



Dear Prospective VolunTEEN:

Thank you for your interest in Ronald McDonald House Charities of Greater Cincinnati VolunTEEN Program. Our VolunTEENs are a very special group of high school students who make a valuable contribution to our House in every area as well as gain a truly unique volunteer experience. An elite group of high school students will be selected to spend a few weeks assisting the House through our VolunTEEN program.

The VolunTEEN winter program session dates are **January 30 through April 22, 2012**. All applicants must be a current high school student entering grades 9-12. Interested teens must be able to commit to volunteer a minimum of one (1) 2-hour shift a week for the duration of the program, missing no more than three (3) shifts. Please be sure to look at your potential school break schedule to account for any missing shifts. You will **NOT** be able to make up shifts you miss.

All of the materials included in this packet must be received in the Ronald McDonald House Volunteer Services Office by **Friday, January 6, 2012**. Please note two people unrelated to you will need to fill out the enclosed recommendation form and return it to you for inclusion in your completed application packet. If you are a current VolunTEEN (in the June through August session), you do not need to include the recommendation forms.

After all the forms are received in the Volunteer Office, we will contact you to notify if you have been selected for the program. We will select participants for the program based on his/her qualifications and letters of recommendation. Applicants will be notified of their acceptance by email by **Friday, January 13, 2012**.

Once you have been accepted into the program, the next step for any new VolunTEENs will be to attend one **mandatory** orientation on either Thursday, January 19 from 4-5:30pm, or Saturday, January 21 from 9 - 10:30am. There will be **no exceptions** made; the orientation is required for anyone who has not been in the program previously.

I look forward to hearing from you! If you have any questions, please contact me at 513-636-5586 or [ehyder@rmhouse.org](mailto:ehyder@rmhouse.org).

Sincerely,  
Elise Hyder  
Director of Volunteers



### Eligibility

- The VolunTEEN program is for high school students in grades 9-12.
- To apply, candidates must submit a completed application packet by **Friday, January 6, 2012**.
- Upon receipt of a completed application packet, candidates will be notified if they have been accepted to the program.
- Candidates must show proof of identity at the orientation in the form of a state issued driver's license or personal identification card.
- All VolunTEENS must agree to a criminal background check. Those with serious violations will not be accepted into the program.

### Duties

- Help keep the house clean for our guest families
- Occasional special projects

### Requirements

- The program session dates are **January 30 through April 22, 2011**.
- New VolunTEENS must attend a mandatory training session: **January 19, 4-5:30pm** or **January 21, 9-10:30am**.
- VolunTEENS must commit to a weekly 2-hour shift.
- VolunTEENS may only miss up to three shifts with prior notice in order to successfully complete the program.

### VolunTEEN Application Checklist

*The following information must be received by **Friday, January 6, 2012**:*

- Application (signed by teen and parent/guardian)
- Scheduling Form
- VolunTEEN Agreement (signed by teen and parent/guardian)
- Two completed Recommendation Forms (unless you are a current VolunTEEN)

*Mail completed application materials to:*

Elise Hyder  
Director of Volunteers  
Ronald McDonald House of Greater Cincinnati  
350 Erkenbrecher Ave.  
Cincinnati, Ohio 45229  
VolunTEEN Application



## VolunTEEN Application Winter 2012

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Name

Birth date

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Home Street Address

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City

State

Zip

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Home Phone

Cell Phone

---

Email Address

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School

Current Grade

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Emergency Contact Name

Phone

Relationship

Special Skills or interests (include any fluent foreign language)

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List volunteer or relevant experience.

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Why would you like to volunteer at Ronald McDonald House Charities of Greater Cincinnati?

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**AS A CONDITION OF VOLUNTEERING**, I give permission for Ronald McDonald House Charities of Greater Cincinnati to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries, child abuse and criminal history records.

**Media release**

I hereby give my consent for RMHC to use my photograph and likeness to be used in its publications, including, but not limited to its website and social media sites. I release them from any expectation of confidentiality for myself.

**Pledge of Confidentiality**

I hereby pledge that I shall safeguard and treat as CONFIDENTIAL all information (whether acquired through verbal communication, written record, or observation) pertaining to any guest family, staff member, or volunteer of the House, which I may through my affiliation with the House, so acquire.

**Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. As a volunteer at Ronald McDonald House Charities of Greater Cincinnati (RMHC), I will be punctual and conscientious in the fulfillment of my duties. If for any reason I cannot serve at the assigned time, I will notify the Coordinator of Volunteer Services or the Manager on Duty. I will conduct myself with dignity, courtesy, and professionalism. I will consider all information I acquire as confidential, including that which I may hear concerning a patient, parent, volunteer or staff member. I will uphold the standards and policies of RMHC. I will take any problem, criticism, or suggestion to the Coordinator of Volunteer Services, or the Manager on Duty. I also release and hold harmless RMHC from any personal injury, damages, expenses, and loss that may be sustained by me while participating as a volunteer.

I understand VolunTEEN volunteers must be currently enrolled in high school, and that I must fulfill all volunteer services requirements before placement can occur. I authorize Ronald McDonald House Charities of Greater Cincinnati to contact any reference provided and I release Ronald McDonald House Charities from any liability based upon such releases. I also certify that the above information is accurate and complete.

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Prospective Volunteer

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Date

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Parent/Guardian

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Date

*I have included the following items in my application package:*

\_\_\_\_\_ Completed Application

\_\_\_\_\_ VolunTEEN Agreement

\_\_\_\_\_ Two (2) Letters of Recommendation (not required if a current VolunTEEN)

\_\_\_\_\_ Scheduling Form

***Incomplete applications will NOT be processed!***



## VolunTEEN Agreement

I, \_\_\_\_\_ hereby agree to the following:  
If a new VolunTEEN, I will attend a mandatory orientation on January 19 from 4-5:30pm or January 21 from 9-10:30am, in order to be involved in the VolunTEEN program.

I will keep any information that I obtain while in Ronald McDonald House Charities of Greater Cincinnati confidential. I acknowledge that anything seen or heard while in the House is privileged and should not be repeated. I understand that any breach of confidentiality will cause my volunteer status to be reviewed by the Volunteer Coordinator.

I agree to maintain the volunteer standards of Ronald McDonald House Charities of Greater Cincinnati. I acknowledge that Ronald McDonald House Charities of Greater Cincinnati reserves the right to end my volunteer placement following a meeting with the Volunteer Coordinator if these standards are not met or if I am absent without notification.

I agree to be assigned to a one (1) two hour shift per week based upon the staffing needs of the House. I understand that I must volunteer at least nine (9) of my twelve (12) shifts.

I agree to notify the Director of Volunteers or Manager on Duty of an unplanned absence. I understand that my volunteer placement may be ended if I am absent without notification, or if I miss more than three shifts during the twelve-week session.

\_\_\_\_\_  
Prospective Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date



## VolunTEEN Recommendation Form

\_\_\_\_\_ has expressed interest in joining the VolunTEEN program at Ronald McDonald House Charities of Greater Cincinnati.

Each applicant must submit two letters of recommendation from a principal, teacher, counselor, clergyman, or any other unrelated person who knows the teenager well.

Please write a brief statement of recommendation regarding the prospective VolunTEEN's character, dependability, personality, or any other qualities that would make this applicant an asset to Ronald McDonald House Charities. If you have observed the applicant interacting with children or other adults, please give examples.

Return your letter to the prospective VolunTEEN to submit with his or her application packet. (*You may enclose it in a sealed envelope if you wish.*) If you have any questions, please call Elise Hyder, Director of Volunteers, at 513-636-5586. Thank you for your assistance!

PLEASE PRINT

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Relationship to Applicant

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

Comments: *If you need additional space, please use the back of this form or attach a separate letter.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature



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### PLEASE PRINT

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Relationship to Applicant

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

Comments: *If you need additional space, please use the back of this form or attach a separate letter.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature



## VolunTEEN Scheduling Form

Name \_\_\_\_\_

Phone \_\_\_\_\_

Please indicate your shift preference below by numbering the blocks by 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice.

If you have two first choices, please put a number "1" in each shift you are able to work. If you are flexible and don't have any preferences, please indicate that also! We will do our best to accommodate your preferences.

Shifts are from 10 AM- Noon, 2-4 PM and 6-8 PM Monday through Sunday.

	10 AM- noon	2-4 PM	6-8 PM
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

### IMPORTANT

- Please ensure that the session (**January 30 through April 22**) does not conflict with any plans or other activities that would cause you to miss more than three (3) shifts.
- You will not be able to make up missed shifts.