



# NORTON Children's Hospital Foundation

## Teen Board Expectations and Contract 2021–2022

Expectations for Teen Board members are listed below.

- Attend a mandatory orientation.
- Attend all formal Teen Board meetings. Refer to the schedule of activities.
  - If an absence is necessary, email Scarlett Hartlage, coordinator, foundation events, at [scarlett.hartlage@nortonhealthcare.org](mailto:scarlett.hartlage@nortonhealthcare.org) at least 24 hours before the meeting.
  - If two or more meetings are missed without appropriate notification to Scarlett Hartlage, your membership may be questioned.
- Each member of the Teen Board must volunteer for **eight hours per semester** (16 hours total per year) with Norton Children's Hospital or the Norton Children's Hospital Foundation. Teen Board meetings are included in volunteer hours.
  - If you volunteer for more than eight hours in the fall, those hours will carry over into the spring.
    - Example: You volunteered for 12 hours in the fall. In the spring, you need to volunteer for only four hours.
  - Eligible events include those held by the Norton Children's Hospital Foundation or Norton Healthcare Foundation (such as Norton Children's Hospital Splash 'n' Dash Walk/Run or Bike to Beat Cancer) and outside events supported by the Norton Children's Hospital Foundation.
- Treat all volunteers, patients, families and fellow board members/ambassadors with respect and generosity.
- Be an outstanding representative of the Norton Children's Hospital Foundation at all events and volunteer opportunities by listening to directions, problem-solving and offering help in all areas when needed.



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- Make the most of being involved on the Teen Board by engaging in open discussion, volunteering your time, and thinking outside the box to help raise money for the children and families at Norton Children's.
- Be a champion for fundraising for Norton Children's at your high school or with other groups you are involved in.
- Raise funds for Norton Children's.

## Contract

I, \_\_\_\_\_, hereby accept, as a member of the 2021–2022 Teen Board, the following rules and guidelines:

1.) I will respect all members. I will show my respect by giving my full attention to the speaker, creating an environment where everyone feels safe to share ideas, embracing differences in others and using appropriate language.

2.) As another way of showing respect, I promise to refrain from talking on the phone, texting or using my cellphone in any other way while a meeting is in progress. If the meeting is taking place virtually, I will leave my video camera on to give my full attention to the content presented. If I have an emergency, I will step outside of the meeting and address the matter without disrupting others.

3.) I will try my best to attend all meetings. If I must miss a meeting, I understand that I should notify the meeting leader of my absence at least 24 hours before the meeting. I am aware that if I miss more than two meetings without providing appropriate notification of my absence, my membership will be questioned by the coordinator and board.

4.) I understand that as a member of the Teen Board, I am a reflection of Norton Children's and the Norton Children's Hospital Foundation. Therefore, I will behave in an appropriate and positive manor and follow all Norton Healthcare and Centers for Disease Control and Prevention (CDC) guidelines at meetings and events.

5.) I understand the expectations of me as a member of the Teen Board as outlined on the previous page.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_