



HEROIC  
HEARTS  
PROJECT

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## Heroic Hearts Project (HHP) Standby Policy

Dear Veteran Standby Participant,

Thank you for your flexibility in agreeing to be a HHP program retreat 'standby participant'. HHP uses the term 'standby' to reflect your status on our roster, in comparison to 'hard slots', you are standing-by, ready to take the spot of an already assigned 'hard slot' participant if they are no longer able to attend.

Retreat rosters close at three weeks before the retreat start date. This means that at the three weeks beforehand mark, no additional participants can be added to the program roster. Three weeks is the minimum amount of time needed in order to ensure participants have the proper preparation necessary to attend the program retreat. You should be prepared to be called up until this date. You will be notified no later than the retreat close date if a slot has not become available.

If an 'assigned participant' is removed from the program roster, 'standby participants' will be called in the order they were added to the program roster. 'Standby participants' are afforded no more than 24 hours to respond to the HHP phone, voicemail and or text messages before this slot is offered to the next standby participant. Please reach back as soon as you are able, even if it's been more than 24 hours since your notification.

### **Requirements for a 'Standby Slot'**

1. Completed an HHP intake call
2. Sign all HHP legal documents
3. Submit photos or color scans of Passport (with more than six months validity) and DD214 (with SSN covered), if not already done so
4. Not currently taking medication or has the ability to wean off all medications by three weeks before the program retreat start date
5. Has a flexible work schedule that allows for travel up until three weeks of departure
6. Able to respond to phone calls, voicemail and/or text message within 24 hours (voicemail box is not full)

**'Hard Slot' Requirements** If you are simultaneously given a 'hard slot' on an HHP program, complete the following:

1. Complete Medical Intake Call
2. Sign the HHP Grant Agreement (including providing monetary investment of a minimum of \$500)

We appreciate your willingness and ability to be a 'Standby Participant' for a HHP program.

Sincerely,

Heroic Hearts Project Team