



Ronald McDonald House of the Four States Volunteer Information & Application

Thank you for your interest! Here's how to get started...

In order to achieve the mission and serve House families well, we rely heavily on Volunteers to be dependable AND consistent. Our goal is to match House needs with your interests so that the volunteer experience is a rewarding and fulfilling one.



RMH serves as a "home away from home" for families with a seriously ill child being treated at nearby hospitals!

1. The first step is to register to attend an Introduction to Volunteering meeting. Meetings are usually held the 3rd Tuesday of the month from 5:30 – 6:00 pm. Pre-registration is recommended as space is limited. Current Volunteer opportunities will be discussed. Attend this session to learn about individual opportunities & expectations for volunteering with Ronald McDonald House of the Four States.
2. A volunteer application is available by stopping at our House from 9 am-5 pm,



download one from our website at www.rmhjoplin.org or receive one at the Introduction to Volunteering session. Once your application is accepted, an interview will be scheduled to assess interests, House needs and shift availability. References will be contacted and a background check completed. Inquiries into criminal backgrounds are necessary and are being posed solely because of the potential for ensuing interactions with Ronald McDonald House children and families.

3. Initial orientation and training may take place on a shift other than the assigned shift. Formal training will occur over several weeks. However, we believe training and learning to be continuous.



Volunteers are the HEART of our House!

Thank you for your interest in becoming a Heart of our House!
All ages are encouraged to volunteer as we have room for the young and the young at heart!

Volunteer Categories

House Volunteer – Relief Manager – House Dinner Volunteer – Special Project Volunteer – Fundraising Volunteer

House Volunteer (Training is required)

House volunteers work with the House Manager, Executive Director and/or Relief Manager. Opportunities may include:

- checking families in & out
- helping with light housekeeping
- answering the phone
- conducting House tours
- running errands
- working on the computer

Commitment: We ask that you commit to volunteer a minimum of 8 hours per month.

Relief Manager (Training is required)

Relief Managers work evenings, weekends, holidays or overnight to provide guest services:

- checking guests in/out
- maintain the facility during the manager's off hours.

Commitment: We ask that you commit to volunteer a minimum of 8 hours per month.

House Dinner Volunteers

House Dinner Volunteers work with the House Manager and Meal Coordinator to:

- provide meals for our families
- House dinners are scheduled throughout the week with food provided and prepared by Volunteers or restaurants for House guests.

Special Project Volunteer

Special Project volunteers work with the Executive Director, House Manager and/or Relief Manager to complete a specific task. Examples include:

- **Yard projects** - planting, mowing, raking, cleaning flower beds
- **Spring cleaning** - focusing on deep cleaning specific areas of the House
- **Maintenance/repair** of items when needed
- **Office/Computer** - data input, creating forms, mailing lists, labels, etc.
- **Entertainment** - provide music, story telling, special events and game nights
- **Life Skills** - assist families with budget preparation, child rearing skills and meal planning
- **Speakers Bureau** - present Ronald McDonald House of the Four States programs to service organizations, business, etc.

Fundraising Volunteer

Fundraising Volunteers work with the Executive Director to:

- raise money for House operations
- promote the goal of providing comfort & care to the children and families staying at Ronald McDonald House of the Four States, i.e. the Annual Golf Tournament, Big Red Shoe Run, and the Annual Gift of Light, Gift of Love event.



Ronald McDonald House of the Four States Volunteer Information

Date _____

Name _____

Address _____

City _____ State _____ Zip _____

Telephone: Home _____ Best time to call _____

Work _____ Best time to call _____

Cell Phone: _____ E-mail Address: _____

Employer _____

Occupation _____ Employment Hours and Days _____

Date of Birth _____ Education Level Completed _____

Any physical/medical limitations or special medications we need to be aware of? _____

I prefer work as:

_____ House Volunteer

_____ Special Project Volunteer

_____ Relief Manager

_____ Fundraising Volunteer

Office Skills: Typing _____ WPM Computer Programs _____

IN THE EVENT OF AN EMERGENCY, CALL:

Name _____

Telephone(s): _____

Relationship _____

Work & Volunteer Experience References:

Please list the names, addresses, and telephone numbers of three people who have knowledge of your skills and abilities who would recommend you as a volunteer.

<u>Name</u>	<u>Address/Phone</u>	<u>Assignments</u>	<u>Dates</u>

Special interests, Previous Volunteer Experience, Hobbies & Skills:

How did you hear about the Ronald McDonald House of the Four States? _____

Why do you want to be a volunteer for the Ronald McDonald House of the Four States? _____

Have you ever been convicted of a felony? Y_____N_____

Note: A criminal background check will be performed by RMHC staff. It is the policy of RMHC of the Four States that no one with a conviction or guilty plea to a felony crime will be allowed to volunteer for Ronald McDonald House Charities.

Availability: Please CIRCLE the DAY(s) and TIME(s) you wish to volunteer:

Sunday	not available	8:00am – 1:00pm	1:00pm – 5:00pm	5:00pm- 9:00 pm
Monday	7:00am – 9:00am	9:00am – 1:00pm	1:00pm – 5:00pm	5:00pm- 9:00 pm
Tuesday	7:00am – 9:00am	9:00am – 1:00pm	1:00pm – 5:00pm	5:00pm- 9:00 pm
Wednesday	7:00am – 9:00am	9:00am – 1:00pm	1:00pm – 5:00pm	5:00pm- 9:00 pm
Thursday	7:00am – 9:00am	9:00am – 1:00pm	1:00pm – 5:00pm	5:00pm- 9:00 pm
Friday	7:00am – 9:00am	9:00am – 1:00pm	1:00pm – 5:00pm	5:00pm-10:00 pm
Saturday	not available	8:00am – 1:00pm	1:00pm – 5:00pm	5:00pm-10:00 pm

Overnight Manager:

Sunday thru Thursday 9:00pm – 7:00 am Friday and Saturday 10:00pm – 8:00am

When can you start? _____

I certify that the information contained in this application is correct to the best of my knowledge. I consent to my current employer and persons given as references responding to a verbal or written request of further information. I understand that Ronald McDonald House of the Four States requires a background check to be used solely for volunteer-related purposes. I release Ronald McDonald House of the Four States or its agents from any liability resulting from use or disclosure of the information obtained from the background check. I have read this release and consent statement and understand all of its terms. I sign it voluntarily and with full understanding of its significance.

Signature: _____ Date: _____

Please note: No tobacco products of any kind are allowed anywhere inside the Ronald McDonald House of the Four States.

Please complete and return this form to:

Ronald McDonald House of the Four States
Attn: House Manager
PO Box 2688
Joplin, MO 64803

Photo Release Consent:

I, _____ grant to Ronald McDonald House Charities of the Four States the right and permission to use photographs of myself, motion pictures, recordings, or any other record of my volunteer experience for legitimate purpose of Ronald McDonald House Charities of the Four States.

I hereby release and discharge Ronald McDonald House Charities of the Four States from any and all claims, actions and demands arising out of or in connection with the use of any of the above, including, without limitation, and all claims for invasion of privacy and libel.

I affirm that I am 18 years of age or older and have read and agree to the foregoing.

Signature/Name _____ Date _____