



*Thank you for your interest in volunteering with Make-A-Wish® San Diego. 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 the 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 San Diego volunteer.

Volunteer paperwork takes about two 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 three 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 Manager:** Lauren Rigby, (619) 279-5208 or [lrigby@sandiego.wish.org](mailto:lrigby@sandiego.wish.org)
- **Make-A-Wish San Diego:** (858) 707-9474 or [www.sandiego.wish.org](http://www.sandiego.wish.org)

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

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

Email: [lrigby@sandiego.wish.org](mailto:lrigby@sandiego.wish.org)

Mailing Address:

Make-A-Wish San Diego

Attn: **Volunteer Services**

4995 Murphy Canyon Road, Suite 402

San Diego, CA 92123

Fax: 858-707-9480

### **PRIVACY & PROTECTION OF INFORMATION**

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



# Winter 2025 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
Preferred Name:				
Address: Street		City	State	Zip
County:		Birth Month: Day:		
		I'm over the age of 18: <input type="checkbox"/> Yes <input type="checkbox"/> No		
		I'm over the age of 21: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Phone: Home	Mobile	Preferred Phone: <input type="checkbox"/> Home <input type="checkbox"/> Mobile		
Preferred Email:		Alternative Email:		

## 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 be interested in getting your company involved with Make-A-Wish San Diego? <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"/> Employer: _____               |
| <input type="checkbox"/> Make-A-Wish Event: _____                             | <input type="checkbox"/> Friend/Family: _____          |
| <input type="checkbox"/> College/University: _____                            | <input type="checkbox"/> Media/Public Relations: _____ |
|   | <input type="checkbox"/> Other/Please Specify: _____   |

**Did a current Make-A-Wish volunteer refer you to apply?** Please list their name: \_\_\_\_\_

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

- |  |  |
|--|--|
| <input type="checkbox"/> Working with non-verbal individuals | <input type="checkbox"/> Construction / Carpentry  |
| <input type="checkbox"/> Healthcare / Hospital               | <input type="checkbox"/> Interior Design           |
| <input type="checkbox"/> Graphic Design                      | <input type="checkbox"/> Photography / Videography |

**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"/>

**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 an individual, as well as all records in the counties in which an 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 with Make-A-Wish.

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

## Volunteer Roles

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 21 years old. Attendance at an in-depth training session is required. **This role requires signing up for a minimum of two wishes per year.**

**Please check this box indicating you agree to meet the minimum (2) wishes per year**

*To become a wish granter, you must attend an in-depth training session. If you cannot attend the following session, you will have to wait until our next training in the summer. Our next training date will be Saturday, March 1<sup>st</sup> from 9:00 am – 1:00 pm. More information will be shared as we get closer to the date. Please keep in mind that this training will be held in central San Diego.*

**Saturday, March 1<sup>st</sup> from 9:00 am – 1:00 pm**

Wish Greeter – Meet and welcome families at the airport, their hotel, or over the phone. Assist arriving wish families with baggage or rental car arrangements. **This role requires signing up for a minimum of four wish greets per year.**

**Please check this box indicating you agree to meet the minimum (4) wish greets per year**

Office Volunteer – Assist with specific projects at the Make-A-Wish office. This application cycle, we are looking to find volunteers for the following roles:

Facilities Volunteer: Help tidy up and clean the office to make sure the space is presentable for any visitors.

Graphic Design Volunteer: Assisting staff with graphic design needs on Canva using Make-A-Wish design elements and messaging. Projects may include flyers, event invitations, newsletters, etc.

Recognition & Care Volunteer: Assist Volunteer Manager in volunteer engagement and appreciation efforts, such as writing cards for birthdays & wish milestones, sending years of service recognition emails, and creating Facebook shoutouts.

General Admin Volunteer: Conduct data entry and filing to support various departments, such as finance, operations, events, and volunteer services.

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 of San Diego, Inc., 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 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 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 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.***

\_\_\_\_\_

Print nameSignatureDate

NOTE: If your home address, telephone number(s), or e-mail address has changed in the past year, please provide updated information: \_\_\_\_\_