



## Service to the Military and Their Families A “How To” Guide:



“How To” get  
Healing Touch  
invited to  
participate in a  
Stand Down  
(or other similar  
event)

Produced for the  
Healing Touch Professional Association

# Service to the Military and Their Families

## A “*How To*” Guide

### **INTENTION:**

This e-Manual is intended to assist Healing Touch Professional Association (HTPA) *Community Connections* Volunteers in finding and participating in a Stand Down for Homeless Veterans or other similar events. It provides suggestions, tips, sample letters and documentation forms, offering a complete “How to” get Healing Touch invited to participate in a Stand Down (or other similar event) including “How to” particulars of participation.

### **GOAL:**

The goal of this e-Manual is to provide everything you need from finding event schedules and contacts for the events to active participation details and post-event follow-up guidelines.

### **CONTENT:**

This e-Manual is based on the experiences of those who have had the honor to participate in the past, as well as, discussions on how to proceed uniformly at future events. This is a *living* document; updates will be on going.

## ***“How to” get Healing Touch invited to participate in a Stand Down (Or other similar event)***

### **Definition of a Stand Down**

During war, Stand Down means a brief break from the fighting; troops get much needed rest, warm meals, showers, relief of battle fatigue, piece of mind and fellowship.

### **History of Stand Down**

From the beginning, Stand Down for homeless Veterans was modeled after the Stand Down concept used during the Vietnam War to provide a safe retreat for units returning from combat operations. At secure base camp areas, troops were able to take care of personal hygiene, get clean uniforms, enjoy warm meals, receive medical and dental care, mail and receive letters, and enjoy the camaraderie of friends in a safe environment. Stand Down was intended to provide battle-weary soldiers the opportunity to renew their spirit, health and overall sense of well-being.

Similarly, that is the purpose of the Stand Down for homeless Veterans. Achieving those objectives requires a wide range of support services and time. The program is successful because it brings these services to one location, making them more accessible to the homeless Veterans participating.<sup>1</sup>

### **History of Healing Touch Presence at Stand Downs**

Volunteers giving Healing Touch sessions to Stand Down participants began in San Diego thanks to the efforts of Joan Tweed. As the concept of Stand Downs spread across the USA, so too did the opportunities for Healing Touch Volunteers. Healing Touch has been present at Stand Downs in El Paso, Dallas<sup>3</sup>, San Antonio, San Diego, Chicago and Akron. **MORE HERE AS WE FIND OUT ABOUT THEM.** The opportunities for Healing Touch Volunteers to be of service to those who have served us continue to grow.

### **How Can We Help?**

Marshale Carter Waddell of Hope for the Home Front and wife of a Navy Seal with 22+ years of service, speaking of her husband's 2003 injury in Iraq, calls PTSD **“Passing Through Someplace Dark.”**<sup>4</sup> As Light Workers on a volunteer mission, we can shine the light for those passing through a dark place in their lives. Using the basic and effective techniques learned in Healing Touch Program Level 1, under the concept of KISS – Keep It Simple, Sweetie – we can be of great benefit in the management of pain and stress. The standardized Intake Form (see Appendix) facilitates gathering statistics. Techniques like Mind Clearing, Pain Drain and Chakra Connection, especially offered 2:1, can give a homeless Veteran a glimpse of light in their dark tunnel. (Some Stand Downs, like San Diego, serve returning troops as well at these events.)

### **Where to Start**

Plans must be made far ahead of any event. Stand Down events are often scheduled a year in advance, giving us the opportunity to contact the organizer as early as possible. Here are some considerations:

- Research Stand Downs planned for your area by searching online; include geographic area and year. (Example: Dallas Stand Down 2013. If you don't include the year in your search you will find articles about past events instead of current planned events).
  - Stand Downs are organized by local VA systems, the American GI Forum, the National Coalition for Homeless Veterans, Veterans Councils and other local community organizations. (See appendix for links)
  - You can find events on the VA calendar, although it is not always up to date.
  - The VA Homeless Coordinator can usually give you the date and local contact for the next Stand Down in your area.
- There should be one person assigned as contact/point individual to communicate with the Event Organizer. Giving titles to the Healing Touch contact/point person can be decided on by the volunteers or may be suggested by the Event Manager or Organizer.
- If funding will be needed, pre-qualification must be requested from HTPA by e-mailing the Executive Director at [info@HTPProfessionalAssociation.com](mailto:info@HTPProfessionalAssociation.com)

**Listed below are a few websites to help you get started:**

<http://www.va.gov/homeless/> (Multiple Resources)  
<http://www.va.gov/homeless/standdown.asp> (For a list of scheduled Stand Downs)  
<http://www.va.gov/homeless/standdown.asp> (For a list of scheduled Stand Downs)  
[http://www.va.gov/homeless/hmls\\_vet\\_prog\\_coord.asp](http://www.va.gov/homeless/hmls_vet_prog_coord.asp) (VA list of Homeless Coordinators)  
<http://nchv.org> National Coalition for Homeless Veterans  
<http://ausaie.org> Association of the United States Army  
<http://www.nvhs.us> National Homeless Veterans Support  
<http://www.vvsvd.net> Veterans Village of San Diego (You can find an informative 166 page, step-by-step Procedural Manual for Stand Down on this site.)

For additional information about Stand Down dates and locations you can contact the Homeless Veterans Programs Office at (202) 451-1857.

## **Guidelines to Follow Once You Have Made Contact**

1. As HTPA Community Connections Volunteers, you must abide by the Code of Ethics and Scope of Practice as taught in all Healing Touch Program (HTP) classes.
2. It is important to understand that a Stand Down is unlike anything else in which you may have participated before. **It is not a health fair, wellness expo or holistic festival, nor is it an opportunity to build your private practice.**
3. Stand Down is an event for the military, past and present, organized by the military and its associations. **It is a special event for a special population.** Each Stand Down is unique in itself.
4. Dr. Elspeth Cameron Ritchie of the D.C. Department of Mental Health said, "There's a lot of resources online to help private practitioners and others know how to treat them [Veterans]."

They've got to learn about cultural confidence, how to talk to a service member, as well as, treatment.”<sup>4</sup>

5. Be sure to plan your introduction. Begin your conversation with the event organizers by briefly explaining Healing Touch (see sample script in Appendix), emphasizing Healing Touch’s evidence-based, nursing background and history at previous events; refer to Energy Magazine articles (see Resources/Appendix). FYI: Janet Mentgen was a Navy Vet!
  - **Make assurances** that your group’s only mission is to be of service to the Vets, including strictest confidentiality and professionalism.
  - **Describe** what you will be doing, why and how: simple hands-on healing techniques with Vets on treatment tables or chairs, 20-30 minute sessions, for pain and stress management. Share that permission is always asked before each HT session, HT is not massage, and the Veteran remains fully clothed.
  - **Mention** that you will be gathering semi-quantitative data for future tabulation using strict confidentiality formats. (You may be asked to submit a copy of the Intake Form prior to the event.)
  - **Ask** about past events, including numbers of Veterans served, physical situation (outside or inside?), other service providers, etc. This information will be helpful in deciding your volunteer needs.
  - **Gently suggest** that your group be allowed enough space for treatment tables, chairs and tables for snacks and water, and that a quiet room or corner would support the healing work. (At the third Stand Down in Dallas a quiet room was provided based on feedback from the Vets the previous year. We didn’t have to ask.) Even if there’s “only room for a card table,” go for it!<sup>5</sup>

### Questions to Ask the Stand Down (or other event) Organizer

- What are the dates and hours of the event?
- What is the location (need complete address to be able to map directions)?
- How many participants do they expect?
- What space can they provide (size, tent, indoor or outdoor)?
- Are there accessory table(s) and chairs available?
- Are snacks and water ok to provide?
- Are there procedures to follow and share with Volunteers? (Example: Are Volunteers required to sign in?)
- Will there be other CAM modalities offered – are they in the same space or close by?
- Is there designated parking for Volunteers?

## Gather Volunteers, Plan and Brief

**Note:** *Participants accepted to offer services like Healing Touch at Stand Downs are often given unique titles. If a title is given to Volunteers in an event you are participating in, please respect the wishes of the Organizers of the event and accept that title while participating there.*

Based on the expected number of Veteran participants, gather your team of HTPA *Community Connection* Volunteers via a Call to Action (aka request for Volunteers). You will find a form on the HTPA website and in the Appendix. Once the form is submitted to HTPA, your event will be posted on the HTPA *Community Connections* website. Also, an e-blast can be written and request made to the **HTP Office** send it out to their database. This is a helpful way to secure Volunteers.

The group can and should have all levels of Healing Touch experience from HTP Level 1 students to HTCPs and HTCP/Is. It is recommended that Volunteers carry Professional & General Liability Insurance.

Decide if your group needs to form committees and/or assign duties such as find treatment tables, choose and purchase snacks for the Vets, etc.

Designate a member of your group to be the Lead Volunteer; this may or may not be the Contact/Point Person.

As a group, communicate regularly, review the Intake Forms, plan your carpools, choose your attire, read all the Energy Magazine articles about Healing Touch at Stand Downs to get a perspective, etc. and have practice get-togethers as needed.

Have your Contact/Point Person communicate regularly with the event organizer for any updates on the environment, dates and times.

## Things to Consider

- **Attire:** Suggested attire for a Stand Down event includes comfortable and professional clothing that creates a uniform look such as black or khaki pants and solid colored or simply patterned shirts. Closed toed, comfortable shoes are a must! Sandals, overly stylish jeans, tie-dye and gauze are not appropriate. There may be events at which Volunteers are required to wear certain attire (example: red shirts); whatever is required or requested by the organizers, should be accepted.
- **Order Aprons:** HTPA has aprons, emblazoned with the colorful HTPA *Community Connections* logo, available to add a uniform and professional look for your group. You will need to request them early, giving plenty of time for the HTP office staff to pack and ship them to your designated contact person. After the event, the aprons must be returned to HTP, making them available for the next events. Return labels will be provided. **The order form is on the website.**
- **Funding:** HTWF has a special fund designated for HTPA *Community Connections* Volunteer events such as a Stand Down. **Prequalification is required.** Complete the form found on the *Community Connections* website and email to HTPA at [info@HTPProfessionalAssociation.com](mailto:info@HTPProfessionalAssociation.com) as soon as you know your group has been approved to participate and at least two weeks prior to the event. Ask Volunteers to keep



any and all receipts pertaining to participation including water, snacks, shipping for aprons, gas/mileage, etc. Approved expenses will be reimbursed. It is best if one person is designated to receive reimbursement funds and that person distributes the reimbursements to the appropriate individuals.

- **Items you may need:**

1. Accessory table(s) for Intake Forms and refreshments
2. Treatment tables and/or chairs (After you learn how much square footage you will be allowed to use, decide how many tables you can fit in while maintaining distances for confidentiality. Take into the site only as many tables as you can use because there won't be space to store them. And don't bother with sheets! Consider having cleansing wipes available to clean treatment tables between recipients – see #3.
3. Cleaning supplies: paper towels for use under heads and shoes/feet, cleaning wipes for tables and antibacterial alcohol cleanser for hands.
4. Healing Touch Banner and HTP Practitioner Brochures (These are obtained from the HTP office.)
5. Clipboards and pens (bring more pens than you think you may need as some may walk away. Each Volunteer should keep one in his/her pocket.)
6. Intake Forms (A standardized form is available on the website. Print more than you think you will need!)
7. HTPA Aprons (Order from HTP. They can be sent with Healing Touch Banner and Practitioner Brochures.)
8. Name Tags - use only first name of the Healing Touch Volunteer.
9. Refreshments for the Vets. If approved by the event organizers, and agreed to by your Healing Touch Volunteers, these can include small bottles of water, **individually wrapped** snacks such as granola/breakfast bars, hard and gummy candies, etc. (Take into consideration portability and dental conditions.)
10. Whatever else you think you might need.

## **At the Event**

- **Park and Sign In:** Be sure to park in designated areas only. All event Volunteers may be asked to sign in at the Event Organizer's table. Volunteer badges may be issued by the Event Organizers.
- **Set up:** Allow plenty of time to set up your area within the allowances of the Organizers. Arrange tables and/or chairs to best utilize the space allowed and maintain confidentiality. Include a table with Intake forms and pens, and another for refreshments if possible.

- **Briefing:** Hold a briefing with your Volunteers to review conduct and expectations, and if possible, have a short meditation to set the group's intention. Ask the Guides and Helpers of the Volunteers to practice Healing Touch within the parameters promised to the Event Organizers. Reiterate agreement to work within the HTP Code of Ethics and Scope of Practice, and the Healing Touch Sequence. This briefing will need to be repeated if attending a multi-day or multi-shift event with different Volunteers.
- **Opening Ceremony:** Stand Downs usually begin with an opening ceremony, including a color guard, before the participants are welcomed into the service areas. These are very moving and you are encouraged to participate. Depending on the layout of the event someone may want to stay with the Healing Touch supplies.
- **Greeting Vets / Intake:** Invite the Vets into the Healing Touch area with warm smiles and gentle suggestions that you can help with their stress and pain. Help them fill out the Intake Form as needed; many may be confused by the pre and post-treatment scales for pain, stress and well-being. Be sensitive when obtaining information and do not judge the information provided. Either escort the Vets to the next available Volunteer or signal for someone to come get them. Do not leave any Vet unattended. If you have people waiting in line, provide chairs and offer water and/or snacks as available. Some Vets may need assistance getting on and off the table or chair – ask. Speak as quietly as possible within the setting to maintain confidentiality. If there is not safe storage provided by the event planners, assure the Vet that their belongings will be safe; place them next to or under the treatment table. Keep the Intake Form with the Vet receiving the treatment so post-treatment information can be collected.
- **Healing Touch Interventions: KISS (Keep It Simple, Sweetie!)** We do not want to bring undo attention to the Vets by being loud and flamboyant. It is suggested that the *HTPA Community Connections* Volunteers use only HTP Level 1 techniques, as they are simple, yet very effective. Adapt HTP Level 1 techniques to keep the subtle aspect. (Example: When doing a Pain Drain – in the second half of the technique, rather than extend your left arm and hand high, as illustrated in the HTP Level 1 Notebook, place your left hand, palm up, at your heart center.) Even though this is a special situation we still adhere to the 10 Step Healing Touch Sequence as much as possible. **Be sure to ask permission to lightly touch before beginning.** If your Volunteer group chooses to use techniques from other HTP Levels, discuss prior to the event how you will administer the work. With only 20-30 minutes for each recipient, choose the techniques based on the Pain and Stress rates given; this is not a full session in your office. Keep hand scan assessments subtle. **Do not use pendulums.** Work in teams of 2 or 3 when possible (team up first time Volunteers with those who have worked an event in the past); the Vets really like the special treatment of multiple Volunteers helping them, but take care that they do not feel surrounded or overwhelmed. If you receive messages from your Guides or Angels, be very careful in conveying those messages to the recipient. **Speak quietly.**
- **Documentation / Evaluation:** Document which Healing Touch techniques were used and write quotes from recipients on the back of the Intake Form. Ask for pre and post treatment pain and stress values and feedback. It is important to document so data can be used to support Healing Touch inclusion in future events. Thank the Vets for their service (do not go overboard as this can make some very uncomfortable) and for allowing you to be of service to them. Offer water and/or snacks as available, suggest



they tell their other healthcare providers that they received Healing Touch, and **make sure they gather all their belongings before leaving.**

- **Self-care!** Make sure all Volunteers take care of themselves by rotating through the greeting and treating positions, and by taking breaks. While taking a break, you can roam around the other vendors' tables and point participants toward the Healing Touch area. DRINK WATER! Often times Healing Touch providers have profound experiences and are deeply moved. If a Volunteer feels at all unsettled or overwhelmed, they can process with another Healing Touch provider. (Once home, shower to clear; journal to record and further process experience.)
- **Reminder - Small Stuff**
  - It's not about you.
  - Arrive early.
  - Set boundaries for time and techniques.
  - Be Professional in all aspects.
  - Use the standardized Intake Form.
  - Self-care!

## **After the Event**

- **Statistics Report:** All documentation should be retained by a single person unless it is part of an official VA event in which the documents will be retained by the appropriate VA officer. This makes it easy to access information if there is need for follow-up. Copies, with names nullified, can be shared with Volunteers (especially HTP Apprentices for their Certification Coursework) for their own records; your group will need to discuss the logistics of this before the event.
- **Expense Reimbursement:** Gather all receipts and payment information to be submitted for reimbursement by the Healing Touch Worldwide Foundation's HTPA Fund.
- **Gratitude:** Thank the event facilitators and ask to be invited back for the next event. Tell the event point of contact that you will send a report with statistics gathered from the Vets. Follow up in a timely manner with an email or letter of thanks and your statistics report.

## Footnotes

### **Websites, Articles and Conversations** *(referenced by number throughout the Manual)*

1. National Coalition for Homeless Veterans website; <http://nchv.org>
2. C. Sarian, *Show Up for a Stand Down*, Energy Magazine, Oct 2007
3. S. Russell, *Tribe and Duty*, Energy Magazine, Mar/Apr 2012
4. NPR, Diane Rehm Show, Mar 26, 2013; <http://thedianerehmshow.org/shows/2013-03-26/help-families-wounded-veterans/transcript>
5. Nancy Strick, HTCP/I from a conversation regarding how she obtained an invitation to participate in a local Stand Down

## Resources

### **HTPA Community Connections Point Person for Stand Downs:**

Susan Emily Russell, HTCP/I, TCK/WTAB (Third Culture Kid/World Traveled Army Brat), is more than willing to help you in any way she is able. Cell: 830.890.5207 or Email: [SusanHTCP@gmail.com](mailto:SusanHTCP@gmail.com). Be sure to include "Stand Down info" in the subject line.

### **Important Links**

Healing Touch Program Code of Ethics

([http://www.healingtouchprogram.com/content\\_assets/student/2013/Code of 20 Ethics.pdf](http://www.healingtouchprogram.com/content_assets/student/2013/Code_of_20_Ethics.pdf))

Healing Touch Program Scope of Practice

([http://www.healingtouchprogram.com/content\\_assets/student/2013/Scope of Practice.pdf](http://www.healingtouchprogram.com/content_assets/student/2013/Scope_of_Practice.pdf))

Emergency Planning Procedure

[https://www.healingtouchprogram.com/content\\_assets/student/docs/Emergency\\_Guidelines\\_for\\_HT\\_June\\_2011.pdf](https://www.healingtouchprogram.com/content_assets/student/docs/Emergency_Guidelines_for_HT_June_2011.pdf)

## **Articles from Energy Magazines for Service to the Military Resources**

Energy Magazine archived issues can be found at <http://energymagazineonline.com/archived-issues>. Below are links to specific articles from Energy Magazine as relate to the military and veterans.

The Healing Touch for Military Personnel -

[http://energymagazineonline.com/content\\_assets/Archived\\_Articles/The\\_Healing\\_Touch\\_for\\_Military\\_Personnel.pdf](http://energymagazineonline.com/content_assets/Archived_Articles/The_Healing_Touch_for_Military_Personnel.pdf)

How to Have a Stand Down -

[http://energymagazineonline.com/content\\_assets/Archived\\_Articles/How\\_to\\_Have\\_a\\_Stand\\_Down.pdf](http://energymagazineonline.com/content_assets/Archived_Articles/How_to_Have_a_Stand_Down.pdf)

Healing Touch Benefits Military Families and Veterans -

[http://energymagazineonline.com/content\\_assets/Archived\\_Articles/HT\\_Benefits\\_Military\\_Families.pdf](http://energymagazineonline.com/content_assets/Archived_Articles/HT_Benefits_Military_Families.pdf)

10 Lessons Learned from A Healing Touch Community Event -

[http://energymagazineonline.com/content\\_assets/Archived\\_Articles/10\\_Lessons\\_Learned.pdf](http://energymagazineonline.com/content_assets/Archived_Articles/10_Lessons_Learned.pdf)

Tribe and Duty -

[http://energymagazineonline.com/content\\_assets/Archived\\_Articles/Tribe\\_and\\_Duty.pdf](http://energymagazineonline.com/content_assets/Archived_Articles/Tribe_and_Duty.pdf)

Taking It to the Marines -

[http://energymagazineonline.com/content\\_assets/Archived\\_Articles/Taking\\_it\\_to\\_the\\_Marines.pdf](http://energymagazineonline.com/content_assets/Archived_Articles/Taking_it_to_the_Marines.pdf)

[The San Diego Stand Down -](#)

[http://energymagazineonline.com/content\\_assets/Archived\\_Articles/The\\_San\\_Diego\\_Stand\\_Down.pdf](http://energymagazineonline.com/content_assets/Archived_Articles/The_San_Diego_Stand_Down.pdf)

["Welcome Home" Healing Community Project for Veterans -](#)

[http://energymagazineonline.com/content\\_assets/Archived\\_Articles/Welcome\\_Home.pdf](http://energymagazineonline.com/content_assets/Archived_Articles/Welcome_Home.pdf)

[Show Up for A Stand Down -](#)

[http://energymagazineonline.com/content\\_assets/Archived\\_Articles/Show\\_up\\_for\\_a\\_Stand\\_Down.pdf](http://energymagazineonline.com/content_assets/Archived_Articles/Show_up_for_a_Stand_Down.pdf)

[Health Care Integration of HT in the Veterans Health Administration -](#)

[http://energymagazineonline.com/content\\_assets/Archived\\_Articles/Healthcare\\_Integration\\_in\\_VA.pdf](http://energymagazineonline.com/content_assets/Archived_Articles/Healthcare_Integration_in_VA.pdf)

## Websites to Help You Get Started

<http://www.va.gov/homeless/> (Multiple Resources)

<http://www.va.gov/homeless/standdown.asp> (For a list of scheduled Stand Downs)

[http://www.va.gov/homeless/hmls\\_vet\\_prog\\_coord.asp](http://www.va.gov/homeless/hmls_vet_prog_coord.asp) (VA list of homeless coordinators)

<http://nchv.org> National Coalition for Homeless Veterans

<http://ausaie.org> Association of the United States Army

<http://www.nvhs.us> National Homeless Veterans Support

[www.vvsvd.net](http://www.vvsvd.net) Veterans Village of San Diego

For additional information about Stand Down dates and locations you can contact the Homeless Veterans Programs Office at (202) 451-1857.