



# Jingle Bell Express - 2019 Volunteer Application

November 30<sup>th</sup> at 10am, noon and 2pm and December 1st at 10am, noon and 2pm. All rides begin and end at Main Street Landing, 1 Main St Burlington.

A pre-event meeting will be planned for mid-November at the station.

Name			
Email			
Address			
Town/State/Zip			
Phone	Cell	Home	Work
DOB (if under 18)		Today's Date	

Please select all you're willing and able to cover—consider working all day! See job descriptions page to learn more about each position!

## Crowd Control

Saturday, 11/30 \_\_\_ 9am to 12 pm \_\_\_ 11:30pm to 2:30pm

Sunday, 12/1 \_\_\_ 9am to 12 pm \_\_\_ 11:30pm to 2:30pm

## Ticket Taker

Saturday, 11/30 \_\_\_ 9am to 12 pm \_\_\_ 11:30 pm to 2:30pm

Sunday, 12/1 \_\_\_ 9am to 12 pm \_\_\_ 11:30 pm to 2:30pm

## Car Captain/Car Elf

Saturday, 11/30 \_\_\_ 9am to 3:30 pm

Sunday, 12/1 \_\_\_ 9am to 3:30 pm

## Station Elf/Runner

Saturday, 11/30 \_\_\_ 9am to 3:30 pm

Sunday, 12/1 \_\_\_ 9am to 3:30 pm

## Character Actor

Saturday, 11/30 \_\_\_ 9am to 3:30 pm

Sunday, 12/1 \_\_\_ 9am to 3:30 pm

## Character Helper

Saturday, 11/30 \_\_\_ 9am to 3:30 pm

Sunday, 12/1 \_\_\_ 9am to 3:30 pm

## Clean Up Crew

Saturday, 11/30 \_\_\_ 3:00-4:00 pm Light cleaning and organizing

Sunday, 12/1 \_\_\_ 3:00-5:30pm(?) Unload trains, bring stuff back to RMHC, clean cars/station (\*This is extremely needed for all willing hands on deck!)

## Santa

Saturday, 11/30 \_\_\_ 9 am to 3:00 pm

Sunday, 12/1 \_\_\_ 9 am to 3:00 pm

**Return Completed Application to Marcia Stone, Volunteer & Guest Manager**

RMHC Burlington 16 South Winooski Avenue, Burlington, VT 05401 | [Marcia@rmhcvt.org](mailto:Marcia@rmhcvt.org)

Phone: 802-862-4943 · Fax: 802-862-2175

**For Santas, do you have your own costume?** YES NO

**Interested in helping out before the event?** YES NO

*We need help with distributing posters, stuffing goodie bags, decorating the station, and loading the train. We can talk about how you can still help out if you're unavailable over the JBE weekend*

**Are you a student? If so, what school are you from?** \_\_\_\_\_ **How did you**

**hear about Jingle Bell Express?** \_\_\_\_\_ **Have you ever been**

**arrested and/or convicted** (If yes, please explain, criminal history will not necessarily exclude you from volunteering!)

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## ***Confidentiality and Waiver of Liability***

Volunteers at Ronald McDonald House Charities of Burlington, VT Inc. (RMHC) are responsible for adhering to the policies of RMHC regarding confidentiality of information received during the course of volunteering, both at the House and at off-site RMHC-sponsored events. The confidentiality requirement extends to information regarding staff, guests, families of guests, or other volunteers.

In addition, RMHC does not guarantee the safety of volunteers while at the house or at RMHC-sponsored events. We therefore ask all volunteers to sign the following statement in recognition of these policies.

I, as a volunteer for Ronald McDonald House Charities of Burlington, Vermont, Inc. hereby, agree to maintain the confidentiality of all RMHC operations to which I am exposed, or of which I become informed, including information regarding guests, guest families, residents, employees and other staff, members, donors and supporters. In addition, I will maintain confidential all information which I become informed regarding overall RMHC business, including but not limited to, all computer software and files, business documents and printouts, as well as all volunteer, employee, resident, membership, donor and supporter records.

I understand that failure to adhere to this confidentiality policy is grounds for my termination as a volunteer at RMHC.

Every volunteer is expected to conduct himself or herself in an ethical and professional manner, and in a manner as to not cause injury or harm to others or to the volunteer. I understand and acknowledge that RMHC will not be responsible for any injury, illness, property damage, theft, or any debt or losses incurred during or as a result of any act or omission suffered while I am engaged as a volunteer, and by signing this document, I hold RMHC harmless from any such acts or omissions, and will indemnify RMHC for any such acts or omissions.

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Applicant Signature

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Date