



RONALD MCDONALD HOUSE CHARITIES® OF SAN DIEGO
 2929 CHILDREN'S WAY * SAN DIEGO 92123
 858-467-4750 * FAX 858-467-4757
WWW.RMHCSO.ORG * RMHCSO@RMHCSO.ORG



Volunteer Application

PERSONAL INFORMATION

Application Date: _____

Applicant: _____

(Last)

(First)

(M.I.)

Address: _____ City: _____ Zip: _____

Home: (____) _____ Cell:(____) _____

E-Mail Address: _____ DOB: _____ Male _____ Female _____

Employer: _____

Occupation: _____ Work: (____) _____

Emergency Contact: _____

(Name)

(Phone)

(Relationship)

SKILLS & INTERESTS

How did you learn about our volunteer opportunities?

Why do you want to volunteer? (Check all that apply)

_____ Desire Community Involvement _____ Retired _____ Personal Referral by Friend

_____ Required Community Service (**NOTE: Court ordered community service not accepted**)

_____ Other (Please explain) _____

Are you bilingual? _____ Yes _____ No (If yes, please indicate the language(s))

Have you ever volunteered at a Ronald McDonald House?

_____ Yes _____ No (If yes, please indicate where and what duties you performed)

Have you previously volunteered anywhere else?

_____ Yes _____ No (If yes, please indicate where and what duties you performed)

Do you have any computer knowledge?

_____ Yes _____ No (If yes, please list the programs you know a you are familiar with)

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Please list any education, special training or hobbies that might be valuable to your service:

Have you been convicted of a crime in the last seven years? Yes No

If yes, please explain. _____

Where do your volunteer skills and interests lie?

(More info at www.rmhc.org/volunteers.php)

Clerical Assistance Computers Dinner Program
 Family Activities Helping Hands In-House Volunteering
 Special Events Special Projects Rep. at fair booths, etc.

What times are you available to volunteer? (check all that apply)

Weekday Mornings Weekday Afternoons Weekday Evenings
 Weekend Mornings Weekend Evenings Other (Explain)

STATEMENT OF AGREEMENT

Please sign below to indicate that you agree with the following statements:

I understand that this volunteer position is a commitment of time and dedicated service to others. I will serve Ronald Mc Donald House Charities of San Diego (RMHC-SD) to the best of my ability and be available to meet my responsibilities and obligations. I further understand that RMHC-SD has the authority to discontinue my service, and that I may terminate my position, without notice.

I waive any right or cause of action, arising as a result of my participation in with RMHC-SD, from which any liability may or could accrue against RMHC-SD or any affiliated organizations, officers, staff and volunteers, collectively or individually. Without limiting the generality of the foregoing, I agree that this waiver shall include any rights of causes of action, resulting from personal injury to me or damage to my property, sustained in connection with my activities with Ronald McDonald House Charities of San Diego.

I also authorize and consent that RMHC-SD and their affiliated organizations have the right to copyright, publish, use, sell or assign all photographic pictures, videotapes and/or sound recordings taken of me while engaged in volunteer activities at RMHC-SD. I grant permission to allow these images and/or recordings to be put to legitimate use at the discretion of RMHC-SD and their affiliated organizations. I relinquish all rights, title or interest to any furnished products, reproductions or facsimiles.

Applicant's Signature

Date

Parent or Guardian Signature (if applicant is a minor)

Date

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OPPORTUNITIES, REQUIREMENTS AND GUIDELINES

Thank you for expressing an interest in volunteering and for your willingness to share your time and experience with Ronald McDonald House Charities. Volunteers play a key role in our continued success. Thanks again for taking the initiative to share your time and talent with us. We look forward to a long and happy partnership with you.

OPPORTUNITIES

ADMINISTRATIVE

We have an administrative office that is always looking for someone to assist with general office duties, data entry, mail and phone inquiries, fundraising solicitation, mailings, filings and making banners, signage and centerpieces.

FRONT DESK

Our front desk is a hub of activity and information. It is here you will greet and interact with families and visitors, answer telephones, handle deliveries, assist with housekeeping (keeping our front room clean and welcoming), etc. With experience, this position may expand to giving tours, checking families in and out and assisting with special projects.

GENERAL OPPORTUNITIES

On the Volunteer Opportunities Board is a list of tasks that need to be done on a regular basis. Those tasks range anywhere from cutting red hearts for the kitchens to organizing the pantry, to sweeping the patios and walks. Everything that you do to maintain your home we do here, only on a much larger scale.

GUEST SERVICES

There are times when families come here with nothing but the clothes on their backs. We do our best to provide them with the essentials. Put together a welcome bag for all families new to the House.

VAN DRIVERS

There are always errands to run for the House, just like your own home – shopping centers, Home Depot, floral pick-ups, grocery pick-ups, etc. It might also be delivering/picking up a family from the airport or a nearby hotel. You must be at least 21, have a driver's license and proof of insurance. A 3-year abstract of your driving record will be required.

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GUIDELINES

- **Be on time – Be committed – Be responsible**
- **Be accepting** of different cultures and religious beliefs
- **Be flexible** as needs our change constantly.
- **Be professional**
 - Do not discuss child's condition with parents or guardians.
 - Do not exchange phone numbers with families, give or loan money, give presents
 - Do not come in on your day off just to visit guests.
 - Do not promote religious beliefs or practices.
 - Do not give medical opinions.
- **Be respectful of others**
 - Treat everything you hear in this House as confidential.
 - Do not enter a guest's room without prior consent.
 - Treat all guests equally.
 - **IMPORTANT: If you're not going to make it, please call ahead (858)292-7413.**
- **Be safe**
 - Wash your hands **OFTEN**.
 - **DO NOT** come to the House if you are sick.
 - **NO SMOKING** is allowed, inside the House or outside anywhere on the property.

REQUIREMENTS

- We require a written reference (non-relative personal or professional/academic)
- Prospective volunteers must be at least 16. Under 16 must be accompanied by an adult.
- Commitment of six months, of at least one 3-hour shift per week , preferably the same day each week.
- Attire must be appropriate for job. Clothing needs to be clean, modest, neat and fit appropriately.
- You must sign in and out each time you volunteer for security and recordkeeping purposes.

FEEDBACK

Our volunteer program will only be successful if you keep returning. Because it is important to us to understand what you like and dislike about volunteering , your feedback is essential . It will help us to make this experience the best it can be for everyone involved.

Please feel free to share your thoughts at any time with **Suzanne Nguyen, our Volunteer Coordinator**. You can reach Suzanne by mail at the address below, or at **858-598-2430**, or snguyen@rmhcsd.org.

Ronald McDonald House
2929 Children's Way
San Diego, CA 92123

Thanks!

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CONFIDENTIALITY ACKNOWLEDGEMENT AND AGREEMENT FORM

During the course of your activity with Ronald McDonald House Charities® of San Diego, you may have access to information that is confidential, and may not be disclosed, except as permitted by law, and in accordance with the Ronald McDonald House® policies and procedures. In order for the Ronald McDonald House to properly serve the families and engage in successful planning, certain information must remain confidential. Improper disclosure of confidential information can cause irreparable damage to Ronald McDonald House.

Confidential information includes, but is not limited to:

1. Medical and certain other personal information about the families
2. Medical and certain other personal information about the employees or other volunteers
3. House records and committee proceedings
4. Reports, policies and procedures, marketing or financial information and other information related to the business services of Ronald McDonald House that has not previously been released to the public at large by a duly authorized representative of Ronald McDonald House Charities of San Diego.

By signing this document you acknowledge and agree that:

1. I will only access business information for which I have a legitimate business purpose.
2. Family medical information available from any source including parents and guardians is to be held in the strictest confidence and is not to be disclosed to any person or in any manner that is inconsistent with the policies and procedures of Ronald McDonald House.
3. Failure to comply with my confidentiality obligation may result in termination of my affiliation with Ronald McDonald House.
4. Impermissible disclosure of confidential information about a person may result in legal action being taken against me on behalf of that person.
5. My confidentiality obligation shall continue indefinitely, including at all times after my association with Ronald McDonald House, such as termination of my affiliation with Ronald McDonald House.

I HAVE READ AND UNDERSTAND THIS CONFIDENTIALITY AGREEMENT, HAVE HAD MY QUESTIONS FULLY ADDRESSED AND HAVE RECEIVED A COPY FOR MY PERMANENT PERSONAL RECORDS.

Volunteer's Signature

Date

Printed Name