Initial Contact Checklist
(Lead Wish Granter completes this step in the absence of Wish Team Staff)

☐ Date you received wish child information. ___/___/___
☐ Name of Wish Child: __________________________________________________________
☐ Date you called your wish partner. ___/___/___
   ☐ Discuss availability
   ☐ Determine who calls the family ______________________________________________
☐ Date Family was called to set a time for the initial wish visit ___/___/___.
☐ Notify office if you are unable to reach family after 5 days.

Topics to cover during the initial call to family

☐ Introduce yourself and your wish team partner.
☐ Verify the child has not received a previous wish (if so, notify MAW office.)
☐ Icebreaker gift is MAW-branded velvet bag containing key and wish coin on chain necklace. No other gift is given at initial visit. Notify office if you need a velvet bag containing key and wish coin and it will be sent to you.
☐ Set time, date, and location – be sure to get directions to the families home or the meeting place.
   ☐ Date/Time/Location of Visit: ________________________________________________
☐ Remind family of items needed at the time of the wish visit:
   ☐ Ask if family has received the “Family Packet” from the office.
   ☐ Remind family complete packet prior to visit and to bring it with them. (Ask them to wait to sign the forms until you are present).
   ☐ Advise the family that both parents/legal guardians need to be present (this is strongly preferred) to sign paperwork as it may slow down the wish process unless other arrangements have been made with the office.
   ☐ Remind family to email a photo of the wish child (details in cover letter they received with packet).
   ☐ If requested by the office, ask them to bring copies of:
      ☐ Birth Certificates (for children only)
      ☐ Government-issued Identification Cards/Driver licenses (for adults only)
☐ Notify Wish Partner of the date, time and location of the wish visit.
☐ Notify office of initial wish visit date.
☐ Download the “Family Packet” and the “Wish Family Assessment, and other helpful forms from the Wish Granter hidden website.
☐ Bring this checklist with you as a reminder.

Use the back of this page to record and notes from your conversations with the family.