



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

VOLUNTEER TESTIMONIAL

What do you find most rewarding about volunteering with Make-A-Wish?

"Bringing some time of joy and not having to think about the next appointment for the wish child and family!" – Ben Aslesen, Wish Granter



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 volunteer. The volunteer application and onboarding process can take as little as two weeks depending on the pace of which you are able to complete the following steps:

- Step 1:** Read the volunteer position descriptions and submit an application
- Step 2:** Interview with a team member
- Step 3:** Complete background check
- Step 4:** Trainings
- Step 5:** Welcome
- Step 6:** Complete additional trainings as needed

Please note, volunteer needs may vary by chapter needs and geographic location. Your Make-A-Wish journey starts today!

WHO DO I CONTACT WITH QUESTIONS OR TO SUBMIT MY APPLICATION?

Our team is happy to answer any questions or address any concerns that you may have. Once you have completed the application, please submit **pages 2-6** to our office via fax, email, mail or drop it off to our office, affectionately known as The Wishing Place.

Make-A-Wish North Dakota
4143 26th Ave S., Ste. 104
Fargo, ND 58104

info@northdakota.wish.org

Phone: (701) 280-9474

Fax: (701) 280-2684

PRIVACY AND 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

Employment Information

Title:	Name: <i>First</i>	<i>Middle</i>	<i>Last</i>
Nickname:			
Address: <i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
County:	Birthday: (MM/DD)		
	I'm over the age of 18: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Phone: <i>Home</i>	<i>Mobile</i>	Preferred Phone: <input type="checkbox"/> Home <input type="checkbox"/> Mobile	
Best email:			T-shirt size:

Employment Information

Employer:	Position:		
Address: <i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Work Phone:	May we contact you at work? <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?

- ☐ Aware of a wish family who experienced a wish
- ☐ Civic organization
- ☐ College/University
- ☐ Employer

- ☐ Family
- ☐ Friend
- ☐ Media/Public Relations
- ☐ Other

Please explain:

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Volunteer Roles

- ☐ Airport Greeter – Meet and welcome wish families at the airport for their wish trip departure and/or return. Assist with luggage, check-in, security and transportation. Ease any concerns the wish family has about navigating the airport and airline travel.
- ☐ Wish Granter – Work with a partner to meet with wish kids and their families to help determine their heartfelt wishes, and then work with our staff to make those wishes a reality.
- ☐ Events – Plan, organize and implement successful fundraising events by working on committees, helping on event day and/or participating in the event.
- ☐ Speaker's Bureau – Present key information and share stories about Make-A-Wish North Dakota to increase support and educate audiences on our mission.
- ☐ Office – Assist with various projects at our chapter office, including phone calls, mailings and research.
- ☐ 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.

If you selected Skill-Based Volunteer, please select those skills in which you have a professional capability:

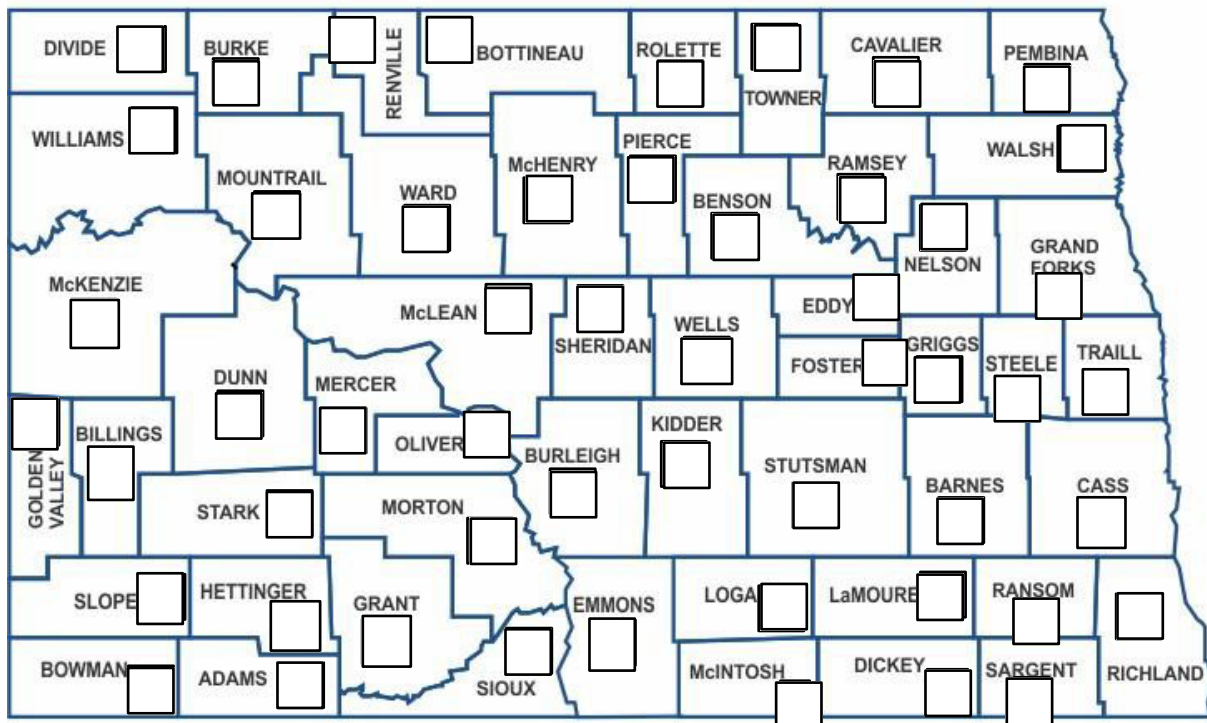
- | | |
|---|---|
| <input type="checkbox"/> Construction / Carpentry | <input type="checkbox"/> Professional Certifications |
| <input type="checkbox"/> Entertainment Skills | <input type="checkbox"/> Computer / IT Knowledge |
| <input type="checkbox"/> Graphic Design / Art | <input type="checkbox"/> Working with Non-Verbal Children |
| <input type="checkbox"/> Design Interior Decorating | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Photography / Videography | <input type="checkbox"/> Other: _____ |

Please explain:

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

	Read	Write	Speak	Understand
American Sign Language				
Arabic				
Spanish				
Other:				

Travel – If you are willing to travel as a volunteer, please check areas that you are willing to visit.



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?



WHY DO I NEED A BACKGROUND CHECK?

Due to the nature of our work, 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.

We ask your assistance in paying for your initial background check so that we can allocate our funds to the granting of wishes. The cost for the background check is between \$25 to \$35 and can be paid directly to our vendor, First Advantage, after you complete your check online. Make-A-Wish will pay for the background check thereafter. Should you have any questions related to past convictions and/or our background check screening process, please contact our office.

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 seven years, additional checks and/or proof of clearance may be required.

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

I affirm that the information I have given on this form is true and correct. If necessary, 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 for 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. I wish to make a difference.

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

- 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 name

Signature

Date