



*Thank you for your interest in volunteering with Make-A-Wish®. Our volunteer program is designed to give each volunteer a diverse and rewarding experience while working towards fulfilling our mission to grant the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy.*

## **HOW DO I BECOME A VOLUNTEER?**

In order to provide the wish children and their families with the best experience possible, we require all potential volunteers to go through an assessment before becoming an active Make-A-Wish volunteer.

Volunteer paperwork takes about 2 weeks to process and approve. After your paperwork is processed, you will be contacted with detailed instructions as it relates to the next steps based on the opportunities you selected. Please note, volunteer needs may vary by chapter needs.

## **WHY DO I NEED A BACKGROUND CHECK?**

Due to the nature of our work, select volunteer positions must successfully complete a criminal background check every 3 years. Make-A-Wish does not employ or utilize as a volunteer any individual who has been convicted of a crime that (a) victimizes children, (b) is sexual in nature, or (c) involves violence, fraud, or significant theft. Please contact us with any questions related to past convictions and/or our background check screening process.

## **WHO DO I CONTACT WITH QUESTIONS?**

Our team is happy to answer any questions or address any concerns that you may have.

- **Volunteer Coordinator** Arlene Vieira (407) 622-4673 x 223 or [avieira@wishcentral.org](mailto:avieira@wishcentral.org)
- **Make-A-Wish** (407) 622-4673 or [www.cnfl.wish.org](http://www.cnfl.wish.org)

## **HOW DO I SUBMIT MY APPLICATION?**

Please complete and submit pages 2-5 of this packet to our office via fax, email or mail.

Make-A-Wish Central & Northern Florida  
Attn: **Volunteer Services**  
1020 N Orlando Ave, Ste 100, Maitland, FL 32751  
[avieira@wishcentral.org](mailto:avieira@wishcentral.org)  
Fax (407) 622-5803

## **PRIVACY & PROTECTION OF INFORMATION**

Security of information is extremely important to us. All information submitted is available to and accessed by only relevant personnel. Information is never sold or shared outside of Make-A-Wish.



## Volunteer Application

Please note that all volunteer opportunities require completion of this application and a signed Conflict of Interest and Ethics Statement. Volunteers are also required to successfully complete training relevant to the desired opportunity. In addition, select opportunities require a criminal background check performed every three years.

### Personal Information

Title:	Name: <small>First</small>	<small>Middle</small>	<small>Last</small>
Nickname:			
Address: <small>Street</small>		<small>City</small>	<small>State</small> <small>Zip</small>
County:		Birth Month:      Day:	
		I'm over the age of 21: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Phone: <small>Home</small>	<small>Cell</small>	Preferred Phone: <input type="checkbox"/> Home <input type="checkbox"/> Cell	
Email:			

### Employment Information

Employer:	Position:		
Address: <small>Street</small>		<small>City</small>	<small>State</small> <small>Zip</small>
Work Phone:		May We Contact You at Work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Would your company be interested in becoming involved with Make-A-Wish? <input type="checkbox"/> Yes <input type="checkbox"/> No			

### Emergency Contact Information

Emergency Contact:	Relationship:
Emergency Contact Phone:	

**Professional Skills** – Select those skills in which you have a professional capability and/or fluent.

- Construction / Carpentry, please specify: \_\_\_\_\_
- Entertainment Skills, please specify: \_\_\_\_\_
- Graphic Design / Art Design
- Interior Decorating
- Photography
- Professional Certifications, please specify: \_\_\_\_\_
- Sales/Marketing
- Writing
- Videography
- Other: \_\_\_\_\_

## Volunteer Opportunities

**Wish Granting** – Wish granters work in teams of two to meet with the wish child and family, help the wish child discover their wish, and act as a liaison between Make-A-Wish staff and the family during the wish process. This is our most hands-on volunteer opportunity. Wishes take an average of 10 months to grant and about 10-15 hours of active volunteer service throughout that timeframe.

**Must be 21+. Background check and one-day, 5-hour training required.**

**Translator/Interpreter** – I am comfortable acting as a wish granting interpreter for the following languages (in addition to English):

**Office** – Assist with miscellaneous administrative projects in office, including data entry, wish research, mailings, writing wish stories, filing, contacting volunteers and medical professionals, etc. Must be proficient with computers & Microsoft Office. Strong attention to detail required.

**Must be 21+. Maitland office only. Background check required.**

**Special Events** – Help with the set up, execution, and clean up of Make-A-Wish special events on event day. On event day, may be asked to engage with event attendees as a brand ambassador on behalf of Make-A-Wish. Serve on an event-by-event basis and sign up according to availability.

**Fundraising** – Assist development team in the execution of fundraising events. This may include seeking in-kind donations, soliciting sponsorships, building partnerships with local companies, promoting events, and/or coordinating event logistics. Serve as a brand ambassador in the community on behalf of Make-A-Wish. Serve on a specific event committee on a year-round basis.

## Criminal Background Check Search / Address History

Select opportunities require a criminal background check performed every three years. Our criminal background check search includes a social security number verification and search of all aliases used by the individual, as well as all records in the counties in which the individual has resided for at least seven years and in a national database. If you have lived outside of the US within the past 7 years, additional checks and/or proof of clearance may be required.

I have resided in the United States for the last 7 years:  Yes  No

In a few words, describe yourself and what motivated you to volunteer at this time in your life.

What are you looking to get out of this volunteer experience?

How did you hear about Make-A-Wish?

I affirm that the information I have given on this form is true and correct. The information that I have provided may be verified by contacting persons or organizations named in this application, or by contacting any person or organization that may have information concerning me, or by conducting a criminal background check.

I have read and understood the various volunteer roles and am able to perform those roles in which I've applied for. I am volunteering my time for personal reasons and understand I will not be paid for my services as a volunteer and I expect no compensation. Furthermore, I understand that this application will help in determining the best fit of my skills for Make-A-Wish.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**ANNUAL CONFLICT OF INTEREST AND ETHICS ASSURANCE STATEMENT**

As an employee or volunteer of the Make-A-Wish Foundation (the "Foundation"), I have an obligation to the Foundation and the constituencies it serves to comply with the highest standards of ethical conduct. I will not commit acts contrary to those standards, and I will promptly report to appropriate Foundation representatives – either directly, or through MySafeWorkplace (a 24-hour confidential whistle-blower hotline that can be accessed at [www.MySafeWorkplace.com](http://www.MySafeWorkplace.com) or by calling 1-800-461-9330) – the commission of any such acts by others within the Foundation. I understand that my responsibilities include the following:

**Ethics and Legal Assurance**

- I will at all times: (a) perform my duties in accordance with relevant laws, regulations and Foundation policies and standards; (b) promote the attainment of the Foundation's legitimate and ethical objectives; and (c) represent the interests of all constituencies served by the Foundation and not favor special interests inside or outside the Foundation in connection with Foundation business.
- I will refrain from: (a) violating any criminal or civil law or regulation, the violation of which may reflect poorly on the Foundation; and/or (b) engaging in or supporting any activity that would discredit the Foundation.
- I will submit to a criminal background check every three years (or more frequently if required by the Foundation), and I agree to disclose at the time I execute this document and thereafter as the same may arise any official investigations of criminal activities, arrests and/or convictions involving me (other than for routine traffic offenses not involving drugs or alcohol).

**Conflict Of Interest**

- I will either avoid, or will promptly disclose and recuse myself from any decisions involving, any activity or practice which conflicts with, or can be perceived as conflicting with, the interests of the Foundation, including but not limited to situations where I, or a relative, friend or business acquaintance of mine, proposes to provide goods or services to the Foundation for consideration.
- I will refrain from using Foundation property or resources for personal profit or advantage, or for any purpose not related to the activities of the Foundation.
- I will refuse any personal gifts, loans, favors or other consideration of more than nominal value from any Foundation vendor, sponsor or other outside party that would influence, or could be perceived as influencing, my actions or the actions of others.

**Confidentiality**

- During my involvement with the Foundation and thereafter, I will maintain the confidentiality of any information regarding the Foundation, wish children and their families, donors and volunteers that has not been released publicly, unless legally obligated to do otherwise.
- I will refrain from using or appearing to use confidential information acquired in the course of my service for unethical or illegal advantage, either personally or through third parties.

***I have read, understand and agree to be bound by the above standards.***

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date