



Elks National Veterans Service Commission

2750 N Lakeview Ave

Chicago, IL 60614

E-mail: Vets@elks.org

Phone: 773-755-4736

FAX: 773-755-4737

## VETERAN LEATHER PROGRAM CRAFT KIT ORDER FORM

Date: \_\_\_\_\_

Name: \_\_\_\_\_

(Lodge Veterans Chair or Voluntary Service Representative Name)

Address: \_\_\_\_\_

(Mailing Address - No PO Boxes)

\_\_\_\_\_

(City)

(State)

(Zip)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### VETERANS FACILITY NAME AND ADDRESS

Name of facility: \_\_\_\_\_

Address: \_\_\_\_\_  
(Mailing Address - No PO Boxes)

\_\_\_\_\_

(City)

(State)

(Zip)

Craft kits are available for distribution by Voluntary Service Representatives and Lodge Veterans Chairs to needy veterans in VA facilities, state facilities, nursing homes, veterans shelters, Lodge events for veterans or other veterans facilities. Please allow for 3-4 weeks for delivery.

### KITS ORDER

Number of kits: \_\_\_\_\_ Type: \_\_\_\_\_

Name: \_\_\_\_\_

(Lodge Veterans Chair)

Signature: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Order #: \_\_\_\_\_

Date: \_\_\_\_\_



# Help Heal Veterans

## Therapeutic Craft Kits

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### RECOMMENDED GUIDELINES: HELP HEAL VETERANS ARTS & CRAFTS KIT PROGRAM

**Thank you for Partnering with Help Heal Veterans. Working together we can help to improve the lives of the great men and women who sacrificed so much for our freedom.**

#### PATIENT USE

1. Arts and crafts activities are therapeutic tools for patients undergoing medical care or rehabilitation.
2. These craft kits are strictly for veterans or active duty military patients. They are not for facility personnel, patients' family members, or any other persons. Family and caregivers are encouraged to assist and participate with the veterans with their kits as part of their therapy.
3. All craft kits and materials should be stored in a secure area.
4. Patients should only be permitted to receive one craft kit at a time. Another kit may be provided only after proof that the previous kit was completed, unless there are special circumstances.
5. Any uncompleted craft kits may not be sold for gain or profit by any organization.
6. After the veteran/military patient completes a kit, it is his or her property to do with as they wish.

#### POST CARD USE

1. Patients are encouraged to complete and mail the donor reply cards supplied with each craft kit. This is best done when the kit is given to the patient. (Cards are intended as a brief thank-you note to the donor supplying the kit.)
2. If the patient needs help writing, staff (or a volunteer) should assist them in completing the donor card.
3. Some patients may refuse to complete a post card. Explain why the donor cards are important; see if any other patient (or a volunteer) is willing to write a short note on the post card on behalf of the patient.
4. Please do not use rubber stamps or automated messages as the patient's response on the donor cards. Donors enjoy hearing directly from the patients.
5. Review all donor cards before mailing to make sure the comments are appropriate. These cards are only intended to thank the donors for contributing a craft kit to veterans/military patients.

#### FACILITY USE

1. Keep Help Heal Veterans (Heal Vets) updated regarding the primary contact at the facility for the craft kit program. Ensure the contact coordinates requirements with other departments (OT, Rec., Mental Health, etc.)
2. If there is a change in personnel, please turn over all records pertaining to the Heal Vets program to the replacement staff, and also notify Heal Vets of this change.
3. Heal Vets will supply the facility with as many craft kits as needed, provided the kits are distributed to the patients within 90 days. (Order size is not as important, as long as the kits are being distributed within 90 days.)
4. Notify Heal Vets when craft kit inventory is down to a 30i day supply.
5. Each facility determines the extent of its craft kit program based on patient mix, staffing, and volunteers.
6. Remember, the Heal Vets program is for our veterans and military patients only. The primary mission of Heal Vets is to put craft kits into veterans/military patients' hands to benefit from and enjoy!

#### COMMUNICATIONS

Sharing stories and photos are an integral part of Heal Vets mission and continuing our program. It's essential we keep the veteran, donor and therapist/caregiver communities aware of the benefits these crafts are providing. If there is something you feel is worth sharing and have the permission of all parties involved, please submit to Heal Vets headquarters and/or follow the recommendations below. If you are a VA facility, this must be coordinated with public affairs office as required.

1. Post on your Facebook or any other social media sharing with Heal Vets.
2. Publish Heal Vets craft kit program impact content on your own website, newsletter, etc.
3. Tell your local communities about Heal Vets and any other organizations you believe would benefit from our program, or be willing to support us.

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Help Heal Veterans is a non-profit, tax-exempt corporation established in 1971

36585 Penfield Lane • Winchester, California 92596 • (951) 926-4500 • Fax (951) 926-3569 • [www.healvets.org](http://www.healvets.org)

