



"Exploring your world one place at a time"

Nathaniel J. Williams, Ed.D, MHS, MPA
President/Chief Executive Officer, and Founder

APPLICATION

NAME: _____

AGE _____ **SEX** _____ **DATE OF BIRTH** _____ **WEIGHT** _____

HOME ADDRESS: _____

CITY _____ **STATE** _____ **ZIP** _____

PHONE (_____) _____

PARENTS/GUARDIAN NAME: _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

RELATIONSHIP TO APPLICANT _____

HOME PHONE (_____) _____

WORK PHONE (_____) _____

EMERGENCY CONTACT: (If PARENT/GUARDIAN is not available)

Name _____

RELATIONSHIP TO APPLICANT _____

HOME PHONE (_____) _____ **WORK PHONE (_____)** _____

PHOTO:

GENERAL INFORMATION

REQUIRES 1:1 STAFF? Yes ____ NO ____ Staff: _____

Reason: W/C Wheelchair ____ S/N Special Need ____ D/D Door to Door ____

APPLICANT WEARS: Glasses ____ Hearing Aid ____ Dentures ____ Other _____

AMBULATION: Walks freely ____ Walks w/difficulty ____ Uses Aid ____

Can climb stairs unaided? YES ____ NO ____ Requires wheelchair lift: YES ____ NO ____

Wheelchair User ____ Wheelchair only for long distances ____ Can transfer self ____

SEIZURES: None ____ Petit Mal ____ Grand Mal ____ Frequency _____

DIABETES: YES ____ NO ____ HEPATITIS YES ____ NO ____ TYPE _____

ALLERGIES (please list) _____

FOOD SERVED SHOULD BE: Regular ____ Chopped ____ Mechanical Soft ____ Pureed ____

OTHER DIETARY CONSIDERATIONS _____

BEHAVIOR INFORMATION

PLEASE CHECK ANY BEHAVIOR ISSUES THAT MAY ARISE DURING APPLICANT'S VACATION:

Aggressive toward others ____ Self Abusive ____ Tantrums ____ Hyperactive ____

Destroys Property ____ Runs Away ____ Bites Others ____ Withdrawn ____

Other _____

Comments on general behavior _____

Is there any problematic sexual behavior? _____

PLEASE LIST ANY ACTIVITY RESTRICTIONS _____

APPLICANTS: Fears _____

Likes _____

Dislikes _____

PERSONAL SKILLS PROFILE

APPLICANT'S LEVEL OF FUNCTIONING:

Mild _____ Moderate _____ Severe _____ Profound _____

Comments _____

IS APPLICANT EMPLOYED? YES _____ NO _____ TYPE OF WORK _____

HOW DOES APPLICANT RELATE TO OTHERS? _____

WHAT DOES APPLICANT DO IN FREE TIME? _____

PLEASE CHECK THE RESPONSE WHICH BEST DESCRIBES THE APPLICANT

AREAS OF NEED	NO DIFFICULTY	SOME DIFFICULTY	DIFFICULTIES
TOILETING			
EATING			
DRESSING			
WASHING			
SHOWERING			
VISION			
SPEECH			
HEARING			
COMPREHENSION			
SLEEPING			

OTHER COMMENTS TO HELP US TO BETTER SERVE INDIVIDUAL:

MEDICAL INFORMATION

DOES MEDICATION NEED REFRIGERATION? YES _____ NO _____

PLEASE LIST MEDICATIONS TAKEN:

NAME	DOSE	PURPOSE	6-8 AM	NOON	4 –6 PM	8 PM/HS

GENERAL PHYSICAL CONDITION _____

**Because of Insurance requirements, NO application will be accepted without the following information

Applicant's Social Security Number _____

Applicant's Medical Assistance Number, PA ACCESS Number: _____

Insurance Co. Name: _____

Policy Number _____

Name of Policy Holder _____

PLEASE ATTACH/ENCLOSE A COPY OF APPLICANT'S MEDICAL COVERAGE CARD

Please list applicant's physician's name and telephone number:

Permission is granted to *FunWorks, Inc.* for the following:

1. To have necessary medical emergency procedures performed if the situation arises;
2. To administer prescribed and approved over the counter medications
3. To use photographs and other visual records of activities that may include the applicant in describing the Fun Works to prospective applicants, families, and agencies;
4. To have the applicant participate in ALL program activities except as noted on application;
5. To take the applicant off the vacation site (S) for supervised field trips.

Signature (person completing)

Relationship to Applicant

Date

Terms and Conditions

CANCELLATIONS, REFUNDS, CHANGES: Upon registering for a trip via phone, fax, internet, mail, or in person, such registration authorizes us to (1) reserve a space (2) send an invoice, and (3) purchase any air, train, cruise, or activity tickets. A notification to change or cancel the trip you must be in writing at least 30 days prior to the departure date for bus trips, 45 days prior to departure for air, train, or cruise trips. A refund, less a \$100 cancellation fee and any non pre-purchased portion of the trip package will be issued. Changes and cancellations within 14 days before departure and no-shows are Non-refundable. Airport/City departure changes; after tickets are issued are considered a change in itinerary and penalties will apply. If FunWorks has already purchased airline or other non-refundable tickets, tickets will be mailed to registrant to use towards possible future travel and invoiced for said non-refundable tickets. FunWorks cannot give air ticket refunds even for cases of illness. FunWorks is purchasing the tickets only as an agent, on behalf of registrant and per registration. Any requests for ticket cost refunds must be done directly with the carrier. Cancellation insurance may be purchased from us for all trips. If application is incomplete or not received by due date; due to reasons of safety, registrants may lose their reservation. Change/cancellation penalties may apply. No refund will be issued if individual is refused boarding due to lack of proper identification. If FunWorks declines your application due to lack of space or because we are unable to accommodate your special needs, we will refund your deposits in full. If payment is not received before the trip, or other arrangements made, your payment and your reservation will be forfeited. There will be no refunds for cancellations or delays due to weather. If you are more than 30 minutes late for departure, you will be considered a "no-show", and no refunds issued.

LIABILITY LIMITS: FunWorks, Inc. shall not be liable for any bodily injury or property damage that may result from weather, theft, civil disturbance, or strikes. Furthermore, FunWorks, Inc. reserves the right to substitute accommodations, transportation, activities, leaders, and to alter the itinerary when necessary. Should this be the case, substitutions will be of a similar nature whenever possible. FunWorks, Inc. also reserves the right to modify prices and trip dates. If necessary FunWorks will give registrant as much advance notice as possible. FunWorks, Inc. reserves the right to decline to accept or keep any applicant or participant whose actions or condition impedes trip operations. If transportation is necessary to return home due to illness or behavior, registrant will bear the full cost of such evacuation. FunWorks, Inc. shall not be responsible or liable for any damages due to public transport misconnection caused by transport delays, transport cancellations, or lack of supervision or guidance to you by public carriers. On tours involving airlines, public buses, or trains, our responsibility begins only when the carrier has turned you over to us and ends when we turn you over to the carrier. Public transport carriers have the right to refuse to transport anyone they believe is incapable of safely traveling alone.

POST-TRIP CHARGES: If FunWorks incurs any of the following charges on behalf of registrant during the trip, registrant will receive an invoice for such charges following the trip. These charges include, but are not limited to, long-distance phone charges, pay-TV charges, charges made by airlines for special assistance, excess baggage charges, evacuation charges, unscheduled drop-off charges, toiletry, clothing, or medical charges made on registrants behalf, and extra lodging or meal charges caused by public transport delays or weather beyond FunWorks control.

SUPERVISION & ASSISTANCE LIMITS: FunWorks, Inc. provides assistance on each trip, but the exact level of assistance varies with trip type. Our *Regular* trips are planned at approximately a 1:4 staff to participant ratio. This constitutes one FunWorks staff for every four individuals. FunWorks can provide a 1 staff to 1 individual ratio. The actual ratio for any particular trip can vary from these guidelines, but the ratio would not vary by more than one more participant per staff person. If a greater variance is needed due to staffing problems FunWorks will contact registrant to discuss with options of either canceling the trip without penalty or remaining on the trip with the new staff ratio. FunWorks, Inc. does not guarantee in-room 24 hour assistance. FunWorks staff assist people while in the community and during normal awake hours while at lodging. FunWorks staff stays on-site at the lodging, of course, but we generally do not have staff sleeping in the rooms with participants, unless there is a need for physical assistance (e.g. wheelchair transfer) at night, or if night supervision has been pre-arranged. One on One staffing arrangements do stay with registrant 24 hours.

ARBITRATION: Registrant or registrants' guardians agree that, on the petition of either party willing to advance the applicable filing fee, any claims that may arise from trip will be settled through arbitration of the American Arbitration Association or similar entity.

Agreement of Risk, Waiver, and Terms

RISK: Risk to body or property may be present in any travel experience. Some trips may take place in a wilderness environment, an area without immediate available medical attention, or outside the United States of America or Canada. Participants may wish to inquire about specific tour dangers from *FunWorks, Inc.* prior to enrollment or departure and/or seek the advice of a physician.

WAIVER: Participants, or their guardians or agents, applying for this trip agree to participate at their own risk, and release and hold harmless *FunWorks, Inc.* plus its staff and volunteers from liability for any harm to person or property that may occur due to self-injurious behaviors, actions by any other trip participant, voluntarily departing from the tour group, or malfunction of adaptive equipment. *FunWorks, Inc.* will not be responsible for loss or breakage of personal items brought or purchased on the tour. (Note conditions below)

PERSONAL EMERGENCIES: If individual has to be removed from the trip or needs additional staff attention for medical, behavioral, psychological, or other personal reasons, all costs of return or additional staffing will be paid by applicant or guardian. Such costs can include, but are not limited to: air fare, lodging, meals, vehicle rental, fuel, phone calls, and cost-of-hire for staff.

PHOTOGRAPHS: *FunWorks, Inc.* is granted permission to use trip photographs of individual for promotional purposes (e.g. catalogs, Web site) unless objection is stated here in writing before the trip. HumanWorks Affiliates and its corporation's permission for the use of my picture and of the text of any interviewing/writing in connection with publicizing the work of HumanWorks Affiliates and its programs. I understand that any photos and articles will become the property of HumanWorks Affiliates and I will receive no recompense. HumanWorks Affiliates may reprint article and photos at a later date and/or place them on the corporation website.

MEDICATIONS: Medications should be packaged by date and time in individual dosage packets ("med envelopes", "bubble packs", or similar) with participant's name. Medications will not be administered without proper labeling. Medication logs need to be provided by the consumer or their provider.

MEDICAL TREATMENT: Staff or appointees of *FunWorks, Inc.* are granted authority to register applicant for medical treatment if deemed necessary by said staff or appointees. Authorization for treatment at the hospital or clinic and for "Good Samaritan" first-aid treatment is granted. *FunWorks, Inc.* cannot assume responsibility for any medical expenses that may occur if the participant must receive medical care. Individuals are advised to carry their own medical insurance, medical assistance, or traveler's insurance, although such insurance may not cover you when in a foreign country.

"I have read the **Agreement of Risk, Waiver and Terms** and the **Terms and Conditions**, and agree to the terms and conditions stated therein, for the tours above."

Signature (legal guardian)

Date