

Dear Prospective VolunTEEN:

Thank you for your interest in Atlanta Ronald McDonald House Charities’ summer VolunTEEN Program. Our VolunTEENS consist of a special group of students who give a valuable contribution to our House with the opportunity to gain a truly unique experience of giving back. A group of teenagers between the grades of 9th-12th will be selected to spend the six weeks during the summer assisting at our House by Scottish Rite through our Guest Services Program.

The VolunTEEN Program session dates are **Monday, June 19, 2017** through **Friday, July 28, 2017**. All applicants must be entering 9th grade or older. Interested teens are required to commit to volunteer a minimum of one (1) 2-hour shift during the week, missing no more than one (1) day.

All the materials included in this packet must be delivered to the Ronald McDonald House by Scottish Rite, to the attention of Jessica Perez, by **Wednesday, May 24, 2017**.

Jessica will be out of town at this time, so simply drop off the application or mail it to:

 Atlanta Ronald McDonald House Charities

 Attn: Jessica Perez

 5420 Peachtree Dunwoody Road, Sandy Springs, Ga 30342

\* Please note one person, unrelated to you will need to fill out the enclosed recommendation form and return them to you for inclusion in your completed application packet.

After all the forms are returned, we will email you to schedule a personal interview if we deem this necessary based on number of applications received. Applicants will be notified of their acceptance by e-mail on **June 9th**.

Once you have been accepted into the program the next step will be to attend a **mandatory** orientation on time TBD (will be the week of **June 12th-16th**). We will offer one training session for the VolunTEENs. There will be no exceptions made if you will be late or unable to attend.

We look forward to hearing from you! If you have any questions, please call Jessica Perez at 470-426-8804 or Cat Lewis at 678.704.8098.

Sincerely,

Jessica Perez

Volunteer Services Manager

 **VolunTEEN Application Summer 2017**

**Eligibility**

-The VolunTEEN Program is for students 9th-12th grade.

-To apply, candidates must submit a completed application packet by **Wednesday, May 24, 2017.**

**-**Packet must be dropped off or mailed to:

 Atlanta Ronald McDonald House Charities

Attn: Jessica Perez

5420 Peachtree Dunwoody Road

Sandy Springs, GA 30342

**Duties**

-VolunTEENS will be assigned to Guest Services.

* Daily House chores
* Daily interaction with families and patients
* Organizational projects

**Requirements**

-The program session dates are **Monday, June 19, 2017** through **Friday, July 28, 2017.**

-VolunTEENS must attend a mandatory training session TBD.

-VolunTEENS must commit to one (1) 2-hour shift each week.

-VolunTEENS may only miss up to one shift with prior notice in order to successfully complete the program.

**VolunTEEN Application Checklist**

*The following information must be received by* ***May 24, 2017***

-Application (signed by teen and parent/guardian)

-VolunTEEN Agreement (signed by teen and parent/guardian)

-1 Completed Recommendation Form

***Mail completed application materials to:***

**ARMHC**

**Attn: Jessica Perez**

**5420 Peachtree Dunwoody Road**

**Sandy Springs, GA 30342**

**VolunTEEN Application Summer 2017**

**(Must be typed)**

**This year, all volunteering will occur at our Ronald McDonald House by Scottish Rite located at 5420 Peachtree Dunwoody Road, Sandy Springs, GA 30342.**

**NAME BIRTHDATE**

**HOME ADDRESS**

**CITY STATE ZIP CODE EMAIL ADDRESS**

**HOME PHONE CELL PHONE**

**SCHOOL GRADE IN SCHOOL NEXT YEAR**

**EMERGENCY CONTACT PHONE RELATIONSHIP**

**Why would you like to volunteer this summer at Atlanta Ronald McDonald House Charities?**

**­­­­­­­­­­­­­­­­­­­­­­­**

**­­­­­­­­­­­­­­­­­­­­­­­**

**List all clubs, organizations, and special activities that you are involved in**

**List volunteer or relevant experience**

**Special Skills or interests (include any fluent foreign language)**

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

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

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

**\_\_\_\_\_ One (1) Letter of Recommendation**

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

**I understand volunteers must be in 9th grade by June 1, 2016 and that I must fulfill all volunteer services requirements before placement can occur. I authorize Atlanta Ronald McDonald House Charities to contact any reference provided and I release Atlanta Ronald McDonald House Charities from any liability based upon such releases. I also certify that the above information is accurate and complete.**

**PROSPECTIVE VOLUNTEER DATE**

**PARENT/GUARDIAN DATE**

**VolunTEEN Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby agree to the following:

I will attend the required orientation in order to be involved in the VolunTEEN Program for the Summer of 2017. I will notify the Program Manager if I am unable to attend.

I will keep any information that I obtain while in the Atlanta Ronald McDonald House Charities 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 Manager.

I agree to maintain the volunteer standards of Atlanta Ronald McDonald House Charities. I acknowledge that Atlanta Ronald McDonald House Charities reserves the right to end my volunteer placement following a meeting with the Volunteer Services Manager 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 five (5) of my six (6) shifts.

I agree to notify the Volunteer Manager and VolunTEEN Coordinator of an unplanned absence. I understand that my volunteer placement may be ended if I am absent without notification.

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 **Prospective Volunteer Date**

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 **Parent/Guardian Date**

**VolunTEEN Recommendation Form**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has expressed interest in joining the summer VolunTEEN program at the Gatewood Ronald McDonald House.**

**Each applicant must submit one letter 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 Atlanta Ronald McDonald House Charities. If you have observed the applicant interacting with children, 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 Jessica Perez at 470-426-8804 or Cat Lewis at 678.704.8098. 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**