information disclosed before you took back your permission. Your signature below shows that you agree to have your child's (your) photo disclosed. The staff will give you a copy of this authorization.

Name of patient (print):

Name of parent or legal guardian (print):

Date:

Signature (parent/legal guardian):

Relationship to patient:
