



**Ronald
McDonald
House**
Connecticut & Western
Massachusetts

Teen Board Application Packet

Ronald McDonald House: Springfield
ATTN: Teen Board
Allan Mitchell, Guest Service Manager
34 Chapin Terrace, Springfield, MA 01107
Email: amitchell@ronaldmcdonaldhousectma.org
413.271.5683 tel. 413.271.5334 fax

Application Checklist

- Completed Teen Board application
- Two recommendation forms. Ideally one recommendation form from each category below.
- School related (teacher/counselor/coach)
- Community related (neighbor/work supervisor/club advisor/community member)

DEADLINE: Applications will be accepted on a rolling basis throughout the year.

For consideration, please make sure your application is completed in full. Initial Interviews for applicants will be scheduled in September 2025. Future Interviews will occur on an as needed basis.

If you have any questions during the application process, please contact Ronald McDonald House Volunteer & Guest Service Coordinator, Allan Mitchell at amitchell@ronaldmcdonaldhousectma.org.

2026-2027 Program

Members are expected to attend meetings, activities, and events.

Each Teen board member is expected to volunteer a minimum of 24 hours per year. Each member is allowed to have up to three absences. Each member is expected to participate in at least two activities and/or four hours of service per month between September and May.

One meeting per month and activity day per month. Meetings are typically Sundays at 2:00PM with the activity to follow.

Completed application can be returned to the Ronald McDonald House: Springfield in one of the following ways:

- ★ Mailed to the House at 34 Chapin Terrace, Springfield, MA 01107
- ★ Brought to the House in person (7 days a week/8am-8pm)
- ★ Given to a current Ronald McDonald House Teen Board member at your school
- ★ Emailed to amitchell@ronaldmcdonaldhousectma.org

Teen Board Charter

Mission

The Ronald McDonald House Teen Board provides an opportunity for local high school students to support Ronald McDonald House: Springfield by supporting the children and their families during their time of need. Our mission-based work is achieved through volunteerism, fundraising, and leadership development. As stewards of Ronald McDonald House: Springfield, our goals are to: Increase Ronald McDonald House: Springfield publicity; Create community awareness; Coordinate and support fundraising events/efforts; Plan activities for the children and families; Learn more about the operations of a non-profit organization.

Composition

The Teen Board shall be made up of grade 10-12 students from participating area high schools. Participation in the Teen Board is a three-year commitment. Students will be chosen based upon prior leadership and service experience by a committee of current Teen Board members, Ronald McDonald House: Springfield parent advisor volunteers and staff. Application materials and interviews will be used to select TB members. Returning members must submit a letter to Ronald McDonald House: Springfield by June 1 stating their desire to remain on the Teen Board.

Meeting Structure

The Teen Board will meet twice a month from September through May except for holidays and House conflicts. In addition, each member will have opportunities to lead service activities and attend Teen Board signature events outside of regular meeting times.

Overview of Responsibilities

- Serve as school and community ambassadors for the Ronald McDonald House: Springfield.
- Each member will be given the opportunity to facilitate a meeting, act as secretary and take meeting minutes, and report Teen Board activities and updates to the Advisory Board at least once during their commitment.
- New members will have the opportunity to meet with their senior mentor before the first meeting to be welcomed to the Board.
- Attend and actively participate in all meetings.
- Attend Teen Board signature events and chosen service activities.
- Work towards raising funds for the House i.e. car wash, dress down days, restaurant nights, bake sale.
- Embrace becoming an ambassador and educate others about the mission and activities of Ronald McDonald House: Springfield.

Teen Board Application

NAME: _____
Last First Nickname/Preferred

ADDRESS: _____

CITY, STATE AND ZIP: _____

CELL PHONE: (____) _____ EMAIL: _____

NAME OF HIGH SCHOOL: _____

GRADE IN 2025-2026 YEAR: _____ BIRTHDAY: _____ T-SHIRT SIZE: _____

PRIMARY CONTACT PARENT/GUARDIAN NAME: _____

RELATIONSHIP: _____ EMAIL: _____

SECONDARY CONTACT PARENT/GUARDIAN NAME:

RELATIONSHIP: _____ EMAIL: _____

PART I (Please feel free to add a separate sheet for your response if needed)

Please tell us why you wish to join the Teen Board. What might you hope to gain from participating and getting involved?

Share with us any volunteer or extracurricular activities you currently participate in, as well as past volunteer experience.

If you have been a part of any projects, groups or initiatives, please tell us about them.

What skills allowed you to successfully execute this and what challenges did you face?

Tell us about your hobbies, interests, and what your passions might be.

PART II

The Teen Board is responsible for supporting and raising funds for the House. We want to hear your ideas on how to make that happen!

Please share how you might work together with other Teen Board members to fundraise for the Ronald McDonald House: Springfield.

Ronald McDonald House: Springfield Teen Board

Recommendation Form

ATTENTION TEACHER/COUNSELOR/ACADEMIC MENTOR:

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Please review the Teen Board Mission Statement and answer the following questions regarding the named applicant. We appreciate your unique insight into the applicant's character, maturity, dependability and sense of responsibility. Upon completion, please return this form to the named applicant. We may contact you about your responses. Thank you for your assistance!

APPLICANT NAME: _____

YOUR NAME: _____

EMAIL: _____ **PHONE:** _____

RELATIONSHIP TO APPLICANT:

HOW LONG HAVE YOU KNOWN THE APPLICANT?

Please answer the following questions:

From your perspective, does the applicant complete assigned tasks in a timely manner? Yes No

In your opinion, does the applicant exhibit the maturity to work with peers and adults? Yes No

Please elaborate on the following:

How would you describe this applicant's sense of responsibility, reliability, and dependability?

Please share with us any qualities you believe this applicant would bring to the Teen Board.

Signature _____ **Date** _____
Ronald McDonald House: Springfield Teen Board

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Signature _____ **Date** _____