



Dear Prospective Teen Team Member,

Thank you for your interest in joining the Teen Team at the Ronald McDonald House of Dallas. The purpose of the Teen Team exists to assist the house in meeting its mission of serving families with seriously ill or injured children. Through a variety of volunteer projects and special events, the Teen Team helps to raise awareness and interest in the Ronald McDonald House of Dallas in the community.

The 2023-2024 Teen Team will serve from June 1, 2023 through May 31, 2024. You are qualified to be on Teen Team if you are an incoming freshman, sophomore, junior or senior in high school in the fall of 2023. Accepted Teen Team members **must** be able to attend a Teen Team Orientation meeting (**dates to be determined**). Teen Team requirements are participation in one Trains at NorthPark shift and four other service activities throughout the year. Service activities include hosting bingo nights, preparing meals, helping the housekeeping team and volunteering at the Trains at NorthPark amongst other scheduled family activities. Please consider your personal and school schedule and the Teen Team requirements before you apply to be a member.

All the materials in this packet (application, signed parent consent form, and \$50 application fee) must be received by the RMHD Volunteer Services Manager no later than **May 20th**. You may send the completed application via email to mmartin@rmhdallas.org OR mail it the Ronald McDonald House, Attn: Melissa Martin, 4707 Bengal Street, Dallas, Texas 75235. Applications received after May 20th will only be considered if the Teen Team is not full. We select participants for the program based on his/her qualifications. Applicants will be notified of their acceptance via e-mail by May 27th.

Please do not hesitate to contact me with questions. We look forward to having you be a part of the 2023-2024 RMHD Teen Team!

Sincerely,

Melissa Martin
Volunteer Services Manager
mmartin@rmhdallas.org

TEEN TEAM FACT SHEET

PURPOSE OF RONALD MCDONALD HOUSE OF DALLAS

Ronald McDonald House of Dallas (RMHD) is keeping families together, inspiring strength, and giving love and support to families whose children are receiving essential medical care.

PURPOSE OF THE TEEN TEAM OF THE RMHD

The purpose of the Teen Team is to assist the House in meeting its mission of serving families with seriously ill or injured children and to provide an opportunity for teens to learn more about the operations of a non-profit organization.

TEEN TEAM DESCRIPTION

Throughout the year, Teen Team members will plan and attend various service events that support the families that stay at RMHD. Events include preparing breakfast, washing cars, hosting activities for children and families, assisting with third-party events and fundraising. Teen Team is a great opportunity to give back to your community while gaining experience in service, leadership and fundraising.

MANDATORY ORIENTATIONS

Accepted members will receive an orientation from the Ronald McDonald House of Dallas. You must attend one of the Teen Team Orientations which will be held in June/July (**dates to be determined**) either via Zoom or at the Ronald McDonald House of Dallas, 4707 Bengal Street, Dallas, Texas 75235.

PROGRAM COMMITMENTS

A one-year commitment with the possibility of continued service throughout high school years

A \$50 Teen Team membership fee (*cash or check made out to the Ronald McDonald House of Dallas; checks may be sent with the application or cash/checks can be collected at the Teen Team Orientation.*)

Ways to pay your application fee:

- *Mail or drop off a check or cash to:
Ronald McDonald House of Dallas
Attn: Melissa Martin
4707 Bengal Street
Dallas, TX 75235*
- *Please ensure your payment has been received prior to orientation*

Attend four service activities between June 1, 2023 and May 31, 2024.

Attend at least one volunteer shift at the Trains at NorthPark; November, 2023 – January, 2024

Attend a mandatory Teen Team Orientation (options will be available in June and/or July)

www.rmhdallas.org

Ronald McDonald House of Dallas

TEEN TEAM APPLICATION 2023-2024

Please fill this out and email it to Melissa Martin at martin@rmhdallas.org OR mail the completed application to the Ronald McDonald House, Attn: Melissa Martin, 4707 Bengal Street, Dallas, Texas 75235

Name _____
(Last) (First) (Middle) (Preferred Name)

Home Address _____

City, State, Zip _____

Birth Date _____ T-shirt Size Small Medium Large X-Large

E-Mail Address _____

(Please list the email address you check the most. Teen Team correspondence is mainly via email.)

Cell Phone _____

High School _____ Grade _____ (Fall of 2023)

Why are you interested in serving on the Ronald McDonald house of Dallas Teen Team?

CLUBS, SPORTS & ACTIVITIES

What characteristics will you bring to the Teen Team as a member?

Do you have room in your schedule to commit to the RMHD Teen Team? Are you available on evenings and weekends to attend 4 service activities between June and May as well as a Trains shift between November-January?

Yes

No

Please offer two suggestions of service activities you believe the families would enjoy during their stay at the Ronald McDonald House of Dallas. *(Attach additional pages if necessary)*

TEEN TEAM COMMITTEES

If you have a special interest in a committee, let me know! Which committee(s) are you interested in joining? Choose as many as are applicable.

Fundraising Committee – plan and organize fundraising opportunities

Events/Activity Committee (Holiday and In-House Activity) – plan and organize activities for the families of RMHD. Sometimes you will be assisting with a third party who has planned the activity.

Membership Committee – recruit future teen team members, coordinate end of year party, get feedback from members, facilitate ice breakers and team cohesiveness at events.

Communications and Marketing Committee – create fliers and advertise teen team events, take pictures for social media, design t-shirt for upcoming year

Gardening Committee– schedule times with committee chair when you can come and maintain the RMHD garden

Trains Committee – work with Trains Chair to ensure trains shifts are fully staffed by recruiting potential volunteers and assisting with communications

Photography Committee – work with Communications and Marketing committee to ensure photos are taken at each event to be published on Teen Team social media

Why are you interested in this committee(s)?

Parental Consent Form

(Required for youth volunteers under 18 years of age)

I hereby give consent for my child (name of youth volunteer) _____ regarding the above-named volunteer's participation with the Ronald McDonald House of Dallas and the Teen Team of the Ronald McDonald House of Dallas. I HEREBY AGREE to release and hold harmless the Ronald McDonald House of Dallas, the Teen Board of the Ronald McDonald House of Dallas and its agents, employees and representatives from any and all liability of any kind or nature whatsoever in connection with any loss, damage, or expense suffered or incurred by the above-named youth volunteer as a result of an act or failure to act, intentional or unintentional, by (I) any person who is not an agent, employee or representative of the Ronald McDonald House of Dallas or the Teen Team of the Ronald McDonald House of Dallas, or (II) any other youth volunteer.

In the event of a medical emergency and efforts to reach the parent or guardian are not successful, I also authorize the Ronald McDonald House of Dallas, and its adult agents, employees or representatives into whose care the volunteer has been entrusted to consent to any X-RAY examination, anesthetic, medical or surgical diagnosis or treatment and hospital care to be rendered to the volunteer under the general supervision of the Medical Practice Act or to consent to any X-RAY examination, anesthetic, dental or surgical diagnosis to treatment and hospital care to be rendered to the volunteer by a dentist licensed under the provision of the Dental Practice Act.

I hereby consent to the use of my/my child's name, likeness, and speech in any audio tape, video tape, film or photograph made in any Ronald McDonald House of Dallas and Teen Team of the Ronald McDonald House of Dallas activity for the business or publicity purposes of Ronald McDonald House of Dallas. I understand that any participation offers no remuneration and that my child's name, likeness and speech may be edited, produced, recorded for duplication and distribution throughout the United States and abroad. I expressly release the Ronald McDonald House of Dallas, its licenses, assignees, affiliates and successors from any privacy, defamation, or other claims I may have arising out of broadcast, exhibition, publication, or promotion of this program.

Name & Signature (Parent or Legal Guardian of Youth Volunteer) **Date**

Parent's Email _____

Parent's Cell _____

Preferred Hospital in case of an emergency: _____



If you are interested in a Leadership position – you must have been on the Teen Team at least one year. Please submit the Leadership Application in addition to the Teen Team Application to apply for the Teen Team Leadership Board.

Return all application materials no later than Friday, May 20th to Melissa Martin, either via email to mmartin@rmhdallas.org OR mail to:

Ronald McDonald House of Dallas

Attn: Melissa Martin
4707 Bengal Street
Dallas, TX 75235

You will receive word on the status of your application via email by May 27th.

For questions or more information, please contact:

Melissa Martin at 214-624-5357 or mmartin@rmhdallas.org

www.rmhdallas.org

TEEN TEAM OFFICERS

Are you interested in being an officer? Which position(s) are you interested in? Choose as many as are applicable. All positions have training opportunities that you will need to coordinate with the Volunteer Coordinator. Descriptions of each position are attached.

President

Vice President

Secretary

Treasurer / Time Keeper

Membership Chairperson

Fundraising Chairperson

Event Chairperson

Trains Chairperson

Communications and Marketing Chairperson

Garden Chairperson

Photographer

Why are you interested in this position(s)?

What personal experience have you had with volunteering?

Have you ever been in a leadership position? If so, please explain.

What one thing have you done regarding volunteering that has given you the greatest personal satisfaction?

Are there any additional comments you would like the application review team to consider?

TEEN TEAM OFFICER JOB DESCRIPTIONS

All Officers MUST remain in good standing - which means they completed all 4 activities and 1 Trains shift in 2022-2023 and MUST be able to attend the August Orientation.

PRESIDENT:

-Set the agenda, attend, and preside over bi-annual officer meetings and make sure they process in an orderly and efficient manner. The president will check in with officers throughout the year.

VICE PRESIDENT-

-Assist the President in overseeing all of their responsibilities.
-In the absence of the President and Immediate Past President, perform all the Presidential responsibilities.

SECRETARY:

-Attend all bi-annual officer meetings and keep a record of proceedings. Must send copies of the minutes to board members within a week after each meeting
-Record and track volunteer hours' monthly
-Work with Communications/Marketing Chairperson to send out items to entire membership as needed

TREASURER:

-Assist Volunteer Coordinator in filing reimbursements to RMHD Staff for officers and members
-Run a quarterly report of finances for general leadership meetings
-Active participant in the Fundraising Committee

MEMBERSHIP CHAIRPERSON:

-Aid the President in planning orientation
-Attend bi-annual meetings
-leading the membership committee
-New volunteer recruitment (work with Communications/Marketing chairperson)

TRAINS CHAIRPERSON: (heavy time commitment between November-January)

-Communicate Trains shifts dates and reminders to Teen Team
-Assist Volunteer Coordinator with shift dates and reminders to community volunteers
-Assist Volunteer Coordinator with keeping calendar up to date

FUNDRAISING CHAIRPERSON:

-Work with and oversee the Fundraising Committee
-Work on any additional fundraising opportunities

HOLIDAY CHAIRPERSON:

-Oversee and plan Holiday events
-Work with Volunteer Coordinator to oversee Holiday events
-Recruit Teen Team Volunteers to assist in Halloween party and Tree Lighting as needed

IN-HOUSE ACTIVITY CHAIRPERSON:

-Oversee and plan activities for the house – have ideas ready to present at Leadership Orientation on August 26th

COMMUNICATIONS/MARKETING CHAIRPERSON:

-Work with and oversee the Communications and Marketing Committee
-Coordinate print materials & social media posts
-Work with the RMHD Marketing Staff to approve all materials
-Create posters for activities at the house to let families know and get excited about the activity (can be done from home)

GARDEN CHAIRPERSON: (Can schedule times that work for you to come to house and care for garden)

-Recruit, schedule, and lead Teen Team volunteers to maintain RMHD garden

PHOTOGRAPHER:

-Work with the Volunteer Coordinator and Communications Team to document Teen Team activities and promote the Teen Team