



*Thank you for your interest in volunteering with Make-A-Wish® Utah. 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 Utah volunteer.

Volunteer paperwork takes about 3 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 Manager, Jenny Hortin**  
(801)305-1975(direct line) or [jhortin@utah.wish.org](mailto:jhortin@utah.wish.org)

**Make-A-Wish Utah**  
(801)262-9474 or [www.utah.wish.org](http://www.utah.wish.org)

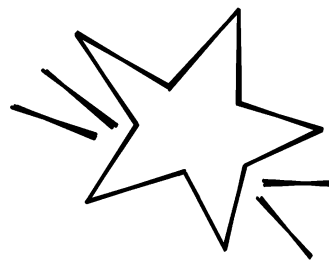
**HOW DO I SUBMIT MY APPLICATION?**

Please complete and submit pages 2-6 of this packet to our office via fax, email or mail.

Make-A-Wish Utah  
Attn: **Jenny Hortin**  
**Mail:** 771 E. Winchester, Murray, Utah 84107  
**E-mail:** [jhortin@utah.wish.org](mailto:jhortin@utah.wish.org)  
**Fax #:** (801) 262-1294

**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.



<b>Office use only</b>	
Position	_____
Refs sent	_____
Refs rec.	_____
PC/Em	_____
BC	_____
Paid	_____
Intrvw.	_____
Training	_____
Entry	_____

# VOLUNTEER APPLICATION

Thank you for your interest in becoming a volunteer for Make-A-Wish® Utah. This application will help us identify the volunteer position that is the best for you and that meets the needs of the organization. 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. Once the application is received, you will receive an email with instructions for completing the background check.

## General Information

*Please print legibly*

<b>Individual Information</b>			
<b>Full Name:</b>			
	<small>Last Name</small>	<small>First Name</small>	<small>Middle Initial</small>
<b>Nickname:</b>			
<b>Home Address:</b>			
<b>City:</b>		<b>County (Not Country):</b>	
<b>State:</b>		<b>Zip:</b>	
<b>Home Phone:</b>	<b>Do you speak any language other than English?</b>  <b>If so, which one?</b>		
<b>Cell Phone:</b>			
<b>Preferred Email:</b>			
<b>Date of Birth:</b>			

<b>Employment Information</b>	
<b>Employer:</b>	
<b>Position:</b>	
<b>Business Address:</b>	
<b>City, State Zip:</b>	
<b>Work Phone</b>	

May we contact you at work?  Yes  No

Is there information from your employment history that you think would be relevant to your volunteer application? If yes, please list any relevant experience in the space provided.

In case of emergency, whom should we contact?

<b>Name:</b>		<b>Phone Number:</b>	
<b>Relationship:</b>			

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

- Construction / Carpentry, please specify: \_\_\_\_\_
- Entertainment Skills, please specify: \_\_\_\_\_
- Graphic Design / Art Design
- Photography
- Professional Certifications, please specify: \_\_\_\_\_
- Scrapbooking
- Writing
- Other: \_\_\_\_\_

**Volunteer History**

Do you have volunteer experience?  Yes  No

If yes, please list, beginning with your present or most recent experience.

<b>Organization Name:</b>		
<b>Dates of Service:</b>		
<b>Position/Duties:</b>		
<b>Contact Name:</b>		
<b>Phone Number:</b>		

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<b>Phone Number:</b>		

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

If yes, please explain:

Are you associated with any other charitable, civic, or business organizations?  Yes  No

If yes, please list organizations:

## Personal or Professional References- Full address is required

Please provide COMPLETE information for three non-family references:

<b>Name:</b>			
<b>Address:</b>			
<b>City:</b>			
<b>State:</b>		<b>Zip:</b>	
<b>Phone Number:</b>			
<b>Email:</b>			

<b>Name:</b>			
<b>Address:</b>			
<b>City:</b>			
<b>State:</b>		<b>Zip:</b>	
<b>Phone Number:</b>			
<b>Email:</b>			

<b>Name:</b>			
<b>Address:</b>			
<b>City:</b>			
<b>State:</b>		<b>Zip:</b>	
<b>Phone Number:</b>			
<b>Email:</b>			

If you would like to include additional information about yourself, please attach additional sheets to this application.

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## Volunteer Interest

Please indicate the volunteer position in which you are interested. Detailed volunteer position descriptions are available from the Make-A-Wish Utah office or online at [www.utah.wish.org](http://www.utah.wish.org)

<b>Wish Granter</b>	Works directly with children to discover and fulfill wishes and helps plan and organize the wish from beginning to end. (Must be at least 21 years old.)
<b>Wish Ambassador</b>	Represents Make-A-Wish at a variety of activities and events to share the mission and raise awareness. (Must be at least 18.)
<b>Wish Assistant</b>	Joins our office staff team to help with data entry, computer projects, answer the telephone, help with office projects, and greet guests. (Must be 18 and be available during business hours.)
<b>Wish Apprentice (16-18 years old)</b>	<b>(Youth volunteers between the ages of 16 and 18)</b> Helps with setup and execution of a wish party for wish kids. Works with wish granting team to help fulfill specific assignments relating to a child's wish.

### Wish Granting Partner Preference (if applicable)

<b>First and Last Name</b>
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Please answer the following questions.

<b>In a few words, describe yourself and what motivated you to volunteer at this time in your life.</b>	
<b>Why did you choose the Make-A-Wish Utah as a place to volunteer?</b>	
<b>What are you looking to gain from this volunteer experience?</b>	
<b>How did you hear about Make-A-Wish?</b>	

**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

**Volunteer Acknowledgement, Consent and Release of Make-A-Wish Utah from Liability**

*Terms and Conditions*

1. I have completed and reviewed this entire form and attest that the information provided is true.
2. I am volunteering my time for personal reasons and expect no compensation or payment for my services.
3. I hereby acknowledge that volunteer activities may involve risk of injury or harm and that I am willing to assume this risk.
4. I understand that I may decline any volunteer role or position at any point if I feel my health or well-being may be jeopardized.
5. I make a commitment that I will let Make-A-Wish Utah staff know if I have a preexisting condition that should preclude my involvement in any activity that may further cause injury or aggravate any condition.
6. In consideration of my being accepted as a volunteer, I hereby voluntarily and knowingly release, waive, and discharge Make-A-Wish® Utah and Make-A-Wish® of America, their Board of Trustees, employees, and volunteers from any and all liability that may result from my participation in volunteer activities for the Foundation.
7. I hereby authorize the Make-A-Wish Utah staff to act on my behalf in accordance with their best judgment in case of an emergency, and agree to assume full responsibility for all medical expenses that may arise there from.
8. By signing this document, I acknowledge that I have read and understand its contents and disclosures, and that I agree with its terms, conditions, and statements listed within.

<b>Applicant Signature:</b>	<b>Date:</b>
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**If applicant is under the age of 18, please complete the following section:**

<b>Applicant Name:</b>	<b>Date of Birth:</b>	
<b>Parent or Guardian Signature :</b>	<b>Date:</b>	



## **ANNUAL CONFLICT OF INTEREST AND ETHICS ASSURANCE STATEMENT**

As an employee or volunteer of Make-A-Wish (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](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.***

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date