



Teen Board (TB) Application Packet
Ronald McDonald House of Springfield
ATTN: Teen Board
Celine Hamilton Quill
34 Chapin Terrace
Springfield, MA 01107
Email: chamiltonquill@rmhc-ctma.org

Application Checklist

- Completed TB application
- 2 recommendation forms (**each secured in a signed and sealed envelope with your name on the front**)
 - o one school related (teacher/counselor/coach)
 - o one community related (neighbor/supervisor/club/community member)
- Contract signed by you and a parent/guardian

DEADLINE: Applications will be accepted through May 31, 2021..

No incomplete applications will be considered.

Zoom calls for selected applicants will begin the week of June 14, 2021 .

If you have any questions during the application process,
please contact Celeine Hamilton Quill at
chamiltonquill@rmhc-ctma.org

2021-2022 Program

- **Meetings followed by an activity are held on the second Sunday of the month with Activities on the fourth Sunday of the Month, from September through May** with the exception of holidays or House conflicts.
- **Members are expected to attend ALL meetings and events.** Each member is expected to volunteer a minimum of 24 hours per year. Each member is allowed three absences. Absences in excess of three, without an accepted excuse, will result in immediate dismissal from the Board. Each teen is expected to participate in at least 2 activities and/or 4 hours of service per month between September and May.
- **TB Orientation, December(Lights of Love) and April (5K Run). Dates will be given during Orientation. Attendance at events is mandatory!.**



Teen Board (TB) Charter

Purpose

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

Composition

The TB shall be made up of grade 10-12 students from participating area high schools, including home schools. The TB is a three year commitment. Students will be chosen based upon prior leadership and service experience by a committee of RMH volunteers and staff. Application materials and interviews will be used to select TB members. Returning members must submit a letter to the RMH by June 1 stating their desire to remain on the TB. TB members are not guaranteed membership on future Boards., unless they are in good standing.

Meeting Structure

The TB will meet on the second Sunday of each month from 4-5:30 pm from September through May with the exception of holidays and House conflicts. In addition, each member commits to lead service activities and attend TB signature events outside of regular meeting times.

Overview of Duties

- Serve as school and community ambassadors for the Ronald McDonald House of Springfield.
- *Each member will run one meeting, act as secretary and take meeting minutes, and report to the Adult Board at least one time during their commitment.
- * Each Teen will be assigned to one of three groups to work on publicity, fundraising, and social media management throughout the year. These three groups will rotate responsibilities and often overlap tasks.
- *Grade 12 members will mentor a new member through the winter of their first year, and work together with them in groups on projects.

Responsibilities

- Attend and actively participate in all meetings.
- Come appropriately dressed and prepared for meetings with all required materials.
- Attend TB 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

- Maintain good standing at school.
- No drug or alcohol use. No profanity or inappropriate behavior.
- Attend all meetings and events with safe, reliable, and on-time transportation to and from meeting.



Teen Board Application

NAME:

Last First Nickname/Preferred

ADDRESS:

CITY, STATE AND ZIP:

CELL PHONE: () EMAIL:

NAME OF HIGH SCHOOL:

GRADE IN 2020-2021 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 and fourth Sunday of every month as well as to at least **two** leadership service activities during the year?

Yes No

In addition to attending meetings, are you able to commit to attend Orientation and our Signature House events in December and April? Dates will be given at Orientation.

Yes No

PART II

Please tell us why you wish to be appointed to the Teen 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 and what challenges did you face?

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

One of the responsibilities of being on the Teen Board is to embrace opportunities to engage your school and/or the community with the House. Please give an example of how you would execute this.



Keeping families close®

TB 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?



PART III

The TB is responsible to raise funds for the House. We want to hear your idea of how to make that happen! Using the space below, please describe how you might work together with other TB members to fundraise for the Ronald McDonald House.

Within your description, please answer the following questions: What would you do to raise the money? Does your project need to be approved by an advisor? What supplies would you need? How long would it take to plan? Who would participate? What challenges do you foresee?

Ronald McDonald House of Springfield Teen Board (TB) Volunteer Contract

1. Commitment

- a. A large part of volunteering is commitment. During the school year, TB members are expected to attend ALL Board meetings and stay for the duration of the meeting.
- b. In addition to meetings, TB members will participate in horse activities, leadership service activities, signature events, and a personal fundraiser. If you sign up to attend a service activity, you are expected to be there. **No-shows will not be tolerated.**
- c. TB members are expected to make their service on the Board a priority. **Missing more than three meetings or service activities for any reason may result in dismissal from the board.**

2. Etiquette

- a. Every member of the TB 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 TB 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 TB members with respect and courtesy.
- d. Exhibit appropriate behaviors at all times—no foul language, texting or other distracting and inappropriate behaviors.

3. Dress Code

- a. TB 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 TB meetings, events and service activities—clothing should provide appropriate body coverage and bear no offensive images or language.

4. TB Responsibilities

- a. Actively participate in meetings, contribute ideas and provide feedback.
- b. Attend all TB 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 Springfield.
- 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 TB members with their assignments.



5. Parents

Is your parent interested in becoming a parent advisor on the Teen Board? If yes, please provide:

Parent Name _____

Phone Number _____

Email _____

I have read and understand the Teen 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 Springfield
Teen Board (TB) Recommendation Form - #1

ATTENTION TEACHER/COUNSELOR/MENTOR: Please review the Teen Board charter and answer the following questions regarding the named applicant. We appreciate your unique insight into 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 HAVE YOU 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 Board?

(Please circle one)
For the Ronald McDonald House of Springfield Teen Board, I ...
HIGHLY RECOMMEND/ RECOMMEND / DO NOT RECOMMEND
...this applicant.

Signature _____ Date _____



Teen Board (TB) Charter for Recommendation Form #1

Purpose

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**Ronald McDonald House of Springfield
Teen Board (TB) Recommendation Form - #2**

ATTENTION NEIGHBOR/SUPERVISOR/COMMUNITY MEMBER: Please review the Teen Board charter and answer the following questions regarding the named applicant. We would appreciate your unique insight into 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 HAVE YOU 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 Springfield Teen Volunteer Board, I...

HIGHLY RECOMMEND/ RECOMMEND/ DO NOT RECOMMEND

...this applicant.

Signature_____ Date_____

Teen Board (TB) Charter for Recommendation Form #2

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