



Thank you for your interest in volunteering with Make-A-Wish®. Behind every Make-A-Wish experience, there are volunteers filling a multitude of roles. Their commitment is what drives Make-A-Wish and allows us to create life-changing wishes for children with critical illnesses.

HOW DO I BECOME A VOLUNTEER?

In order to provide our wish children and 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 may take up to 4 weeks to process and approve. After your paperwork is processed, you will be contacted with instructions as it relates to the next steps based on the opportunities you selected. Please note, the need for certain volunteer opportunities may vary.

WHY DO I NEED A BACKGROUND CHECK?

Due to the nature of our work, most of our 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. Please contact Mike Topham at mtopham@philadesv.wish.org or visit [http:// philadesv.wish.org/](http://philadesv.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 Philadelphia, Delaware & Susquehanna Valley

Attn: **Volunteer Services**

5 Valley Square, Suite 210, Blue Bell, PA 19422

mtopham@philadesv.wish.org

Fax: 215-654-9354

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

All volunteer opportunities require the completion of this application, a signed Conflict of Interest and Ethics Statement and training relevant to the desired opportunity. In addition, select opportunities require a criminal background check performed every three years.

Personal Information

Title:	Name:			
	First	Middle	Last	
Nickname:				
Address:		City	State	Zip
Street				
County:		Birth Month: Day:		
		I'm over the age of 18: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Phone:	Mobile		Preferred Phone: <input type="checkbox"/> Home <input type="checkbox"/> Mobile	
Home				
Email:		I am on LinkedIn: <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employment Information

Employer:	Position:		
Address:	City	State	Zip
Street			
Work Phone:	May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Would you like to <i>share the power of a wish</i> ® at work by learning more about our Wishmakers At Work® program? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Emergency Contact Information

Emergency Contact:	Relationship:
Emergency Contact Phone:	

How did you hear about Make-A-Wish?

- | | |
|---|--|
| <input type="checkbox"/> Aware of a wish family who experienced a wish: _____ | <input type="checkbox"/> Family: _____ |
| <input type="checkbox"/> Civic organization: _____ | <input type="checkbox"/> Friend: _____ |
| <input type="checkbox"/> College/University: _____ | <input type="checkbox"/> Media/Public Relations: _____ |
| <input type="checkbox"/> Employer: _____ | <input type="checkbox"/> Other: _____ |

Professional Skills – Select those skills in which you have a professional capability.

- | | |
|--|--|
| <input type="checkbox"/> Construction / Carpentry | <input type="checkbox"/> Professional Certifications |
| <input type="checkbox"/> Entertainment Skills | <input type="checkbox"/> Scrapbooking |
| <input type="checkbox"/> Graphic Design / Art Design | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Interior Decorating | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Photography | |

Language Skills – If you are fluent in another language, please check all that apply.

	Read	Write	Speak	Understand
American Sign Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arabic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French and French Creole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hindi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Japanese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Korean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Polish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portuguese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Russian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tagalog	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Travel: Please select **all** of the counties you would be willing to travel to for a wish.

- | | |
|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Philadelphia | <input type="checkbox"/> Lancaster |
| <input type="checkbox"/> Chester | <input type="checkbox"/> Lebanon |
| <input type="checkbox"/> Delaware | <input type="checkbox"/> Perry |
| <input type="checkbox"/> Montgomery | <input type="checkbox"/> Sussex |
| <input type="checkbox"/> Bucks | <input type="checkbox"/> Kent |
| <input type="checkbox"/> Cumberland | <input type="checkbox"/> New Castle |
| <input type="checkbox"/> Dauphin | |

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?

Volunteer Roles

- Fundraising – Assist development team in seeking in-kind donations, write grant and/or sponsorship proposals, collaborate to build partnerships with local companies or conduct research on local companies’ giving campaigns.

- Office – Assist with miscellaneous projects at the office, including phone calls, wish research, mailings, etc.

- Special Events – Plan, organize and implement successful fundraising events by working on event committees, helping out on the event day and/or participating in the event.

- Translator/Interpreter – Help facilitate wish experiences for non-English-speaking families or assist with translation requests (as needed).

- Wish Granter – As a member of a wish team, wish granters meet with the family, help the wish child determine the wish and act as a liaison between Make-A-Wish staff and the wish family during the wish process. Wish granters must be a minimum of 18 years old. Attendance at an in-depth training session is required.

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 ("Foundation"), I have an obligation to 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 the Make-A-Wish Reporting Hotline (an independently operated, 24-hour confidential whistle-blower hotline that can be accessed at www.convercent.com or by calling 1-800-461-9330) – the commission of any such acts by others within Foundation. I understand that my responsibilities include the following:

Ethics and Legal Assurance

1. 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 Foundation's legitimate and ethical objectives; and (c) represent the interests of all constituencies served by Foundation and not favor special interests inside or outside Foundation in connection with Foundation business.
2. I will refrain from: (a) violating any criminal or civil law or regulation, the violation of which may reflect poorly on Foundation; and/or (b) engaging in or supporting any activity that would discredit Foundation.
3. I will submit to a criminal background check every three years (or more frequently if required by 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

1. 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 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 Foundation for consideration.
2. I will refrain from using Foundation property or resources for personal profit or advantage, or for any purpose not related to the activities of Foundation.
3. 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

1. During my involvement with Foundation and thereafter, I will maintain the confidentiality of any information regarding Foundation, wish children and their families, donors and volunteers that has not been released publicly, unless legally obligated to do otherwise.
2. 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