



The Blue Bird Circle Membership Application

Dear Applicant,

Your interest in the Blue Bird Circle is appreciated and your time and talent are needed. Please review the following information provided regarding The Blue Bird Circle. We hope The Blue Bird Circle will fit with your interest and time commitment requirements.

The Blue Bird Circle is a unique organization of women volunteering to support pediatric neurology. Through the revenue generated by its volunteer-run resale shop and other fundraising activities The Blue Bird Circle donates over \$1 million each year to support the Blue Bird Circle Clinic for Pediatric Neurology and The Blue Bird Circle Clinical Research Center at Texas Children's Hospital. We also support The Blue Bird Circle Developmental Neurogenetics Laboratory and The Blue Bird Circle Rett Center.

Membership includes several options. You may review the options below. Please fill out the application and return it to your Blue Bird Sponsor who will include a letter of recommendation for you and submit the application. You will be contacted and invited to come to The Blue Bird Circle Shop for an informational interview. Once the interview has taken place you will have an orientation along with a tour of the Shop and the Clinic and an assignment will be made. You will pay dues, receive a Blue Bird smock and will be added to the schedule at the Clinic or Shop as promptly as schedules allow. Your first days working will include training with an experienced Blue Bird or a team of Blue Birds.

We look forward to adding you to our Circle!

Membership Options:

Active 1: 150 hours a year. Commit to at least two or more days a month volunteering in the shop and/or the clinic with an assigned role. Participate in special projects or committees. Regularly attend Blue Bird Circle membership meetings. **All new members are presumed Active 1 unless they meet criteria specified for Active 2 or 3 which both require approval.**

Active 2: 75 hours a year. Commit to at least one or more days a month volunteering in the Shop and/or Clinic with an assigned role. Participate in special projects or committees. Regularly attend membership meetings. Active 2 members may not hold a board position. ***Requests for Active 2 require approval and will be considered for those who are employed full time, are responsible for primary care of children, spouse or other relative.***

Active 3: 50 hours a year or half a day a month. Commit to volunteering in the Shop, Clinic or through special projects such as event planning, social media or serving on a committee. Active 3 members may not hold a board position.

This category is only available under special circumstances and requires approval.

Monetary Commitment

Annual Dues \$100

Blue Bird smock \$35 (one-time purchase)

Blue Bird ID badge \$10

Additional Provisional Membership Requirements

Attend an orientation and complete training for the service assignment agreed upon.

Work the required hours for your membership category.

Participate in at least two Circle projects/fundraisers.

Attend the Know Your Clinic meeting and at least one other general meeting.

Blue Bird Volunteer Scheduling

The Volunteer hours are scheduled in bi-weekly segments. Volunteers commit to working a particular day of the week and are assigned either the first, third and fifth days of the month or the second and fourth days of the month.

The Shop is open from 10:00-4:00 Monday-Friday and 10:00-2:00 on Saturday. Your schedule will depend on which assignment you receive. Friday and Saturday volunteers get double hours.

The clinic volunteer hours are Monday-Friday 9:00-4:00. Friday volunteers get double hours.

Blue Bird Projects

Projects are an important ancillary part of the Blue Bird Circle. They offer additional fundraising opportunities and wonderful fellowship with other Blue Birds.

Tea Towels, Baby Blankets, Boo Boo Bunnies are all projects that are lovingly hand-made by our members and sold in The Blue Bird Circle Shop.

Easter Eggs are a long-standing annual project that takes place in February in preparation for Easter sales with as many Blue Bird hands and friends of Blue Birds as possible to create hand painted unique eggs to sell in our shop and with selected retailers.

Easter Baskets are hand made by our members throughout the year by our members and serve as the perfect vehicle for the hand-made Easter Eggs.

The Spring Luncheon is our annual gathering for Blue Birds, friends and the community to raise funds, increase awareness of our goals and achievements and celebrate our Blue Bird Community.



Information for The Blue Bird Circle Membership

TIMING

- *The Circle fiscal year is from June 1-May 31.
- *New members are accepted two or three times a year.
- *All new member candidates must have a Blue Bird Circle Sponsor.
- *New member application packets are available in the First Vice President's Office and members will be notified of the availability by email and signs posted at the Circle Shop.
- *All New Member Applications must be turned in to the First Vice President's Office by the specified date.
- *Candidates will be informed of **Interview/Get Acquainted Day** and **Orientation Day** once their application has been received.
- *The Candidates are voted on by The Board of Directors and then become a Provisional member for one year.
- *The incoming Provisionals are introduced at a General Meeting generally in September and February.
- *Provisionals may begin training once they have observed at The Clinic and The Shop and they receive an assignment.

SPONSORING

Every candidate requires a Blue Bird Circle member to sponsor them by writing a letter of recommendation and serving as a mentor during the applicant's provisional year.

BLUE BIRD CANDIDATE REQUIREMENTS

Active I Provisional:

- *Attend Orientation Day
- *Attend a minimum of one supervised 2 hour visit at The Blue Bird Clinic and a minimum of 2 days working a shift in The Blue Bird Circle Shop prior to final service assignment.
- *Complete training once service assignment is made.
- *Work a minimum of 150 service hours at the Shop, Clinic, or on service projects.
- *Attend a minimum of two General Meetings including the Know Your Clinic Meeting.
- *Participate in at least two Circle projects or fundraisers.

Active II Provisional:

- *All the requirements mentioned for Active I except the minimum service hours will be 75.
- *Active II may not hold a board position and requests for Active II require approval and are considered for those employed full time, are responsible for primary care of children, spouse, or relative.



The Blue Bird Circle Membership Application

Name _____

Address _____

City, State, Zip _____

Home Phone _____

Cell Phone _____

Email _____

Current Employment _____

Blue Bird Sponsor Name _____

Day/Month of Birthday _____

Spouse _____

Children names/ages _____

Emergency Contact Name/Number _____

Which Days are you available for volunteer assignments?

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____

Note: you will be assigned a day of the week and will be scheduled to work every other week on that day. The assignment will be either the first, third and fifth of that day for the month or the second and fourth of that day of the month.

Agreement & Signature

By submitting this application, I affirm that the facts set forth in it are true. Upon acceptance as a volunteer, I agree to fulfill my obligations as a member of the Blue Bird Circle.

Name(printed) _____

Signature _____

Date _____



The Blue Bird Circle Skills & Experience Survey

Applicant Name _____

The information below is kept in our database for the Circle. Please check all areas that apply for you. Please return this form with your application.

Antiques/Collectibles _____	<i>Artistic/Creative</i>
Architectural Design _____	Handwriting/addressing _____
Arts & Crafts _____	Art Reproductions _____
Decorating _____	Calligraphy _____
Interior Design _____	Hand Painting _____
Needlework _____	Crocheting _____
Sewing _____	Photography _____
Other _____	

Accounting/Bookkeeping _____	<i>Business</i>
Executive Assistant Experience _____	Executive Experience _____
Quick Books Proficient _____	Journalistic Skills _____
	Treasurer Experience _____
	<i>Computer</i>
Computer Skill Level _____	
Graphic Design _____	Excel Proficient _____
Word Proficient _____	Power Point Proficient _____
Web Design _____	IT Experience _____

Audio Visual _____	<i>Communication</i>
Languages _____	Newsletter Experience _____
Other _____	

Advertising _____	<i>Marketing</i>
Media Experience _____	Marketing _____
Other _____	Public Relations _____

Blue Bird Projects Please check at least two that interest you.

Tea Towels _____	Baby Blankets _____	Boo Boo Bunnies _____
Easter Eggs _____	Easter Baskets _____	Luncheon _____