



Court Ordered Community Service Application

On behalf of our families, staff and friends, thank you for your interest in serving your community service hour requirements with Ronald McDonald House Charities® (RMHC®) of Greater Las Vegas.

We look for dependable, flexible, and compassionate community service volunteers who are capable of responding to various situations and interacting with people.

Please Note: RMHC of Greater Las Vegas reserves the right to deny any potential volunteer or terminate any existing volunteer for any reason, any time.

Requirements:

- You must complete the Community Service Volunteer Application and schedule an interview to be approved for volunteer work.
- If you have court ordered community service for any theft-related offense, (shoplifting, burglary, larceny, grand theft auto, etc.), we will not be able to accept you as a volunteer.
- If you have court ordered community service for assault or weapons related offenses, we will have to review the specifics of your case before accepting you as a volunteer.
- You must be 16 years or older, or be accompanied by a parent or legal guardian.
- You must be available to volunteer during RMHC office hours, which are Monday through Friday, 9 AM to 5 PM. NO WEEKENDS or EVENINGS. Most community service shifts are between 10:00 –2:00 or 2:00–5:00.
- You are responsible for tracking your hours and notifying the RMHC volunteer coordinator of any forms, letters or signatures you need at your initial interview.

Duties include:

- Building and Grounds Maintenance – changing light bulbs, repair & maintenance, sweeping outside areas, organizing outside storage units, moving boxes & furniture, loading & unloading supplies, picking up trash.
- House – sweeping, mopping, dusting, vacuuming, cleaning common areas and bathrooms, organizing inside storage areas, taking out the trash.
- Office – organizing storage areas & assembling event materials.
- Special Events – set-up & tear-down, serving food & beverages, & loading & unloading supplies.

RMHC of Greater Las Vegas is a non-profit, 501(c) 3 organization that provides temporary housing for families who travel to Las Vegas to receive medical treatment for their children. RMHC also supports programs that directly benefit children and families in the Greater Las Vegas area through grants, scholarships and community outreach programs.

Please feel free to call us at (702) 252-4663 with any questions or concerns you may have. Again, we thank you for choosing Ronald McDonald House Charities and look forward to working with you.

Ronald McDonald House Charities®
of Greater Las Vegas



Court Ordered Community Service Hours Form

How many hours do you need? _____ Date hours must be completed: _____

****It is your responsibility to notify the volunteer coordinator at LEAST three days prior if a letter verifying completion of these hours is required.**

What were you charged with? _____

Briefly explain what happened: _____

Please list the name and contact information of your probation officer / case handler / counselor:

Name _____ Title _____

Business _____

Address _____ City, ST, Zip _____

Phone _____ Fax _____

Would you be interested in volunteering after your community service is completed? _____

Do you drive? Yes No Driver's License Number _____

Have you been exposed to chicken pox, shingles, measles, mumps, hepatitis or any other infectious disease in the last 21 days? Yes No

If you are under 18 years of age, please provide the name and contact information for your parent or legal guardian:

Name _____ Relationship _____

Employer/Business _____

Address _____ City, ST, Zip _____

Phone _____ Fax _____

Ronald McDonald House Charities®
of Greater Las Vegas



VOLUNTEER APPLICATION

Name _____ Male Female
First Last

Address _____ Apt./Unit# _____

City _____ ST _____ Zip _____

Home (____) _____ Work (____) _____ Cell (____) _____

E-Mail: _____ Are you over 18? Yes No

If under 18, please include your age & birth date: Age _____ Birth Date ____/____/____
Month Day Year

How did you hear about the RMHC volunteer program? _____

PERSON TO NOTIFY IN CASE OF EMERGENCY

Name _____ Relationship _____

Phone # (____) _____ Alternate Phone # (____) _____

EMPLOYMENT

Current Employer _____ Position _____

How long have you worked with this employer? _____

EDUCATION

Are you in school? Yes No Date of Expected Graduation: _____

Degree(s) earned (check all that apply):

HS Diploma/GED Associates BA / BS Masters Doctorate Other _____

High School _____
Name of school City, ST Grade level completed

College/University _____
Name of school City, ST Major / Field of study

Community/Trade School _____
Name of school City, ST Major / Field of study

Other skills/training/experience _____

REFERENCES

Please list one personal reference **not related** to you:

Name _____ Relationship _____

Phone () _____ Alt. Phone () _____

AVAILABILITY

Day (9am – 5pm) Evening (5pm – 9pm) Weekends Seasonal On Call Only

What day(s) of the week are you able to volunteer? _____

VOLUNTEER OPPORTUNITIES

The following are descriptions and scheduling requirements for the volunteer opportunities available at RMHC of Greater Las Vegas. Please note, volunteer duties for community service are restricted to House, Office and Maintenance.

House Volunteer (Mondays thru Fridays. Must commit to a regular schedule)

Tasks include sweeping, mopping, dusting, vacuuming, cleaning common areas and bathrooms, organizing inside storage areas, taking out the trash, & making up guest rooms.

Office Volunteer (Mondays thru Fridays. Must commit to a regular schedule)

Tasks include filing, assembling mass mailings, organizing storage areas, taking inventory of supplies, assembling event materials & running errands.

Building and Grounds Maintenance (Mondays thru Fridays. Must commit to a regular schedule)

Tasks include changing light bulbs, repair & maintenance, sweeping outside areas, organizing outside storage units, moving boxes & furniture, loading & unloading supplies, & picking up trash.

Let's Do Lunch (Mondays thru Fridays. Must commit to a regular schedule)

Tasks include preparing &/or delivering sack lunches, stuffed animals & toys to UMC and Sunrise children's hospitals.

Dinner Program (any day of the year based on availability; dinner must be served at 6pm)

Tasks include preparing & serving dinner for families staying at the Ronald McDonald House, storing leftovers, & cleaning & mopping kitchen area. *Please see Dinner Program Guidelines for complete list of requirements.*

Special Events - Tasks include event set-up and tear-down, registering & greeting participants, passing out event materials, serving food & beverages, selling raffle tickets, loading & unloading supplies, & running errands.

Special Projects - Tasks include collecting pop tabs, decorating Let's Do Lunch bags, baking, arts & crafts projects, organizing a fundraiser, & collecting items from our wish lists.

Professional Services - Including home repair & maintenance, grant writing, fundraising, PR/marketing/advertising, printing, photography, entertainment (balloons, floral arrangements, DJ, event production, etc.), personal services (massage, beauty, salon/spa).

VOLUNTEER AGREEMENT & AUTHORIZATION

I understand the importance of this volunteer commitment and have answered the application questions honestly and to the best of my knowledge. I understand that falsified information on this application shall be grounds for dismissal from the volunteer program. I give Ronald McDonald House Charities of Greater Las Vegas permission to verify the information I have provided in this application. Furthermore, as a volunteer for Ronald McDonald House Charities® (RMHC) of Greater Las Vegas, I, the undersigned, exempt and relieve RMHC of Greater Las Vegas and their directors, trustees, employees and staff from liability for personal injury, property damage or wrongful death caused by negligence. I understand that RMHC of Greater Las Vegas does not require my participation as a volunteer. I hereby release and discharge RMHC of Greater Las Vegas and their directors, trustees, employees and staff from all claims and liability including all claims and liabilities from negligence arising from my participation as a volunteer. I further agree to hold harmless and indemnify RMHC of Greater Las Vegas and its agents for all defense costs, including attorney's fees, and any other costs resulting in connection with my participation as a volunteer for RMHC of Greater Las Vegas. I understand my role as a volunteer at Ronald McDonald House Charities of Greater Las Vegas. I agree to follow their guidelines, policies and procedures as presented to me in the orientation, interview and training. If I do not follow these guidelines my volunteer service will end.

Applicant Signature _____ **Date** _____

Applicants under the age of 18 years old must have the following section completed by a parent or legal guardian:

I, _____, represent to RMHC of Greater Las Vegas that I am the parent/legal guardian of the Applicant whose signature appears above. I have read and understand the above Volunteer Agreement & Authorization and hereby give my consent and permission for my child to participate as a volunteer for RMHC of Greater Las Vegas. I, On behalf of the above Applicant, I agree and accept all of the provisions of the foregoing Volunteer Agreement & Authorization.

Parent/Guardian Signature _____ **Date** _____



CONFIDENTIALITY STATEMENT

I understand and agree that in the performance of my responsibilities as a volunteer of Ronald McDonald House Charities of Greater Las Vegas, I must hold information about the families, staff and clients of the Ronald McDonald House and Ronald McDonald House Charities in confidence.

I am aware of my responsibilities to protect family, staff and client information when engaged in the collection, handling or dissemination of information.

I understand that the collection of any family, staff or client data, whether by direct interview, observation, document review or staff conferences, shall be conducted in a setting which provides maximum privacy and protects the information from unauthorized individuals.

I understand that I am not authorized to add, delete, remove, or change family, staff and client information contained in records, either active or non-active, outside the normal realm of my job function.

I understand that all information regarding families, staff and clients is to be kept strictly confidential. I agree that I will not discuss this information with anyone not directly involved in client service. I will handle all paperwork and forms with proper consideration so that no information is accidentally observed by or released to non-agency personnel.

I understand that failure to follow the above guidelines regarding confidentiality may result in immediate dismissal from the program.

Applicant Signature

Date

Parent/Guardian Signature (If applicant is under 18)

Date

Ronald McDonald House Charities®
of Greater Las Vegas



AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize any official representative of Ronald McDonald House Charities of Greater Las Vegas, submitting this release or a copy thereof, to obtain any information from agencies, schools, employers, criminal justice agencies, residential management agents, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, arrest and conviction records.

I hereby direct you to release such information upon request, by an authorized representative of Ronald McDonald House Charities of Greater Las Vegas. I understand that the information released is for official use by the organization in determining my suitability for volunteer service. This may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization. Should there be any question as to the validity of this release, you may contact me as indicated below.

Full Name: _____

Social Security #: _____

Other Names Used: _____

Current Address: _____

City, State, Zip: _____

Telephone Number: _____

Applicant Signature

Date

Parent/Guardian Signature (If applicant is under 18)

Date