



Teen Volunteer Board (TVB) Application Packet

Bring or mail application to:
Ronald McDonald House of Charlotte
ATTN: TVB / Emily Ransone
1613 East Morehead Street
Charlotte, NC 28207

Application Checklist

- Completed TVB application
- 2 recommendation forms (**each secured in a signed and sealed envelope with your name on the front**)
**returning TVB members do not need recommendations*
 - one school related (teacher/counselor/coach)
 - one community related (neighbor/supervisor/club/community member)
- Contract signed by you and a parent/guardian

DEADLINE: Applications are due by Monday, June 3rd at 8pm
No late or incomplete applications will be considered.

If you have any questions during the application process, please contact Emily Ransone at emily@rmhofcharlotte.org
Please do not call to check on the status of your application. Notifications will be sent out by Monday, July 8th.

2019-2020 Program

- Meetings are held on the **second Tuesday of the month** from September through April with the exception of holidays or House conflicts.
- Members are expected to attend **ALL** meetings and events. Each member is allowed 2 absences. Absences in excess of 2 for any reason will result in dismissal from the board.
- September 5th (orientation), December 14th (Holiday House) and weekend of April 25/26th (Family Reunion) are **mandatory!** Missing any of these activities will result in dismissal from the board.
- For those interested in running for a position on the Executive Committee, training is tentatively planned for the week of September 23rd (Committee Members will determine exact date/time).



Teen Volunteer Board (TVB) Charter

Purpose

To serve the families of the Ronald McDonald House of Charlotte, gain leadership and fundraising experience, and serve as ambassadors of RMH in your school and community.

Composition

The TVB shall be comprised of junior and senior students from participating area high schools, including home schools. The TVB shall have a minimum of 10 members and a maximum of 24 members annually. Students will be chosen based on prior leadership and service experience by a committee of RMH volunteers and staff. Application materials and interviews will be used to select TVB members. Returning members are not guaranteed membership on future boards.

Meeting Structure

The TVB will meet on the second Tuesday of each month from 4:30-6pm from September through April with the exception of holidays and House conflicts. In addition, each member commits to lead service activities and attend TVB signature events outside of regular meeting times. Missing more than 2 meetings or service activities for any reason will result in dismissal from the board. Failure to attend the September orientation or the two TVB Signature Events (December Holiday House and April Family Reunion) will also result in dismissal from the board.

Overview of Duties

- Serve as school and community ambassadors for the Ronald McDonald House of Charlotte
- Prepare and lead service activities for fellow Teen Volunteer Board members and teens in the community
- Assist with the planning and execution of the TVB signature events (Holiday House and Family Reunion)
- Create and execute a "Big Give" fundraising event

Responsibilities

- Attend and actively participate in all meetings
- Come appropriately dressed and prepared for meetings with all required materials
- Attend TVB signature events and chosen service activities
- Raise funds through "Big Give" projects
- Embrace opportunities to engage school and community with the House or educate others about RMH

Requirements

- Junior or senior high school standing during the TVB school year
- Maintain good standing at school
- No drug or alcohol use and no profanity or inappropriate behavior
- Attend all meetings and events with safe, reliable, and on-time transportation to and from meetings



Teen Volunteer Board Application

NAME: _____
Last First Nickname/Preferred

ADDRESS: _____

CITY, STATE AND ZIP: _____

CELL PHONE: (_____) _____ EMAIL: _____

NAME OF HIGH SCHOOL: _____

GRADE IN 2019-2020 YEAR: _____ BIRTHDAY: _____ T-SHIRT SIZE: _____

PRIMARY CONTACT PARENT/GUARDIAN NAME: _____

RELATIONSHIP: _____ EMAIL: _____

SECONDARY CONTACT PARENT/GUARDIAN NAME: _____

RELATIONSHIP: _____ EMAIL: _____

PART I

If appointed, are you able to find safe, reliable, on-time transportation to attend meetings on the second Tuesday of every month from 4:30-6pm as well as to at least two leadership service activities during the year?

Yes No

In addition to attending meetings, can you commit attending orientation on September 5th, the Holiday House on December 14th (AM) and Family Reunion the weekend of April 25/26th?

Yes No

If appointed, are you interested in serving in a leadership role on the executive committee?

Yes No Undecided

PART II

Please tell us why you wish to be appointed to the Teen Volunteer Board. What do you hope to gain from participating?

Please list any volunteer or extracurricular activities you currently participate in, as well as past volunteer experience:

Give one example of a project, group or initiative that you have led. What skills allowed you to successfully execute this?

What are you passionate about and what role does it play in your everyday life?

Choose 3 words to describe yourself. Explain why you have chosen each word:

TVB members make a commitment to attend all meetings and events. Please reflect on your commitments for this upcoming year. What does commitment mean to you and how will you manage all of your commitments?

Ronald McDonald House of Charlotte
Teen Volunteer Board (TVB) Volunteer Contract

1. Commitment

- a. A large part of volunteering is commitment. During the school year, TVB members are expected to attend ALL board meetings and stay for the duration of the meeting.
- b. In addition to meetings, TVB members will participate in leadership service activities, signature events, and a personal fundraiser. If you sign up to attend another member's service activity, we expect to see you there! No-shows will not be tolerated.
- c. TVB members are expected to make their service on the board a priority. **Missing more than 2 meetings or service activities for any reason will result in dismissal from the board. Failure to attend the September orientation, December Holiday House or April Family Reunion will also result in dismissal from the board.**

2. Etiquette

- a. Every member of the TVB has skills, talents and ideas to contribute. Every member is expected to participate in meetings and give their best effort.
- b. Every member of the TVB has value and should be treated with respect. There should be no personal attacks—challenge ideas, not people. Every member should contribute to a supportive environment and maintain a positive attitude during meetings, projects and events.
- c. Treat RMH staff, guest families, volunteers and fellow TVB members with respect and courtesy.
- d. Exhibit appropriate behavior at all times—no foul language, texting or other distracting and inappropriate behaviors. Inappropriate behavior may result in dismissal from the board.

3. Dress Code

- a. TVB members serve as ambassadors of the Ronald McDonald House and should dress in a neat, clean and appropriate manner.
- b. Please wear appropriate clothing to all TVB meetings, events and service activities—clothing should provide appropriate body coverage and bare no offensive images or language.

4. TVB Responsibilities

- a. Actively participate in meetings, contribute ideas and provide feedback.
- b. Attend all TVB meetings and events—arrive on time and stay to help clean up if needed.
- c. Pursue opportunities within your school and community to engage others in the mission of the Ronald McDonald House of Charlotte.
- d. Organize your leadership service activities to be fun, meaningful and appropriate to engage other teens.
- e. Complete assigned tasks in a timely manner and support your fellow TVB members on their assignments.

I have read and understand the Teen Volunteer Board charter and contract and agree to abide by the rules and responsibilities outlined therein.

Teen Volunteer Signature

Date

Parent or Guardian Signature

Date

Ronald McDonald House of Charlotte
Teen Volunteer Board (TVB) Recommendation Form - #1

ATTENTION TEACHER/COUNSELOR/MENTOR: Please review the Teen Volunteer Board charter and answer the following questions regarding the named applicant. We appreciate your unique insight on the applicant's character, maturity, dependability and sense of responsibility. Upon completion, please place this form in a sealed envelope and sign your name across the seal. We may contact you about your responses. Thank you for your assistance!

APPLICANT NAME: _____

RECOMMENDER NAME: _____

EMAIL: _____ PHONE: _____

RELATIONSHIP TO APPLICANT: _____ HOW LONG YOU'VE KNOWN APPLICANT: _____

Please answer the following questions:

I verify that I have no family relation to the applicant. Yes No

Does the applicant complete assigned tasks in a timely manner? Yes No

Does the applicant demonstrate the maturity required to work with peers and adults? Yes No

Does the applicant maintain good academic standing and acceptable school behavior? Yes No

Please elaborate on the following:

How would you describe this applicant's sense of responsibility, reliability, and dependability? Please give an example.

What unique qualities do you feel this applicant would bring to the Teen Volunteer Board?

(Please circle one)

For the Ronald McDonald House of Charlotte's Teen Volunteer Board, I...

HIGHLY RECOMMEND

RECOMMEND

DO NOT RECOMMEND

...this applicant.

Signature

Date



Teen Volunteer Board (TVB) Charter for Recommendation Form #1

Purpose

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Ronald McDonald House of Charlotte
Teen Volunteer Board (TVB) Recommendation Form - #2

ATTENTION NEIGHBOR/SUPERVISOR/COMMUNITY MEMBER: Please review the Teen Volunteer Board charter and answer the following questions regarding the named applicant. We would appreciate your unique insight on the applicant's character, maturity, dependability and sense of responsibility. Upon completion, please place this form in a sealed envelope and sign your name across the seal. We may contact you about your responses. Thank you for your assistance!

APPLICANT NAME: _____

RECOMMENDER NAME: _____

EMAIL: _____ PHONE: _____

RELATIONSHIP TO APPLICANT: _____ HOW LONG YOU'VE KNOWN APPLICANT: _____

Please answer the following questions:

I verify that I have no family relation to the applicant. Yes No

Does the applicant complete assigned tasks in a timely manner? Yes No

Does the applicant demonstrate the maturity required to work with peers and adults? Yes No

Does the applicant show good character and treat others with respect? Yes No

Please elaborate on the following:

How would you describe this applicant's sense of responsibility, reliability, and dependability? Please give an example.

What unique qualities do you feel this applicant would bring to the Teen Volunteer Board?

(Please circle one)

For the Ronald McDonald House of Charlotte's Teen Volunteer Board, I...

HIGHLY RECOMMEND

RECOMMEND

DO NOT RECOMMEND

...this applicant.

Signature

Date



Teen Volunteer Board (TVB) Charter for Recommendation Form #2

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