



*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.

### **WHO DO I CONTACT WITH QUESTIONS?**

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

- **Volunteer and Development Coordinator**, Sutton Lauinger, (701) 280-9474 or [slauinger@northdakota.wish.org](mailto:slauinger@northdakota.wish.org)
- **Make-A-Wish** (701) 280-9474 or [northdakota.wish.org](http://northdakota.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.

Make-A-Wish North Dakota Attn:  
**Volunteer Services** 4143 26th  
Ave S., Ste. 104 Fargo, ND 58104  
[slauinger@northdakota.wish.org](mailto:slauinger@northdakota.wish.org)  
Fax # (701) 280-2684

### **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<sup>®</sup>

NORTH DAKOTA

## Volunteer Application

Please note that 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. In addition, select opportunities require a criminal background check performed every three years.

### Personal Information

Title:	Name: <small>First</small>	Middle	Last
Nickname:		T shirt size:	
Address: <small>Street</small>		City	State      Zip
County:		Birth Month/Day: I'm over the age of 21: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Phone: <small>Home</small>	Cell	Preferred Phone: <input type="checkbox"/> Home <input type="checkbox"/> Cell	
Email:			

### Employment Information

Employer:	Position:		
Address: <small>Street</small>	City	State	Zip
Work Phone:	May We Contact You at Work? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Would your company be interested in becoming involved with Make-A-Wish? <input type="checkbox"/> Yes <input type="checkbox"/> 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: \_\_\_\_\_
- Graphic Design / Art Design
- Interior Decorating
- Language, (ASL/Foreign) please specify: \_\_\_\_\_
- Photography
- Professional Certifications, please specify: \_\_\_\_\_
- Scrapbooking/Crafts
- Writing
- Other: \_\_\_\_\_
- Working with Non-Speaking Children

## Volunteer Opportunities

- Fundraising – Assist development team in seeking in-kind donations, writing grant and/or sponsorship proposals, collaborating to build partnerships with local companies, conduct research on local companies' giving campaigns, organize a frequent flier donation campaign, sell paper Make-A-Wish stars, or plan/organize an external event to benefit Make-A-Wish.
- Office – Work alongside Make-A-Wish staff to assist with miscellaneous projects, including phone calls, wish research, mailings, etc.
- Speaker's Bureau – Present key information and share stories regarding Make-A-Wish to community organizations, corporations, schools, and internal or external events. Through these efforts the volunteer will aim to increase audience awareness and support for Make-A-Wish.
- Special Events – Work alongside Make-A-Wish staff to plan, organize and implement successful fundraising and awareness events. You may serve on an event committee, assist with day of event needs and/or participate in the event. Including but not limited to informational booths, galas, Kids for Wish Kids, and community events. Age restrictions may apply.
- Translator/Interpreter – Help facilitate wish experiences for non-English-speaking families. Translators have the option of becoming fully-trained wish granting volunteers, or they can provide short-term support on an as-needed basis.
- Wish Granting – Meet with the child and his/her family to help determine the child's most heartfelt wish while planning special enhancements throughout the wish process. Wish granters work alongside Make-A-Wish staff in teams of two or three and must be a minimum of 21 years old and complete an in-depth training.
- Airport Greeter – Meet and welcome wish families at the airport while easing any concerns the wish family has about navigating the airport and airline travel by making the family feel comfortable as they begin their magical wish experience. Assist with luggage, check-in, security and transportation. Greet wish family upon arrival home from their trip.

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:** \_\_\_\_\_

## **Volunteer History**

Do you have volunteer experience? Yes No

*If yes, please list, beginning with present or most recent experience. (Please use back if needed)*

**Organization Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Position and Responsibilities: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Have you ever been asked to relinquish a volunteer position? Yes No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

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## **Personal References**

**Please provide two non-family references:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

If you would like to include additional information about yourself, please do so on the back of this form.

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**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 that 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

**I UNDERSTAND THAT THE MAKE-A-WISH FOUNDATION® OF NORTH DAKOTA REQUIRES THE COMPLETION OF A CRIMINAL BACKGROUND CHECK FOR ALL VOLUNTEERS EVERY THREE YEARS.**

I would like to help keep administrative costs down and personally pay (\$26.03) for my background check.

I would like Make-A-Wish to cover the cost of my background check.

**I HAVE COMPLETED AND REVIEWED THIS ENTIRE FORM AND ATTEST THAT THE INFORMATION PROVIDED IS TRUE. ADDITIONALLY, I AM AWARE THAT MY NAME AND CONTACT INFORMATION WILL BE INCLUDED ON THE VOLUNTEER CONTACT ROSTER, WHICH IS DISTRIBUTED TO ALL CURRENT VOLUNTEERS STATEWIDE. THIS PROVIDES A BETTER CONNECTION TO OTHER VOLUNTEERS AND A WAY TO CONTACT OTHERS IF YOU ARE UNABLE TO ATTEND AN EVENT YOU HAVE COMMITTED TO WORK.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

If applicant is under the age of 18, please complete the following section.

Parent/Guardian 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 My Safe Workplace (a 24-hour confidential whistle-blower hotline that can be accessed at [www.MySafeWorkplace.com](http://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.***

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Print name

Signature

Date