



Ronald McDonald  
House Charities®  
Tulsa

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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 and projects may include younger children provided they are accompanied by adults.

FRONT DESK VOLUNTEER DUTIES

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

These are the times our regular shifts are scheduled:

Monday-Friday: 6:00 PM – 9:00 PM  
Saturday-Sunday: 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 need holiday volunteers or on-call volunteers.

Other Volunteer Opportunities

- \*Help with projects
- \*Water outdoor planters
- \*Organize Pantry
- \*Hospitality Cart at the hospital
- \*Organize kitchen drawers and cabinets
- \*Making toiletry bags
- \*Packing Lunches with Love
- \*Preparing a meal for our families – Guest Chef

## 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. Please do not inquire of our guests why they are here. They will share their story if they want/need to.

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. Desire to help those in need.
5. Good listener
6. Follow instructions
7. Share skills and interests
8. Understand the need for respect of others
9. 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/Cell \_\_\_\_\_ Best time to call \_\_\_\_\_  
Work \_\_\_\_\_ Best time to call \_\_\_\_\_  
\_\_\_\_\_

E-mail Address: \_\_\_\_\_

Occupation \_\_\_\_\_ Employment days & hours \_\_\_\_\_

Emergency contact & phone number \_\_\_\_\_

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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.)  
\_\_\_\_\_

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Circle the Day(s) and Time(s) that are convenient for you (for front desk volunteer only):

Monday	6:00 to 9:00PM		
Tuesday	6:00 to 9:00PM		
Wednesday	6:00 to 9:00PM		
Thursday	6:00 to 9:00PM		
Friday	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 \_\_\_\_ Occasionally \_\_\_\_ 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? \_\_\_\_\_

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Please note: No smoking is allowed on Ronald McDonald House property. (initial) \_\_\_\_\_

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

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to:  
Ronald McDonald House Charities of Tulsa  
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: