



Keeping families close

Volunteer Program

6102 South Hudson Ave.
Tulsa, OK 74136-2020
918-496-2727

Thank you for your interest in volunteering with the Ronald McDonald House of Tulsa. We hope the information below will be helpful to you in deciding which area would best suit your particular interests and schedule. Our in-house volunteers must be 18 years of age or older; cooking meals or fund-raising efforts may include younger children provided they are accompanied by adults.

FRONT DESK VOLUNTEER DUTIES

- *Answer Telephones
- *Light housekeeping
- *Assist with mailings
- *Assist with clerical duties
- *Give tours of the House
- *Miscellaneous duties as requested by Staff.
- *Help check-in families
- *Help check-out families

These are the times our regular shifts are scheduled:

9:00 AM - 1:00 PM
1:00 PM - 5:00 PM
6:00 PM - 9:00 PM

You may choose to work weekly, bi-weekly, monthly, or only occasionally. We always are in need of holiday volunteers or on-call volunteers.

COOKING VOLUNTEER

Work with House Manager to donate snacks and meals for our residents. All food for snacks and meals **must** be prepared at the House in one of our kitchens, brought in from a commercial kitchen (like a restaurant), or prepackaged from a grocery store. The House can no longer accept food that isn't prepared at the House or brought in from a non-commercial kitchen or grocery store. We try to provide meals for the residents several days each week. You or your group may do this on a regularly scheduled basis or only occasionally.

FUNDRAISING VOLUNTEER

Work with the Director of Development on fundraising campaigns. We have several scheduled fundraisers each year that require mailings, poster distribution, coordination of some area of the fundraiser and actually working at the fundraiser.

ROLE OF THE VOLUNTEER

The role of an in-house volunteer is to assist the Executive Director, House Manager, Resident Manager and Weekend Manager with the daily operations of the House and provide hospitality and a caring atmosphere for our guests. As a volunteer, you will be asked to do various tasks and your responsibilities may vary from time to time. Keep in mind that the comfort of our guests depends a lot on YOU, the volunteer.

The goal of all who are associated with the Ronald McDonald House of Tulsa is to keep families close by making a family's stay as easy and uncomplicated as possible. Although our residents are going through a very traumatic time in their lives, no counseling is offered by the management or volunteers. These services, along with medical services, are provided to the family by area institutions and professionals. A good volunteer, like a good friend, is always helpful as an understanding listener and must always respect the confidentiality of what is overheard or told to them.

As a volunteer for the Ronald McDonald House of Tulsa, you will find that the majority of the work here calls for good old common sense and the willingness to give a little of yourself.

In order to make your experience as a volunteer a good one, as well as provide the kind of atmosphere desired within the House, our only qualifications are:

1. Friendliness
2. Dependability
3. Flexibility (must be able to deal with a variety of people and situations.)
4. Must have a desire to help those in need.
5. Must be a good listener
6. Must be able to follow instructions
7. Must have a willingness to share skills and interests
8. Must understand the need for respect of others
9. Must respect the need for confidentiality

If you can look at this list and say, "That's me!" - come join us!! Share the spirit of the Ronald McDonald House of Tulsa.



(PLEASE PRINT)

DATE: _____

Name: _____ Date of Birth: _____

Address: _____
Street City State Zip

Telephone: Home _____ Best time to call _____

Work _____ Best time to call _____

Occupation _____ Employment days & hours _____

Emergency contact & phone number _____

How did you hear about the Ronald McDonald House of Tulsa, and what is your goal in volunteering here?

Special interests, hobbies, or skills: _____

Volunteer experience (i.e., church, clubs, scouts, etc.)

Prefer to work as: _____ House Volunteer _____ Cooking Volunteer

_____ Fundraising Volunteer

Circle the Day and Time that is convenient for you:

Monday	9:00 to 1:00PM	1:00 to 5:00PM	6:00 to 9:00PM
Tuesday	9:00 to 1:00PM	1:00 to 5:00PM	6:00 to 9:00PM
Wednesday	9:00 to 1:00PM	1:00 to 5:00PM	6:00 to 9:00PM
Thursday	9:00 to 1:00PM	1:00 to 5:00PM	6:00 to 9:00PM
Friday	9:00 to 1:00PM	1:00 to 5:00PM	6:00 to 9:00PM
Saturday	9:00 to 1:00PM	1:00 to 5:00PM	6:00 to 9:00PM
Sunday	9:00 to 1:00PM	1:00 to 5:00PM	6:00 to 9:00PM

Once a week ____ Monthly ____ Twice Monthly ____ Occassionally ____ On-Call ____

If Seasonal Only: New Year's Day Easter Memorial Day Fourth of July
Labor Day Hanukkah Thanksgiving Christmas Eve
Christmas Day

When would you be able to begin? _____

Please note: No smoking is allowed inside the Ronald McDonald House. (initial) _____

I certify that the information contained in this application is correct to the best of my knowledge. If necessary, I consent to allow any references to respond to a verbal or written request for further information.

Signature _____ Date: _____

E-mail Address: _____

Return this form to:
Ronald McDonald House Charities of Tulsa
Attn: House Manager
6102 South Hudson Avenue
Tulsa, Oklahoma 74136-2020
918-496-2727

Do you have any suggestions or comments regarding the volunteer program?

FOR OFFICE USE ONLY:

Contacted: _____ Training Date: _____

Remarks: