

Care Cards

Thank you for being part of the Care Cards Project!

This project invites all associates to create cards that will be distributed to patients. Our aim is to offer a special gift to patients who are in hospital during the holiday season and at other times throughout the year. We hope you also will enjoy the relaxing experience of coloring in the cards!

GUIDELINES

What Should I Write In My Card?

This is a very important question! Every card has a pre-printed message on the cover and inside. If you decide you'd like to add your own message, please be sure to follow these guidelines. Cards that do not follow these guidelines will not be able to be distributed.

- **Sign Your First Name Only** – Please do not include your last name, profession, credentials, department, or location. This is important for everyone's confidentiality. Signing your first name will add a personal, warm touch to the card.
- **Avoid Specific Holiday References** - Cards will be distributed to patients of all ages, cultures, and religious and spiritual backgrounds. For this reason, it is very important to avoid writing messages that relate to a particular religion or belief system.
- **Avoid Messages Related to Health or Illness** – Being unwell and in hospital can be sensitive and challenging for people. Please avoid mention of health or illness so that the cards will be a source of joy and pleasure for patients and not remind them of their current situation.

Here are suggestions of messages you can include:

During the holiday season...	At any time of the year...
<ul style="list-style-type: none"> - Warmest holiday wishes - Happy holidays and happy new year - Sending you best wishes for a happy new year - Have a wonderful holiday season and a great new year - All good wishes for a happy holiday season and a joyous new year 	<ul style="list-style-type: none"> - With all best wishes and regards - Wishing you the best of everything - Sending you warm wishes - Sending best wishes your way

Where Do I Get Care Cards for Myself or my Team?

Please visit the Healing Arts website at www.montefiore.org/HealingArts. Click on the orange 'Relaxation' tab on the top right and then click 'Care Cards' in the menu on the left side of the page. From here, you can download and print Care Cards choosing from four different designs. If you have any problems accessing the cards online, send an email to HealingArts@montefiore.org.

How Do I Make A Care Card?

Using the instructions above to find the Care Card designs online, print one or more 'cards' onto standard white copy paper. Once the page has printed, fold the page in half, then fold in half once more to create a four-way fold. You should see the illustration on the front of the card, the Montefiore logo on the back of the card, and the pre-printed message on the inside right panel. Now, you can color in the front illustration using colored pencils, crayons, or markers. If you would like to include a personal message inside, see page 1 of these instructions for important guidelines.

What Is the Deadline to Send Cards Back?

For the 2016 holiday season: We need to receive all completed cards back by **Friday, December 9th** in order to distribute to patients in late December. Please allow a few days for mail delivery time.
Other times of the year: If you miss the deadline for holiday distribution, we will accept completed care cards by mail on an ongoing basis and save them for the next distribution to patients.

Where Do I Send Finished Cards?

Please mail your cards to the following:

Interoffice Mail: Ronit Fallek, Dept. of Family & Social Medicine

Postal Mail: Ronit Fallek, Dept. of Family & Social Medicine, 3544 Jerome Avenue, Bronx, NY 10467

Who Will Receive the Finished Cards?

Holiday cards will be distributed to patients at the bedside towards the end of December. Our goal is to provide a card to every inpatient on the day of distribution, at all our inpatient campuses. If we exceed this goal, we will offer cards to outpatient clinics as well. We thank you for your generosity in making this happen!

After the holiday season has passed, any additional Care Cards we receive may be distributed to at other times throughout the year.

What if I Have Other Questions?

Please feel free to contact us with any other questions at HealingArts@montefiore.org.

Thank you for being a part of this special project!