

# RONALD McDONALD HOUSE CHARITIES OF NM®

## Volunteer Application



Date of Application: \_\_\_\_\_ Preferred method of contact: Phone Email

House Family Room Group Guest Chefs Special Events

APPLICANT INFORMATION		
Name:	18 or Over? <input type="radio"/> Yes <input type="radio"/> No	Birth Date: Day ____ Month ____
Group Name:		
Address:		
City	State	Zip
Home Phone:	Business:	Cell:
Email Address:		
Emergency Contact Person:		Phone:
How did you hear about the Ronald McDonald House?		
Why would you like to be a Ronald McDonald House Volunteer?		
Special Interests, skills and hobbies:		
Does your employer provide matching gifts for your volunteer time? <input type="radio"/> Yes <input type="radio"/> No		
VOLUNTEER INTERESTS		
Please check areas of interest. Note: This list is not all-inclusive; there are many other specific activities available in each category.		
HOUSE	OFFICE/CLERICAL	DEVELOPMENT
Baking <input type="radio"/>	Office/clerical <input type="radio"/>	Ambassador, public speaking <input type="radio"/>
General house cleaning <input type="radio"/>	Prepare mailings <input type="radio"/>	Assist with publicity <input type="radio"/>
Host Bingo Night <input type="radio"/>	Reception, answering phones <input type="radio"/>	Fundraising <input type="radio"/>
Prepare guest rooms <input type="radio"/>	Social media skills/data base entry <input type="radio"/>	Special events <input type="radio"/>
Yard work, light maintenance <input type="radio"/>	Write thank you notes <input type="radio"/>	
AVAILABILITY		
How often are you available? <input type="radio"/> More than once a week <input type="radio"/> Once a week <input type="radio"/> Every other week <input type="radio"/> On call		
Which shifts can you work? <input type="radio"/> 9 am – Noon <input type="radio"/> Noon – 3 pm <input type="radio"/> 3 pm – 6 pm <input type="radio"/> Other _____		
Day(s) of the week you are available? <input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday <input type="radio"/> Saturday <input type="radio"/> Sunday		
SKILLS		
Computer <input type="radio"/> Yes <input type="radio"/> No If yes: <input type="radio"/> Microsoft Office Vista <input type="radio"/> Spreadsheets <input type="radio"/> Donor Software <input type="radio"/> Data Entry <input type="radio"/> Desktop Publishing		
Other:		
Languages spoken other than English:		
PHYSICAL HEALTH		
Do you have any health concerns that may affect children staying in the House? <input type="radio"/> Yes <input type="radio"/> No		
If yes, please explain:		

<b>VOLUNTEER EXPERIENCE</b>			
Do you have previous volunteer experience? <input type="radio"/> Yes <input type="radio"/> No			
If yes, for what agency?		Supervisor:	
Date(s):	Type of work:		
If yes, for what agency?		Supervisor:	
Date(s):	Type of work:		
Can you lift a 20lb. box? <input type="radio"/> Yes <input type="radio"/> No		Can you bend, stoop? <input type="radio"/> Yes <input type="radio"/> No	
<b>EDUCATION</b>			
High School:		Location:	
College/Trade School:		Location:	
Will you be receiving academic credit for your volunteer service? <input type="radio"/> Yes <input type="radio"/> No			
<b>EMPLOYMENT INFORMATION</b>			
Current Employer (if applicable)		Position	
Address	City	State	Zip
Phone	May we call you at work? <input type="radio"/> Yes <input type="radio"/> No		
<b>PERSONAL REFERENCES</b>			
<i>Please list three personal references, no relatives, please.</i>			
Full Name		Relationship	
Company		Phone ( )	
Address			
Full Name		Relationship	
Company		Phone ( )	
Address			
Full Name		Relationship	
Company		Phone ( )	
Address			
<b>OTHER</b>			
Have you ever been convicted of a felony or are you currently on probation? <input type="radio"/> Yes <input type="radio"/> No			
Explain:			
<b>DISCLAIMER AND SIGNATURE</b>			

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this volunteer application as may be necessary for volunteer participation. I understand that this application is not intended to be a contract of employment. In the event of becoming a Ronald McDonald House Charities of New Mexico® volunteer, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Ronald McDonald House Charities of New Mexico®.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>		<b>INITIALS</b>	
Tour/Introductions	Date:	Exceed Entry	Date:
Interview	Date:	Assignment	
2 <sup>nd</sup> Interview	Date:		
Reference Check	Date:	Shadow Training	Date (1):                      Date (2):
Background Check	Date:	Start Date	Date:
Orientation	Date:	Exit Survey	Date: