



RONALD MCDONALD FAMILY ROOM

IN USA CHILDREN'S
& WOMEN'S HOSPITAL

Dear Prospective Volunteer:

Thank you for your interest in volunteering at the Ronald McDonald Family Rooms located in USA Children's and Women's Hospital. With your help, we will provide a special place of peaceful respite within the hospital for family members and care givers of pediatric patients. Our volunteers will provide valuable services to these special family members while enjoying a unique opportunity to help families of pediatric patients. Family Room Volunteers serve throughout the year, seven days a week 9:00 a.m. – 9:00 p.m. in three to four hour shifts. We enthusiastically welcome individuals of all backgrounds and abilities.

Through the Ronald McDonald Family Room Program at USA Children's & Women's Hospital, we are entrusted with safe-guarding the patients' health and well-being, therefore, the process of becoming a volunteer is very thorough and may take up to six weeks to complete.

Steps to becoming a volunteer:

1. Complete an application and **if you were born after 1957**, attach copies of proof of immunization against measles, mumps and rubella. Also everyone must provide documentation of a negative tuberculosis skin test or chest x-ray (must have been done within the past year). You will be asked to declare the fact that you have had the chicken pox or the chicken pox immunization. The application and instructions for testing are attached.
2. Return your completed application and required documents **before your designated orientation day to:**
Ronald McDonald House Charities of Mobile
1626 Springhill Avenue
Mobile, Alabama 36604 – Attention: Liz Calci
3. After your application has been received, we will contact you and set-up a time for the one-hour orientation. We will review time commitment, uniform – which is a shirt provided to you and health screening requirements.

If you have any questions, please feel free to give me a ring (251) 694-6873 X – 25
I look forward to hearing from you soon.

Sincerely,

Liz Calci

Assistant Director

Instructions for Immunizations and TB Testing

- Immunizations: **If you were born after 1957**, you must show proof of immunizations against measles, mumps and rubella.
 - Contact the county Health Department in which you received the immunizations and they should be able to provide proper documentation or
 - Contact the physician who administered the shots and they should be able to provide you with documentation.
 - It may be difficult to locate this information - in that case, you can simply get the MMR booster shot.
 - Check with your insurance company to see if they will pay for it
 - The Health Department 405-4524 will administer one for \$56, if you can't pay for it, let me know and I will provide you with a letter to bring with you and RMH will pick up the cost.
- Negative tuberculosis skin test or chest x-ray (must have been done within the past year).
 - Go to your primary care physician and have the TB test return in 48 hours to have the test read – they will provide you with proper documentation. **OR**
 - Go to one of four Greater Mobile Urgent Care locations, complete the TB Test, return 48 hours later to have it read and they will provide you with proper documentation. **(Indicate that you are with RMH and they will charge you a discounted rate of \$20 to perform the test)**
 - 4402 Old Shell Road – 633-0123 (dial 3)
 - 2350 Schillinger Road, Suite A – 633-0123 (dial – 1)
 - 7943 Moffett Road, Semmes – 633-0123 (dial – 2)
 - 19355 N 3rd St., Suite #104, Citronelle – 633-0123 (dial 4)



Ronald McDonald Family Room and USA Children's & Women's Hospital Adult/College Volunteer Application

Office Use Only

App. Received: _____

Interview Date: _____

Orientation Date: _____

Start Date: _____

Please mark appropriate type of volunteer: _____ Adult _____ College

Name:	DOB:	Cell Phone:	Home Phone:
Address:	City:	State:	Zip:
Email:			

Emergency Contact:	Relation:	Home/Cell Phone:	
		Work Phone:	
Are you presently a student? Yes No	Where?	Major?	Highest Level of Education Completed:
Employer:	Occupation:	Business Phone:	

List and describe any previous volunteer experience you may have:

Do you have any family members employed at USA? Yes No

If yes, relative's name/department:

Why do you want to volunteer at USA Children's & Women's Hospital and what do you hope to gain?

How did you hear about our Volunteer Program?

References(Someone from the community or work/do not use a relative)

Name:	Relation:	Phone:
Name:	Relation:	Phone:

To the best of my knowledge, this information is correct. I understand that falsification of this information is grounds for dismissal.

Volunteer Signature: _____ Date: _____

Please return application to:

Ronald McDonald House Charities of Mobile
1626 Springhill Avenue, Mobile, Alabama 36604
P: 251-694-6873 F: 251-438-2222



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& WOMEN'S HOSPITAL**

GENERAL VOLUNTEER RESPONSIBILITIES & SHIFT ASSIGNMENTS

GENERAL VOLUNTEER RESPONSIBILITIES

- Complete USA C&W Volunteer Orientation including the required testing and shots.
- Complete Ronald McDonald Family Room Orientation
- Keep a friendly up-beat attitude and put our families first
- Register all guests including explanation of the Family Room Guidelines
- Insure all guests sign in and out
- Create volunteer notes for each shift
- Unlock and lock computers – first and last shifts of the day.
- Re-stock drinks and snacks and laundry detergent
- Sanitize kitchen and play area at least one time per shift

SHIFT ASSIGNMENTS

- Volunteers will be asked to work a minimum of two - three hour shifts per month.
- Groups & Companies can sign up for a one year commitment
 - Each group should consist of 6 to 8 people required to commit to scheduling two volunteers to work a three hour shift. One in each Ronald McDonald Family Room one time per week.