



Volunteer Application



PLEASE COMPLETE ENTIRE VOLUNTEER APPLICATION
AND RETURN TO:
RONALD MCDONALD HOUSE CHARITIES
C/O VOLUNTEER COORDINATOR

VISIT US ONLINE:
www.rmhchattanooga.com

200 CENTRAL AVENUE
CHATTANOOGA, TN 37403

PHONE: (423) 778-4300
FAX: (423) 778-4350

Circle One

PLEASE TYPE OR PRINT

Name (Dr. Mr. Mrs. Ms. Miss) _____
Last First

Address _____

City _____ State _____ Zip _____ County _____

Home Phone () _____ Business Phone () _____ Other _____

E-mail Address _____ Birth Date _____
Month Day Year
(Optional)

Referred By _____

STUDENT VOLUNTEER

Are you a student of a High School College/University _____
Name of School

Will you be receiving academic credit for your work? YES NO What is your age? _____

PERSON TO NOTIFY IN EMERGENCY

Name _____ Relationship _____

Home Phone () _____ Business Phone () _____ Other _____

EMPLOYMENT / COMMUNITY INVOLVEMENT

Current Employer _____ Position _____

How long have you been with your current employer? _____

Address _____

City _____ State _____ Zip _____ Phone () _____

Do you belong to any social / civic organizations? YES NO If yes, Please List _____

SKILLS & INTERESTS: (Check All That Apply)

- | | |
|--|--|
| <input type="checkbox"/> Assemble Mailings | <input type="checkbox"/> Fluent in Speaking non-English Language(s)
Language: _____ |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Phone Calling | <input type="checkbox"/> Adopt-A-Meal (Preparing evening meal for 40 - 60 people) |
| <input type="checkbox"/> Calligraphy | <input type="checkbox"/> Serving on Committees |
| <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Finance |
| <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Fundraising |
| | <input type="checkbox"/> Facilities & Property |
| | <input type="checkbox"/> Programs |

I would be interested in volunteering at:

- Phonathon Telethon Auction Golf Tournament Autumn Children's Festival

REFERENCES (non-related)

Name _____ Phone Number () _____

Name _____ Phone Number () _____

VOLUNTEERING POSITION

- Adopt-A-Meal Volunteer

Group or individual to prepare evening meal for 40 - 50 people using food items donated to the Ronald McDonald House. (It may be necessary for you to purchase some items to make a balanced meal if RMHC food supplies are low.)

- Family Room Volunteer

Volunteers **MUST** attend volunteer training before they can work in the Family Room. Volunteers must be able to work effectively without on-site staff supervision.

Serves as one of two volunteers whose main responsibility is to maintain a friendly and home-like atmosphere in the Family Room. Specific duties include welcoming families to the Family Room, instructing families of policies and procedures, documenting patient families usage, supervising families use of the kitchen and keeping the Family Room area neat and tidy.

- House Volunteer

Volunteers **MUST** attend volunteer training before they can work at the House. Volunteers must be able to work effectively without on-site staff supervision.

Checks families in and out of the House, explains House Rules, security and emergency measures, shows video and gives tours of the House .

VOLUNTEERING POSITION (continued)

House Volunteer (continued)

Provides general supervision of the House office operation including answering House phones, serves as receptionist and directs the work of other volunteers involved in light clerical duties or light housekeeping duties not under a special events chairman.

In the absence of the staff, assumes responsibility for the full House operation and handles emergencies.

 Student Volunteer (Minimum age of 16)

At the direction of the Operations staff, performs a variety of tasks including house cleaning, storeroom organization, cooking and mailings.

 Weekend Manager

Volunteers MUST attend an extended "on the job" volunteer training before they can work as a Weekend Manager. Volunteers must be able to work effectively without on-site staff supervision.

Serves as resident manager in charge for a 45 hour period on the weekend with total responsibility for the operation of the House, including room preparation for new families.

Please Note: All Weekend Manager applicants must have a verifiable home mailing address (not a P.O. Box). All applicants MUST be willing to subject to a background check.

Day(s) Available for Volunteering:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

**SHIFTS AVAILABLE FOR VOLUNTEERING AT
THE RONALD MCDONALD HOUSE:**

- 9:00 am - 12:00 noon
- 12:00 noon - 3:00 pm
- 3:00 pm - 6:00 pm
- 6:00 pm- 9:00 pm
- Weekend (Friday 9:00 pm - Sunday 3:00 pm)
- Sunday afternoon (3:00 pm - 6:00 pm)
- Sunday night (6:00 pm - 9:00 pm)

**SHIFTS AVAILABLE FOR VOLUNTEERING
AT THE FAMILY ROOM:**

- 9:00 am - 12:00 noon
- 12:00 noon - 3:00 pm
- 3:00 pm - 6:00 pm
- 6:00 pm- 9:00 pm
- Weekend 9:00 am - 12 noon
- Weekend 12 noon - 3:00 pm
- Weekend 3:00 pm - 6:00 pm
- Weekend 6:00 pm - 9:00 pm

ADDITIONAL INFORMATION

State why you wish to become a volunteer at the Ronald McDonald House: _____

Are you able to make a one year commitment as a volunteer? YES NO

Are you able to volunteer three hours per month? YES NO

ADDITIONAL INFORMATION (continued)

Are there any factors, mental or physical, that would prevent you from performing certain types of work?

YES NO If yes, please explain: _____

Have you served as a volunteer before? YES NO If yes, Please specify where and when: _____

Volunteer Supervisor _____

Phone Number () _____ E-Mail Address _____

May we contact your volunteer supervisor for a reference? YES NO

Have you ever been convicted of a felony? YES NO If yes, please explain: _____

How did you learn of the Ronald McDonald House Volunteer Program?

- Ronald McDonald House Volunteer
- Radio, TV
- Website
- Ronald McDonald House Staff
- Newspaper
- Other (specify) _____

I understand the importance of this volunteer commitment and have answered the application questions honestly and to the best of my knowledge. I give the Ronald McDonald House permission to check the references I have listed. I understand that I must attend a Ronald McDonald House Training Session as a prerequisite to being considered as a volunteer.

Signature _____ Date _____

Parental consent for applicant under 18 years old.

Signature _____ Date _____

FOR OFFICE USE ONLY

Please Do Not Write In Shaded Area

Date Application Received _____ First Shift Training Date _____

Volunteer Contact Date(s) _____ Exceed Input Date _____ B-Day _____
Exceed Number _____

References Called Date _____ Volunteer List Date _____ B-Day _____

Video Orientation Date _____ Assigned Shift (R.M.H.) _____

Background Check Conducted _____ (F.R.) _____