



Thank you for your interest in volunteering with Make-A-Wish®. Our volunteer program is designed to give each volunteer a diverse and rewarding experience while working towards fulfilling our mission to grant the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy.

HOW DO I BECOME A VOLUNTEER?

In order to provide the wish children and their 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 takes about 2 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 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. Volunteer positions that require a background check are indicated with a * on page 3.

WHO DO I CONTACT WITH QUESTIONS?

Our team is happy to answer any questions or address any concerns that you may have.

- **Volunteer Manager**, (702) 932-2803 or volunteers@snv.wish.org
- **Make-A-Wish** (702) 212-9474 or visit www.snv.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.

Mail: Make-A-Wish Southern Nevada
Attn: **Rachel Nelson**
9950 Covington Cross Dr. Las Vegas, NV 89144
Email: Volunteers@snv.wish.org
Fax: (702) 367-0301

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.

MAKE·A·WISH®

Volunteer Application

Please note all volunteer opportunities require completion of this application and a signed Conflict of Interest and Ethics Statement. Volunteers are also required to successfully complete training relevant to the desired opportunity, beginning with a Volunteer Fair. In addition, select opportunities require a criminal background check performed every three years.

Personal Information

Title:	Name: <small>First</small>	<small>Middle</small>	<small>Last</small>
Nickname:			
Address: <small>Street</small>		<small>City</small>	<small>State</small> <small>Zip</small>
County:		Birth Month: Day:	
		I'm over the age of 18: Yes No	
Phone: <small>Home</small>	<small>Cell</small>	Preferred Phone: Home Cell	
Email:			

Employment Information

Employer:	Position:		
Address: <small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip</small>
Work Phone:	May We Contact You at Work?		Yes No
Would your company be interested in becoming involved with Make-A-Wish?			Yes No

Emergency Contact Information

Emergency Contact:	Relationship:
Emergency Contact Phone:	

Professional Skills – Select those skills in which you have a professional capability and/or fluent.

Construction/Carpentry, please specify: _____

Entertainment skills, please specify: _____

Language, please specify: _____

Professional Certifications, please specify: _____

Graphic Design/Art

Interior Decorating

Photography

Social Media

Scrapbooking

Writing

Other: _____

Volunteer Opportunities

Airport Greeter* – Volunteers with flexible schedules provide an incredible service to the visiting wish children by greeting them at the airport, assisting with baggage, guiding them to their ground transportation and provide directions. Volunteers are never to drive the family. Airport Greeting is a quick and easy way to connect with the Make-A-Wish mission and meet Wish Families.

Ambassador – Volunteers may be invited to give presentations at service organizations, community clubs, corporations, and schools about our National and local history, our mission, how to refer a child, and/or how the audience can get involved with our chapter. Ambassador Training is required, post Volunteer Fair.

Events – Volunteers participate at interactive events as a Make-A-Wish representative. The events include fundraisers, wish family activities and community events hosted by the Southern Nevada Chapter.

Junior – Volunteers under the age of 18yrs assist the staff with specific needs. Examples include, but are not limited to, photography, taking inventory, poster creation, letter writing for Wish Kids, scrapbook design, binder assembly, special events, speaking engagements, and participating in our Kids for Wish Kids program. We are always open to new ideas to encourage excitement for volunteering and supporting their community.

Medical Outreach Ambassador – Volunteers spread awareness about Make-A-Wish Southern Nevada by reaching out to our medical outreach contacts with hospital/practice visits, participating in health fairs and attending events put on by our nonprofit partners such as medical seminars, school resource fairs, community events and others. These volunteers will share our Medical Eligibility Criteria and address misconceptions.

Office* – Volunteers provide invaluable support to our full-time and part-time employees in the office. Though some tasks are time sensitive, we are happy to coordinate a schedule that maximizes your experience at Make-A-Wish Southern Nevada while adhering to your availability.

Special Projects – Volunteers participate in occasional activities fitting specific needs. Project examples include graphic design, photography, sewing, and scrapbook design. This role is an umbrella for many unique ways to get involved.

Translator/Interpreter – Facilitate wish experiences for non-English speaking families. This position is a direct line to helping make wishes come true! Translators have the option of becoming fully trained Wish Granters, or they can provide short-term support on an as-needed basis.

Welcome Caller – A Welcome Caller acquaints new wish families with information regarding Make-A-Wish mission, impact and wish granting process. Welcome Callers facilitate 30-45 minute phone orientations with all legal guardians in a distraction-free environment. Welcome callers are to attend a welcome call training.

Wish Granting* – While working with a partner. Wish Granters will coordinate details of a child's wish. From conception to completion, the Wish Granter is responsible for maintaining contact with the Wish Family and Wish child to offer updates and keep the excitement alive. Wish Granters work with a Wish Coordinator on staff to plan, create, deliver a reveal, and fulfill the child's one true wish, while complying with National and local policies and standards. Wish Granters are to complete an interview and Wish Granter Training, post Volunteer Fair.

Volunteer Opportunities

Wishing Well – This is a great “I know a person,” role for those with special skill sets or resources who want to help execute specific wish needs.

For Allegiant Team Members Only:

Allegiant WOW Team: If you are flexible and have the ability to quickly adapt to situations, this role is for you! Our needs can be unpredictable and opportunities arise that require our immediate attention. This role assists with short notice.

Allegiant Artists: If you are looking for an artistic outlet, this is the role for you! We love to reveal, greet and deliver wishes using posters and banners personally designed by crafty loving volunteers. Our new space has a dedicated Craft Room filled with craft supplies. Banners and posters are a fun way to make a Wish Kids feel special, and volunteers to feel they played a special part in the wish experience.

***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?

How did you hear about Make-A-Wish?

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 (the "Foundation"), 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 MySafeWorkplace (a 24-hour confidential whistle-blower hotline that can be accessed at www.MySafeWorkplace.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 the Foundation's legitimate and ethical objectives; and (c) represent the interests of all constituencies served by the Foundation and not favor special interests inside or outside the 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 the Foundation; and/or (b) engaging in or supporting any activity that would discredit the Foundation.
- I will submit to a criminal background check every three years (or more frequently if required by the 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 the 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 the 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 the 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 the Foundation and thereafter, I will maintain the confidentiality of any information regarding the 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.

Printname

Signature

Date