



**DREAM  
FACTORY**

Lexington Dream Factory  
P.O Box 707  
Lexington, KY 40588  
(859) 254-9474  
email: [lexington@dreamfactoryinc.org](mailto:lexington@dreamfactoryinc.org)  
web: [www.lexingtondreamfactory.org](http://www.lexingtondreamfactory.org)

## I. INTRODUCTION

The Dream Factory is a non-profit corporation created and operated for the sole purpose of making the dreams of children with critical or chronic illnesses come true. A child, to be eligible to have his or her dream granted by The Dream Factory, Inc.,

- must be between the ages of three and eighteen years old;
- have a qualifying illness that is verifiable by the child's physician;
- has not received a dream from any other wish granting organization;
- the dream request must be that of the child and not the wish of a parent, guardian or other party and must be considered to be medically appropriate for the child
- and the child must be able to communicate the dream request to a representative of The Dream Factory.

The Dream Factory regrets that it may not have the necessary resources to grant the wishes of all children who apply and are eligible to have their dreams granted. The Board of Directors reserves the right, in its sole discretion, to grant or deny an application.

Because The Dream Factory is a volunteer-based organization whose members raise funds in their communities to grant dreams for local children, dream applications can only be accepted for children who reside in or are treated in areas where chapters are located.

An applicant must satisfactorily complete the following steps to have his or her application processed by The Dream Factory:

- Complete all sections of this Application;
- Parent(s) or guardian(s) of the applicant must sign the appropriate signature line(s) located in this Application, and provide a copy of the child's birth certificate or legal documents awarding custody of the child;

Note to parents: Because of financial, insurance and liability considerations that may affect the organization, as well as guidelines and policies imposed upon The Dream Factory, Inc. by our National Bylaws, we may not be able to provide your child's dream request. Therefore, we will accept your child's application and process it with the understanding that the dream may not be granted.

**2. BACKGROUND INFORMATION**

Date of Application: \_\_\_\_\_

**A. CHILD**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Age: \_\_\_\_\_ Gender \_\_\_\_\_ Child's Social Security Number: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_

Email address for Mother ( ) \_\_\_\_\_ Father ( ) \_\_\_\_\_

Cell Phone for Mother ( ) \_\_\_\_\_ Father ( ) \_\_\_\_\_

Has the child received a dream from another wish-granting organization? \_\_ Yes \_\_ No

**B. PARENT(S) OR GUARDIAN(S)**

Father's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Father's Address & Phone (if different): \_\_\_\_\_

Mother's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Mother's Address & Phone (if different): \_\_\_\_\_

**C. MARITAL STATUS OF PARENTS (Check one of the following)**

\_\_\_\_ Married \_\_\_\_ Single \_\_\_\_ Divorced \_\_\_\_ Widowed \_\_\_\_ Separated

If divorced, separated or single is checked, please indicate whether the father, mother, both parents or a third person or persons has legal custody of the child. A copy of the child's birth certificate or court order awarding custody of the child must accompany all applications.

Guardian(s) (if applicable): \_\_\_\_\_ DOB: \_\_\_\_\_

(Address & Phone): \_\_\_\_\_

**D. BROTHERS AND SISTERS**

List all brothers and sisters under 18 years of age from oldest to youngest: (First, middle, last names)

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Living at home? \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Living at home? \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Living at home? \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Living at home? \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Living at home? \_\_\_\_\_

**3. MEDICAL INFORMATION**

Child's Diagnosis: \_\_\_\_\_

Physician Making Initial Diagnosis (Name, Address, Phone and FAX): \_\_\_\_\_

\_\_\_\_\_  
Primary Treating Physician (Name, Address, Phone)and FAX): \_\_\_\_\_

\_\_\_\_\_  
List Physicians Treating Child With Regard to Condition or Illness (Name, Address and Phone):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hospital or Other Medical Facility which has treated child (Name, Address and Phone): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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If a child's dream takes place in an area outside the general area serviced by the primary treating physician, it is the responsibility of the Parent or Guardian to obtain medical care. Please list below the name(s), address(es), and phone number(s) of a physician qualified to treat the child, given his or her illness or condition, who serves the general area in which the dream is to take place. (For example, if the child's dream is to visit Disney World, the parent(s) or guardian(s) of the child must list a physician, qualified to treat the child, who serves the area surrounding the city of Orlando, Florida)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is your child is aware of the nature of his/her illness or condition? \_\_\_\_ Yes \_\_\_\_ No  
Describe any special medical needs of child (for example, is your child confined to a wheelchair, in need of 24-hour nursing care, requires certain equipment, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. DESCRIPTION OF DREAM:**

If known, describe in detail your child's dream. (Include all details in the description that may help The Dream Factory to better understand your child's dream)

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If The Dream Factory determines it cannot grant the dream requested above, please describe your child's alternate dream:

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**5. AUTOMOBILE INSURANCE INFORMATION**

If your child's dream involves a trip or the use of a vehicle, please complete the following section: *(A current copy of the declaration page of the certificate of automobile insurance must be attached to this application as well as legible copies of driver's licenses for all adults over 18.)*

Name of automobile insurance carrier: \_\_\_\_\_

Insurance Agent (Name, Address, and Phone): \_\_\_\_\_

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Date of Coverage: \_\_\_\_\_ Policy Limits: \_\_\_\_\_

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Person(s) operating vehicle (Name, Address, and Phone): \_\_\_\_\_

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Operator(s) License Number(s) & State: \_\_\_\_\_

Expiration Date(s) of License(s): \_\_\_\_\_

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\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT OR GUARDIAN

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
PARENT OR GUARDIAN

The Dream Factory cannot review any application that is not accompanied by the following signed documents:

- Authorization for the Use/Disclosure of Protected Health Information
- General Liability Release
- Liability Release for Dream Trips (if applicable)
- Information Release (Optional)

Therefore, please

- Carefully read, sign, and date the document entitled "Authorization for the Use/Disclosure of Protected Health Information". If information must be obtained from more than one physician to satisfy the requirements of this application, complete one Authorization for each physician.
- Carefully read, sign, and date the document entitled "General Liability Release" (pages 8 and 9)"
- Carefully read, sign, and date the document entitled "Information Release" (page 10) if you are willing to allow The Dream Factory to publicize this dream.
- Carefully read, sign, and date the document entitled "Liability Release for Dream Trips" (page 11), if applicable.



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**Authorization for Use/Disclosure of Protected Health Information**

To: \_\_\_\_\_ (Physician)  
\_\_\_\_\_  
*(Physician's Name and Address)*

Re: \_\_\_\_\_ (Patient)  
\_\_\_\_\_  
*(Patient's Name and Date of Birth)*

I authorize the use and disclosure to The Dream Factory, Inc. (Dream Factory) of protected health information about Patient as described below.

1. Information that may be used/disclosed: All protected health information relating to Physician's assessments of: (a) whether Patient is medically eligible for Dream Factory services; and (b) if so, whether his/her desired wish is medically appropriate. In addition, Physician is authorized to fill out, sign and provide to The Dream Factory, Inc. any forms that The Dream Factory, Inc. may require, including forms relating to Patient's medical eligibility, the requested wish and medical considerations relating thereto.
2. Persons authorized to use/disclose the information: The Physician identified above, as well as his/her authorized representatives.
3. Persons authorized to receive the information: Employees or other authorized representatives of: The Dream Factory, Inc.  
(whose national headquarters are located at)  
120 W. Broadway, Suite 300  
Louisville, KY 40202  
502-561-3001 (phone) 502-561-3004 (fax)
4. Purpose for which information will be used/disclosed: To enable The Dream Factory, Inc. to obtain: (a) Physician's assessments regarding whether Patient is medically eligible to have a wish granted by The Dream Factory, Inc. and, if so, whether the requested wish is medically appropriate; and (b) pertinent information relating thereto.

5. Expiration date/event: This authorization expires once Patient's wish has been granted by The Dream Factory, Inc. or a final determination has been made that Patient is not medically eligible to receive a wish.
6. Statements required by HIPAA: In accordance with the Health Insurance Portability and Accountability Act, I acknowledge the following:
  - a. I understand that I may revoke this authorization at any time by so notifying Physician in writing, except to the extent that action has already been taken in reliance on the authorization;
  - b. I understand that I may refuse to sign this authorization and that my refusal to do so will not affect Patient's ability to obtain treatment or payment or eligibility for benefits; and
  - c. I understand that if the person/entity that receives the information described above is not a healthcare provider or health plan covered by federal privacy regulations, such information will no longer be protected by these regulations and could potentially be re-disclosed by the recipient.

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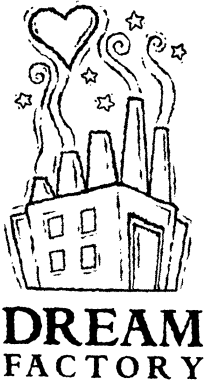
Name of Patient's Representative

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Relationship to Patient

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Signature of Patient's Representative



## GENERAL LIABILITY RELEASE

This General Release releases The Dream Factory, Inc. from any and all liability in connection with a Dream request that may be granted by The Dream Factory, Inc. For ease of understanding, some of the words used in this document are defined as follows:

Child means: (Insert Dream Child's Name here) \_\_\_\_\_

Parent(s) means: (Insert Parent(s) Name(s) here) \_\_\_\_\_

Guardian(s) means: (Insert Guardian(s) Name(s) here) \_\_\_\_\_

Participant means: \_\_\_\_\_  
Each of whom is a minor child that may participate in the Dream. The Parent(s) and/or Guardian(s) listed above are the parent(s) or legal guardian(s) of each Participant.

The Dream Factory, Inc. means all volunteers, officers, directors, employees and agents of The Dream Factory, Inc., a non-profit corporation.

Dream means the request of the child. The Dream consists of:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Physician means \_\_\_\_\_ who is the child's primary treating physician.

Parents'/Guardians' Statement:

1. Parent/Guardian has thoroughly discussed the Dream with the Child.
2. The Dream requested is that of the Child, and not a suggestion from a Parent, Guardian or other adult.
3. The Parent(s) or Guardian(s) whose signature(s) are affixed to this document is/are the sole legal guardian(s) of the Child and each Participant and has sole unconditional authority to execute all legal documents on their behalf.
4. Parent/Guardian agrees to consult with the Physician regarding the physical and emotional effects of the Dream request. Parent/Guardian will follow the advice of the Physician in connection with the Dream. Parent/Guardian has not been promised anything by The Dream Factory or anyone associated with The Dream Factory, Inc.



5. Neither The Dream Factory, Inc. nor anyone associated with it has advised Parent/Guardian regarding the advisability of the Dream and the risk associated with the Dream. Instead, Parent/Guardian is relying solely on the advice and information supplied by the Physician.
6. Parent/Guardian acknowledges that The Dream Factory, Inc. has acted and is acting solely at Parent's/Guardian's request and according to Parent's/Guardian's instructions.
7. Parent/Guardian understands that the decision of The Dream Factory to grant an applicant's dream request is based, in part, on information supplied by Parent(s)/Guardian(s) to The Dream Factory, Inc. The Dream Factory, Inc. retains the right to prosecute, civilly or criminally, any persons responsible for providing false information to The Dream Factory, Inc. with the intent to wrongfully obtain a Dream.

Consideration:

Parent/Guardian is freely giving the authorizations and liability releases in this document in consideration of The Dream Factory, Inc.'s considering the dream request, and if it determines, granting the dream request.

Release:

Parent/Guardian releases The Dream Factory, Inc. as explained in this paragraph. This release is made by Parent/Guardian for itself, the Child, and any Participant(s). This release extends to all liability, damages and claims of any kind which may be connected with, resulting from or arising from the consideration of the Dream request. For example, this release includes: (1) all problems encountered in connection with transportation, food or lodging; (2) medical problems, both physical and emotional; (3) entertainment; (4) photographs; (5) accidental injury of any kind; or (6) death. This release also includes all liabilities, damages and claims which are not listed in this paragraph.

**PARENT ACKNOWLEDGES READING AND UNDERSTANDING THIS GENERAL RELEASE FORM BEFORE SIGNING IT AND AGREES TO ALL OF THE TERMS CONTAINED IN SAID GENERAL RELEASE.**

\_\_\_\_\_

Date

\_\_\_\_\_

Parent or Guardian

\_\_\_\_\_

Witness

\_\_\_\_\_

Parent or Guardian



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**OPTIONAL  
INFORMATION RELEASE**

I \_\_\_\_\_ and \_\_\_\_\_

Hereby acknowledge and represent that we are the parents and/or legal guardians of

\_\_\_\_\_.

We hereby authorize The Dream Factory, Inc. or any of its agents, servants, officers or employees to photograph, film and/or electronically record interviews with us, \_\_\_\_\_, and his/her physicians in such manner as The Dream Factory, Inc. shall choose.

I/We further authorize The Dream Factory, Inc. or any person or organization participating in the taking of said photographs, films and/or electronically recorded interviews to distribute now and at any time in the future any or all of the said photographs, films, and/or electronically recorded interviews to anyone including the general public and to magazines, newspapers, television and radio stations and/or any other organization or person which customarily presents information or news to the general public.

I/We further authorize The Dream Factory, Inc. to disclose to the general public, as well as to the television and radio stations, newspapers and magazines, now or at any time in the future, the name of the child to receive the dream and to freely discuss with anyone any aspect of the child's physical and/or emotional condition.

It is our understanding that by signing this Information Release that any aspect of the child's physical and/or emotional condition becomes public information and that we will no longer have any control over the distribution of said information and acknowledge that the child may learn of his/her condition through other persons and that the child's condition will become common knowledge. It is not necessary for The Dream Factory, Inc. of any other person or organization to contact me/us prior to releasing any of the said information to the general public.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness



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### LIABILITY RELEASE FOR DREAM TRIPS

I/We \_\_\_\_\_ the Parent(s)  
Parent(s) or Guardian(s) Names)

and/or Guardian(s) of \_\_\_\_\_ and/or  
(Dream Child's Name)

\_\_\_\_\_  
(Accompanying Sibling's Names)

And/or \_\_\_\_\_, accompanying adults:  
(Accompanying Adult(s) 18 years or older)

TRIP \_\_\_\_\_ DATE 1 \_\_\_\_\_ DATE 2 \_\_\_\_\_ DATE 3 \_\_\_\_\_

Please list 3 travel date options

As evidenced by my/our signature(s) herein below set forth, we hereby release The Dream Factory, Inc. and all of its agents, servants and employees from any liability in connection with the execution and fulfillment of said Dream. The terms "execution" and "fulfillment" shall include, but not be limited to problems encountered in connection with transportation, food, lodging, medical problems (physical and emotional), entertainment, photographs, etc.

I/We further agree that The Dream Factory, Inc. shall remain free from liability and the liability of The Dream Factory, Inc. shall in no manner be affected by its participation and assistance in making arrangements for the participation in the execution of the fulfillment of said trip.

With respect to the effect of said trip on \_\_\_\_\_, both physically and emotionally, I/We hereby acknowledge that I/We have received the written authorization of \_\_\_\_\_, M.D. or D.O. to take said trip, and will follow his/her advice in connection therewith. We have not been promised anything by any agent, servant or employee of The Dream Factory, Inc. nor has any person associated with said organization given any advice or counsel with respect to the advisability and risks associated with said trip. In that regard, I/We am/are relying solely upon the advice and information supplied to me/us by \_\_\_\_\_, M.D. or D.O. The Dream Factory, Inc. is acting and has acted pursuant to instruction by me/us and/or \_\_\_\_\_, M.D. or D.O.

I/We hereby acknowledge that I/We have read and understand the terms and conditions of this release:

          
Witness          Parent/Guardian

          
Witness          Parent/Guardian

          
Witness          Accompanying Other Adult

Date \_\_\_\_\_ Date \_\_\_\_\_



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## Medical Authorization

As the primary care physician for \_\_\_\_\_, I,

\_\_\_\_\_ M.D. or D.O., am familiar with the physical condition of the abovenamed child and am of the opinion that the condition

of the abovenamed child is of a critical or chronic nature and therefore meets the criteria for dream fulfillment by The Dream Factory, Inc. I have explained to the abovenamed child's parent(s) or legal guardian(s) the medical condition of the abovenamed child. I have discussed with the parents(s) or legal guardian(s) the risks involved, both physical and mental, with participation by the abovenamed child in fulfillment of the dream as it was explained to me and as hereinafter described. I have instructed them as to who to call in the event medical assistance is needed and how to handle medical emergencies.

As long as the parent(s) or legal guardian(s) take sufficient precaution to protect the abovenamed child in accordance with my instructions to them, I am of the opinion that the participation in the dream described to me by the abovenamed child will not present medical risks to him/her sufficient to prevent my recommendation that he/she participate in the following dream which will involve a reasonable amount of time.

### Description of the Child's Illness

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### Description of the Dream

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\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician's Office Address

\_\_\_\_\_  
Physician's Office Phone Number

\_\_\_\_\_  
Physician's Emergency Phone Number



## Fraud Prevention and Response

The Dream Factory takes a serious view of any attempt to commit fraud by its staff members, volunteers or families requesting dreams for their children. It is the policy of The Dream Factory, Inc. that every instance or suspected instance of fraud by its employees, volunteers and dream families will be investigated and reported to the appropriate authorities.

There are two broad categories of fraud perpetrated against nonprofit organizations: internal fraud perpetrated by persons inside of the organization such as employees, officers and volunteers; and external fraud committed by persons such as vendors, donors, dream applicants and program participants.

For the purpose of this policy, the term fraud is used to describe a range of actions such as deception, forgery, theft, embezzlement, misappropriation, and false representation. Fraud is further defined as the intentional false representation or concealment of a material fact for the purpose of obtaining an advantage, avoiding an obligation or causing a loss.

Because of the potential damage to The Dream Factory's reputation in terms of negative publicity, lower employee and volunteer morale, the cost of litigation and investigation, and disruption to the operations of the organization, fraud against The Dream Factory will be reported to the police and appropriate prosecuting authority for investigation which may result in criminal action being taken against the alleged perpetrators.

This policy applies to the parents/guardians of children completing dream applications as well as to employees, volunteers and officers of The Dream Factory, Inc.

Read and acknowledged: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Print parents/guardians name(s) here)*

*(Signed)* \_\_\_\_\_

*(Signed)* \_\_\_\_\_

Parents or Legal Guardians of \_\_\_\_\_