



**American
Red Cross**
Los Angeles Region

First Aid Station Application

430 Madeline Drive
Pasadena, CA 91105
Phone: (626) 407-4188
Fax: (626) 799-4802

I. Applicant Information

Requesting Organization:

Street Address:

City:

State:

ZIP Code:

Name of Event:

Event Location:

City:

State:

ZIP Code:

Event Contact:

Phone:

Fax/Email:

II. Event Specifics

| | Date | Expected Attendance | # of Stations Requested | Event Hours | Station Hours |
|-------|------|---------------------|-------------------------|----------------------|----------------------|
| Day 1 | | | | From: _____ to _____ | From: _____ to _____ |
| Day 2 | | | | From: _____ to _____ | From: _____ to _____ |
| Day 3 | | | | From: _____ to _____ | From: _____ to _____ |

III. First Aid Station Logistics

The Requesting Organization shall agree to provide suitable location(s) for the first aid station(s). Please check the additional following items that will be provided by the Requesting Organization:

| | | | | |
|--------------------------------------|--|------------------------------------|--------------------|-----------------|
| Canopy/Shade _____ | Tables/Chairs _____ | Lights (after dark) _____ | Ice _____ | Telephone _____ |
| Running Water _____ | Street Access for EMS _____ | Site Map (required) _____ | Event Radios _____ | |
| Law Enforcement (if necessary) _____ | For Station Volunteers: Meals _____ Drinks _____ Parking _____ | | | |

IV. Application Instructions

- Submit a completed application along with a site map to Cindy Suh suhc@arcla.org (fax 626-799-4802) at least **30 days** in advance.
- A decision will be made within **10 days** following application receipt whether or not the request can be accommodated.
- Upon approval, Cindy Suh will email a copy of the approval to the requesting organization and an invoice for the station(s).
- Payment in full must be received **5 days** prior to the event. Payment should be sent to 430 Madeline Drive, Pasadena, CA 91105.
 - \$400** base fee for one station and two volunteers, up to 6 hours
 - \$500** base fee for one station and two volunteers, 6-8 hours

Note:

 - If an event requires more than 8 first aid volunteers or two stations, a separate pricing estimate will be determined.
 - Fees are subject to change and may be increased due to special circumstances.
 - Our ability to commit and staff First Aid Stations is dependent upon the availability of volunteers.

V. Requesting Organization Signature

The organization represented by the undersigned has read and agrees to the above instructions, including the base fees. The organization also understands additional fees may be charged based on special circumstances and that the American Red Cross provides only immediate and temporary first aid care. More advanced health care, classified as Emergency Medical Services, is not included. Emergency transportation to the community's hospital and clinics must be provided by EMS.

Printed Name:

Signature:

Title:

Telephone:

Date:

Request Approval – Red Cross Use Only

Approver Printed Name:

Approver Signature:

Approval Date: