



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

### **HOW DO I BECOME ENGAGED WITH MAKE-A-WISH?**

We require all individuals engaging with our chapter to go through an assessment before becoming an official part of our Make-A-Wish family!

Application of interest paperwork takes about 2 weeks to process and approve. After your paperwork is processed, you will be contacted with next steps based on the opportunities selected. Please note, needs vary by chapter.

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

Due to the nature of our work, select positions must successfully complete a criminal background check every 3 years. Make-A-Wish does not employ or utilize 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.

**Phone:** (704) 339-0334 or

**Email:** [volunteers@nc.wish.org](mailto:volunteers@nc.wish.org)

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

Please complete, **sign physically by hand using an ink-pen**, and submit pages 2-5 of this packet to our office via email or mail.

Make-A-Wish Central and Western North Carolina

Attn: Application of Interest

6324 Fairview Rd, Suite 500, Charlotte, NC 28210

[volunteers@nc.wish.org](mailto:volunteers@nc.wish.org)



**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.

## Application of Interest

All 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: Street		City	State	Zip
County:		Birth Month & Day: I'm over the age of 18: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Phone: Home	Mobile	Preferred Phone: <input type="checkbox"/> Home <input type="checkbox"/> Mobile		
Email:		I am on LinkedIn: <input type="checkbox"/> Yes <input type="checkbox"/> No		

### Employment Information

Employer:	Position:			
Address: Street	City	State	Zip	
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 ways your company could get involved? <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"/>
Spanish	<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"/>

**Criminal Background Check Search / Address History**

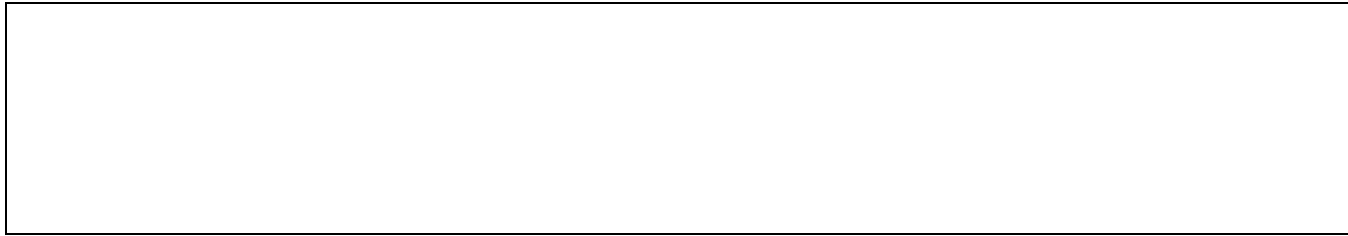
Select opportunities require a criminal background check performed every three years. Our criminal background check search includes a social security number verification and search of all aliases used by the individual, as well as all records in the counties in which the individual has resided for at 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 become involved at this time in your life.

What are you looking to get out of this experience?

We ask any individuals engaging with our chapter to commit to a minimum of 12 months of service. Some roles require availability during the day while others occur on nights and weekends. What is your availability both now and long term?



**Where to Get Involved:**

- Fundraising – Help to make connections to companies, individuals, foundations and the community to open doors to fundraising resources. Individuals can also set up their own fundraisers or fundraising webpage.
- Office – Assist with miscellaneous projects at the office, including phone calls, wish research, mailings, etc.
- Special Events –Volunteer on event day for our signature events throughout the year, man information booths or tables
- Committee Involvement – Committee members help cultivate new partnerships for events, with a major focus on securing sponsorships, auction items and event participation enhancing our efforts and expanding our impact on signature and external events.  
*Charlotte area committees: The Wish Ball Gala*  
*Greensboro area committee: Kentucky Derby Classic*
- 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 with a Make-A-Wish staff member, wish granters meet with the family, help the wish child determine the wish and increase the anticipation and excitement of the wish by creating a wish booster. Wish granters must be a minimum of 18 years old and have weekday, daytime availability. Phone interview and attendance at an in-depth training session is required.
- Wish Booster Volunteer – Increase the anticipation and excitement of the wish by connecting with a wish family and creating meaningful actions that boost the wish journey. Must be a minimum of 18 years.
- Skill Based Volunteer – Use your professional skills and knowledge on an as-needed basis to provide much-needed skills such as reading and writing in multiple languages, graphic design, photography, landscaping and more. Please indicate skill(s) on previous page.

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 roles and am able to perform those roles in which I've applied for. I am getting involved for personal reasons and understand I will not be paid for my services 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:** \_\_\_\_\_

*\*Must be signed physically by hand using an ink-pen.*

**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](http://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**

- 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.
- 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.
- 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**

- 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.
- 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.
- 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 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.
- 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.***

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Print name

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Signature

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Date