

Teen Board (TB) Application Packet

Mail-in or email application to:

Ronald McDonald House of CT

ATTN: Teen Board

860 Howard Ave

New Haven, CT 06519

Email: mfunaro@rmhc-ctma.org

Application Checklist

- ☐ Completed Teen Board application
- ☐ 2 recommendation forms (each secured in a signed and sealed envelope with your name on the front)
**returning Teen Board 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, May 9, 2022 at 5pm

No late or incomplete applications will be considered.

Zoom calls for selected applicants will be conducted the week of May 30, 2022

If you have any questions during the application process, please contact Melissa Funaro at mfunaro@rmhc-ctma.org
Please do not call to check on the status of your application. Notifications will be sent out by June 17, 2022.

2022-2023 Program

- **Meetings are held on the second Wednesday of the month from September through June** with the exception of holidays or House conflicts. (Dates subject to change)
- **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 immediate dismissal from the Board.
- **September (Orientation), December (Trees of Hope event) and March (Dancing Under the Stars). Dates will be given during Orientation. Attendance at events is mandatory!** Missing any of these activities will result in immediate dismissal from the Board.

For those interested in running for a position on the Executive Committee, training TBD (Committee Members will determine exact date/time.)

Teen Board (TB) Charter

Purpose

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

Composition

The TB shall be comprised of sophomore and junior students from participating area high schools, including home schools. Annually, the TB shall have a minimum of 10 and a maximum of 15 CT members. 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 are not guaranteed membership on future Boards.

Meeting Structure

The TB will meet on the second Wednesday of each month from 4-5PM (Date and time subject to change) from September through June 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. Missing more than 2 meetings or service activities for any reason will result in immediate dismissal from the Board. Failure to attend the September orientation or the two TB Signature Events (December Trees of Hope and March Dancing Under the Stars) will also result in immediate dismissal from the Board.

Overview of Duties

- Serve as school and community ambassadors for the Ronald McDonald House of Connecticut.
- Prepare and lead service activities for fellow TB members and teens within the community.
- Assist with the planning and execution of the TB signature events.
- 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 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

- Sophomore or junior high school status during the TB 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 meeting.

Teen Board Application

NAME: _____

Last

First

Nickname/Preferred

ADDRESS: _____

CITY, STATE AND ZIP: _____

CELL PHONE: (_____) _____ EMAIL: _____

NAME OF HIGH SCHOOL: _____

GRADE IN 2022-2023 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 Wednesday of every month from 4-5pm 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 on **September 7th** and our Signature House events in December and March? Dates will be given at Orientation.

___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 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 community with the House. Please give an example of how you would execute this.

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?



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?

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Ronald McDonald House of Connecticut 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 meetings and stay for the duration of the meeting.
- b. In addition to meetings, TB 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. TB 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 immediate dismissal from the board. Failure to attend the September orientation, the December or March events will also result in immediate 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. We are an anti-bullying organization. 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. Inappropriate behavior may result in immediate dismissal from the board.

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.
- c. Name tags must be worn at all meetings and events.

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 Connecticut.
- 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 and 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 Connecticut 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 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 Board?

(Please circle one)

For the Ronald McDonald House of Connecticut 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 Connecticut 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 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 Connecticut 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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