

Wigs For Kids Recipient Program

Program Checklist

Your guide to success!

The Program Checklist is your personal roadmap to successfully completing the Wigs For Kids Recipient Program. This roadmap provides detailed instructions and guidance for performing each step in the eight Stages. You will find the roadmap to be especially helpful when contacting Wigs For Kids—allowing you to quickly identify the Stage where assistance is needed. We encourage you to print a copy for your convenience and keep it handy.

It is important that you complete all activities in each Stage before moving on to the next Stage. Please do not hesitate to contact us (+1.440.333.4433, or Recipients@wigsforkids.org) with any questions. We are happy to guide you.

Recipient Family Responsibilities

Stage 1: Application Approval

<input type="checkbox"/>	1. Find and contact a local Stylist.
<input type="checkbox"/>	2. Complete and submit the Online Application.
<input type="checkbox"/>	3. Submit required documentation and photographs to the Wigs For Kids Recipient Department via email (Recipients@wigsforkids.org).
<input type="checkbox"/>	4. Receive approval from Wigs For Kids (via email notification) to move forward with the Application Approval process. Note: Once the Applicant Approval email notification is issued by Wigs For Kids, Recipient Families are asked to complete Stage 2: Getting to Know You and Stage 3: Measurement activities at their earliest convenience.

Stage 2: Getting To Know You

<input type="checkbox"/>	1. Complete the Getting To Know You Questionnaire.
<input type="checkbox"/>	2. Encourage support for Wigs For Kids.
<input type="checkbox"/>	3. Review and complete the Model Release Form.
<input type="checkbox"/>	4. Ship the Model Release Form to the Wigs For Kids Recipient Department via postal mail.

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Stage 3: Measurements

<input type="checkbox"/>	1. Upon receipt of the Measurement Packet, review the Measurement Packet for completeness. If anything is missing, please contact Wigs For Kids at +1.440.333.4433 as soon as possible.
<input type="checkbox"/>	2. Contact the Stylist to schedule a consultation appointment.
<input type="checkbox"/>	3. Prepare your child emotionally for the initial consultation.
<input type="checkbox"/>	4. Visit the Stylist for the initial consultation appointment. Please take your Measurement Packet with you.
<input type="checkbox"/>	5. Co-sign the Measurement Form with the Stylist.
<input type="checkbox"/>	6. Ship the required documentation and tools from the Measurement Packet to the Wigs For Kids Recipient Department via postal mail . Note: Wigs For Kids strongly discourages last minute cancellations of Stylist appointments.

Stage 4: Order Processing

<input type="checkbox"/>	1. Recipient Families return the required documentation and tools from the Measurement Packet to Wigs For Kids.
<input type="checkbox"/>	2. Wigs For Kids will review the Measurement Form for accuracy and completeness.
<input type="checkbox"/>	3. If everything is in order, we will order your child's hairpiece.
<input type="checkbox"/>	4. When Wigs For Kids receives the hairpiece, we will examine for quality assurance purposes.

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Stage 5: Delivery of Hairpiece

<input type="checkbox"/>	1. When the hairpiece is ready, Wigs For Kids will ship the hairpiece via United Parcel Service (UPS) along with a set of complimentary haircare products and a brochure that provides detailed information on how to best care for your hairpiece, so it stays beautiful longer.
<input type="checkbox"/>	2. Schedule an appointment with the selected Stylist for fitting and styling of the hairpiece.
<input type="checkbox"/>	3. Notify the Wigs For Kids Recipient Department regarding delivery of the hairpiece and the scheduled appointment date with the Stylist.
<input type="checkbox"/>	4. Print the documentation shared by Wigs For Kids (via email notification) for your Stylist.
<input type="checkbox"/>	5. Download and print a copy of the Approval/Acceptance Form.

Stage 6: Fitting/Styling

<input type="checkbox"/>	1. Visit the Stylist for your final consultation appointment. Please take your hairpiece, hair products, documentation, and Acceptance/Approval Form with you.
<input type="checkbox"/>	2. During your visit, your Stylist will: <ul style="list-style-type: none">○ Check the fit of the hairpiece.○ Cut the desired hairstyle.○ Style the hairpiece, if desired.○ Review the haircare brochure.○ Demonstrate how to care for and maintain the hairpiece.
<input type="checkbox"/>	3. You and your Stylist will co-sign the Approval/Acceptance Form. Note: Wigs For Kids strongly discourages last minute cancellations of Stylist appointments.

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Stage 7: Approval/Acceptance

<input type="checkbox"/>	1. Scan and return the co-signed Approval/Acceptance Form to the Wigs For Kids Recipient Department via email Recipients@wigsforkids.org).
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Stage 8: Tell Us Your Story

<input type="checkbox"/>	1. Complete a brief questionnaire regarding your experience with Wigs For Kids.
<input type="checkbox"/>	2. Support the Wigs For Kids mission. There are a variety of ways in which you can support Wigs For Kids mission.