



Teen Board (TB) Application Packet
Ronald McDonald House of Springfield
ATTN: Teen Board
Allan Mitchell, Guest Service Manager
34 Chapin Terrace, Springfield, MA 01107
Email: amitchell@rmhc-ctma.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 RMH Volunteer & Guest Service Coordinator, Allan Mitchell at amitchell@rmhc-ctma.org

2025-2026 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 of 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 RMH Teen board member at your school
- ★ Emailed to amitchell@rmhc-ctma.org

Teen Board (TB) Charter

Mission

The Ronald McDonald House Teen Board provides an opportunity for local high school students to support Ronald McDonald House of Springfield (RMHSP) 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 RMHSP, our goals are to: Increase RMHSP 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 TB members, RMH parent advisor volunteers and staff. Application materials and interviews will be used to select TB members. Returning members must submit a letter to RMHSP by June 1 stating their desire to remain on the TB.

Meeting Structure

The TB 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 TB signature events outside of regular meeting times.

Overview of Responsibilities

- Serve as school and community ambassadors for the Ronald McDonald House of Springfield.
- Each member will be given the opportunity to facilitate a meeting, act as secretary and take meeting minutes, and report TB 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 TB signature events and chosen service activities.
- Work towards raising funds for the House ie. car wash, dress down days, restaurant nights, bake sale.
- Embrace becoming an ambassador and educate others about the mission and activities of RMH.



Teen Board Application

NAME:

Last	First	Nickname/Preferred
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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 TB members to fundraise for the Ronald McDonald House of Springfield.

Ronald McDonald House of Springfield Teen Board (TB) 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 _____

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Signature_____

Date_____