



Ronald McDonald House Charities Wichita

1110 N Emporia • Wichita, KS 67214

Phone: 316-269-4182 • Fax: 316-296-0665

www.rmhcwichita.org

Thank you for your interest in volunteer opportunities with Ronald McDonald House Charities Wichita® (RMHC Wichita)! We are grateful for every volunteer who joins us in our mission to provide and support programs that directly improve the health and well being of children. Volunteers are the backbone of the organization, and we are indebted to each for their contribution of time, energy, and compassion.

The following pages provide an overview of each of our volunteer positions to help you decide where you might best serve. Our volunteer opportunities include being a House Volunteer, Family Room Volunteer, Special Events Volunteer, Baker/Meal Volunteer, a Red Shoe Society member, or a Ronald McDonald House Committee Member.

If you are unable to make a regular, ongoing commitment of your time, there are other ways that you can help the House and get involved with the organization:

- Collect Pull Tabs
- Organize a fundraising event (bake sale, jeans day, lemonade stand, etc.)
- Donate Wish List items
- Adopt a Room to cover the cost of a family's stay at our Ronald McDonald Houses
- Attend one of the RMHC Wichita sponsored events
- "Like" Ronald McDonald House Charities Wichita on Facebook

Volunteering at the House and Family Room can be challenging at times, since many of our families are under great stress as they face the crisis of an injured or seriously ill child. However, it can also be very rewarding, as you find yourself supporting families in need. If after reading the information below you decide to pursue a volunteer opportunity with us, please complete the application and return it to the email address provided on the form. You will receive a call to set up an interview and orientation session. Soon after, you'll be on your way to joining the ranks of those who decided to get involved and make a difference in the lives of families.

Thank you!

Sincerely,

Jamee Sholtz
Volunteer Manager



Ronald McDonald House Charities Wichita Volunteer Role Description

Title: Ronald McDonald House Volunteer (Midtown & Sleepy Hollow)

Report to: House Manager/Volunteer Manager

Purpose: Provide support to the House Manager with various daily duties to help alleviate the burdens of housekeeping and maintenance from the families benefiting from Ronald McDonald House Charities Wichita.

Duties:

- Light housekeeping duties in shared areas of the House
- Sanitizing high traffic items and commonly touched objects (toys, door knobs, countertops, remote controls, etc.)
- Restocking supplies
- Recording and organizing donations
- Sorting and organizing pantry foods and examining expiration dates
- Answering telephone and taking messages for unavailable House Manager
- Taking room requests from families inquiring about staying at the House
- Making up bedrooms for incoming guests (families clean their own bedrooms before checking out)

**Applicants under age 16 must serve with an adult volunteer*

Requirements:

Prompt, reliable, willing to assist as needs arise, takes directions well, listens, likes to keep things orderly, and able to climb stairs. House Volunteers can give two or more hours of time a week. Training is provided for this role.

The above information is intended to describe the most important aspects of this volunteer role. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work.



Ronald McDonald House Charities Wichita Volunteer Role Description

Title: Ronald McDonald Family Room Volunteer

Report to: Volunteer Manager

Purpose: To serve families with pediatrics patients in Wesley Medical Center by being present for a full shift in the Ronald McDonald Family Room; ensuring the room is open and available for their needs.

Duties:

- Supervising the Family Room and overseeing that policies are upheld
- Assisting families by answering basic questions and providing a tour of the room
- Answering phone
- Registering families for RMHC Wichita reporting purposes
- Tracking room usage/census
- Light house keeping duties to maintain the appearance and sanitation of the room
- Restocking supplies and organizing the pantry

**Applicants must be 18 years of age or older*

Requirements:

Enjoys working with the public, prompt, reliable, attentive, possesses basic computer skills, and able to work without supervision. Wesley Medical Center Volunteer Orientation, TB test, and Flu Vaccination must be completed before serving in the Family Room. Must volunteer at least one 4-hour shift monthly, bimonthly, or weekly. Shift options are: 8:30am -12:30pm, 12:15pm - 4:30pm, 4:15am - 8:30pm, Monday through Sunday. Training is provided for this role.

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Ronald McDonald House Charities Wichita Volunteer Role Description

Title: Ronald McDonald House Charities Special Events Volunteer

Report to: Volunteer Manager

Purpose: To assist with preparation and set up, roles and assignments, or the clean up and tear down required upon conclusion of the event.

- **Ronald McDonald House Charities Wichita Annual Benefit Golf Tournament:**
Volunteers needed from 8am-8pm (shift options available) to assist with set up, registration, tournament contests, taking pictures, and clean up. Lunch and dinner are provided.
- **Red Shoe Society Wichita Kickin' it for the Kids Kickball Tournament:**
Volunteers needed from 8am-5pm (shift options available) to assist with set up, registration, refereeing and scorekeeping, taking pictures, updating the brackets, and clean up. Lunch is provided.
- **Ronald McDonald House Charities Wichita Holiday Cocktail Party - The Jingle:**
Volunteers needed from 10am-1pm and 5pm-10pm to assist with set up, decorating, registration, coat check, silent auction table bids, taking pictures, and clean up.
- **RMHC Wichita Lights of Love:**
Volunteers needed from 4pm-8m to assist with set up, decorating, glow item sales, taking pictures, hot chocolate donation table, Santa Claus line, and clean up.

**Applicants must be 21 years of age or older*

Requirements:

Reliable, responsible, takes directions well, enthusiastic and friendly personality, and ability to work with a team. Training is provided for each event.

The above information is intended to describe the most important aspects of this volunteer role. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work.



Ronald McDonald House Charities Wichita Volunteer Role Description

Title: Baker/Meal Volunteer

Report to: Volunteer Manager

Purpose: Prepare meals or baked items to alleviate the burden, hassle, time consumption, and cost of food preparation for the families staying at our Ronald McDonald Houses.

Duties:

- Prepare breakfast, lunch, dinner, or bake sweets and treats in our Ronald McDonald House kitchens or bring food items from a commercial kitchen (such as a restaurant or grocery store)
- Use good hygiene practices (washing hands thoroughly and often, etc.)
- Serving the families your meal and dining with them is highly encouraged
- Responsible for cleaning any dishes used in preparation, wiping down tables, microwaves, ovens, and countertops if utilized
- Complete a donation form for RMHC Wichita record keeping purposes

**Applicants under age 16 must serve with an adult volunteer*

Requirements:

Reliable, prompt, and enjoys cooking or baking. Volunteers supply the necessary ingredients for their meal but cookware, pots, pans, etc. is provided on site in the kitchens. Cooking groups are preferred to remain at 10 cooks or less. All volunteers must be free of fever, cold, flu symptoms, or any other infectious disease for 24 hours before preparing meals in the Houses.

The above information is intended to describe the most important aspects of this volunteer role. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work.



Ronald McDonald House Charities Wichita Volunteer Role Description

Title: Red Shoe Society (RSS) Member

Report to: All RMHC Wichita Staff

Purpose: To engage, empower, and inspire young professionals to participate in philanthropic and leadership endeavors while building awareness for RMHC Wichita.

Optional ways to be involved:

- Volunteer with other members on designated RSS Volunteer Nights
- Participate in RSS activities such as the Pull Tab Collection Day and the Wagonmasters Downtown Chili Cook-off competition
- Engage at RSS events and Socials to encourage others to join as a member
- Volunteer or participate in the annual RSS Third Party Fundraiser – Kickin’ it for the Kids Kickball Tournament
- Join an Action Team to take on leadership responsibilities and assist in facilitating, planning, or marketing the volunteer opportunities, events, and activities
- Participate, attend, or volunteer at RMHC Wichita fundraising events and activities
- “Like” Red Shoe Society Wichita on Facebook

**Members must be between 21-40 years of age to join*

Requirements:

Philanthropically passionate and excited about raising awareness for Ronald McDonald House Charities Wichita and enjoys having fun while meeting and serving with liked minded individuals. Annual membership dues are \$80 - the cost for one family to spend one night at our Ronald McDonald House. Members must complete a separate application form specific to RSS.

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Ronald McDonald House Charities Wichita Volunteer Role Description

Title: Ronald McDonald House Charities Wichita Committee Member

Report to: Committee Chair

Purpose: To support the mission and activities of RMHC Wichita by providing information, resources, talents, and abilities while improving efficiencies.

Committees:

- Audit & Finance
- Development
 - Golf Tournament
 - Season of Giving (The Jingle (event)/Lights of Love(event)/Annual Appeal/Group Give)
 - Planned Giving
 - Red Shoe Society
- Hospital Medical Relations
- House & Family Room Facilities
- Public Relations & Marketing
 - Speakers Bureau
- Strategic Planning
- Technology
- Volunteer

**Committee Members must be 21 years of age or older*

Requirements:

Actively participate in the work of the committee, provide thoughtful input, and focus on the best interest of the organization rather than personal interests, in addition to specific requirements held by each individual committee.

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**RONALD MCDONALD
HOUSE CHARITIES®
WICHITA**

Volunteer Application

Date: _____

Contact Information

Name	
Home Address	
City, State, Zip code	
Home Phone	
Cell Phone	
Email Address	

Employment Information

Most Recent Employer	
Occupation	
Work Address	
Work Phone	
Work Email	

Personal Information

Are you over the age of 18? Yes No

Preferred method of contact: Cell phone Home phone Work phone Home email Work email

Emergency Contact: Name _____ Relation _____ Phone _____

Have you been convicted of a felony in the last 7 years? (Not including convictions that are sealed, expunged, or satutorily eradicated. Disclosure of a conviction may not automatically disqualify you for a volunteer position) Yes No

How did you hear about Ronald McDonald House Charities Wichita (RMHC Wichita)?

Why do you want to volunteer for RMHC Wichita?

What are your expectations from this volunteer experience?

Areas of Interest

I am interested in the following volunteer opportunities:

- | | |
|---|--|
| <input type="checkbox"/> Ronald McDonald House Volunteer (Midtown House or Sleepy Hollow House) | <input type="checkbox"/> Baker/Meal Volunteer |
| <input type="checkbox"/> Family Room Volunteer (Wesley Medical Center) | <input type="checkbox"/> Red Shoe Society Wichita Member |
| <input type="checkbox"/> Special Events Volunteer | <input type="checkbox"/> Committee Member |

Please select all computer skills you are comfortable utilizing:

- Microsoft Office Spreadsheets Data Entry InDesign Photoshop Other: _____

Special skills or services you are willing to donate:

- | | | | | |
|------------------------------------|--|---|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Bilingual | <input type="checkbox"/> Photography/Videography | <input type="checkbox"/> Newsletters/Journalism | <input type="checkbox"/> Handyman | <input type="checkbox"/> Cooking |
| <input type="checkbox"/> Gardening | <input type="checkbox"/> Fundraising/Events | <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Arts/Crafts | <input type="checkbox"/> Office Work |

Volunteer Availability

Check all shifts that you are available to volunteer. You don't always have to do a 4 hr shift. Shift times can be flexible.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:30-12:30	8:30-12:30	8:30-12:30	8:30-12:30	8:30-12:30	8:30-12:30	8:30-12:30
12:15-4:30	12:15-4:30	12:15-4:30	12:15-4:30	12:15-4:30	12:15-4:30	12:15-4:30
4:15-8:30	4:15-8:30	4:15-8:30	4:15-8:30	4:15-8:30	4:15-8:30	4:15-8:30

How often are you available to volunteer? Monthly Bimonthly Weekly

Specify hours available if unable to do complete shift: _____

Volunteer Agreement

I affirm that the information contained in this application is correct to the best of my knowledge. I understand that before beginning my volunteer service, I will be interviewed, submit to a background check, and attend an orientation session. Upon completion of these steps, I will be training in my volunteer role.

If I am unable to fulfill my scheduled commitment, I will notify the Volunteer Manager at Ronald McDonald House Charities Wichita with as much notice as possible in order to cancel or reschedule.

I understand that this application does not guarantee a volunteer placement with Ronald McDonald House Charities Wichita and if accepted, I will not receive payment for my service.

Signature/Name _____ Date _____

The following documents are to be completed by volunteer and attached to this Volunteer Application.

1. Assumption of Risk, Release of Liability, Waiver of Claims, and Indemnity Agreement.
2. Consumer Authorization - Background Check form
3. Conflict of Interest and Confidentiality Policy and Agreement
4. Photo Release - Grant Assignment, Release and Waiver

Return application and attachments to: Jamee Sholtz - Volunteer Manager
jsholtz@rmhcwichita.org

Phone: 316-269-4182

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