



# 2020 VOLUNTEER INTEREST GUIDE

# 2020 Volunteer Interest Form Guide

## Contents

- [Process Overview](#)
- [Important Dates](#)
- [Questions for All Prospective Volunteers](#)
- [Committee Descriptions & Application Questions](#)
- [ACLP Working Groups & Descriptions](#)
- [Access the Online VIF Application](#)

# 2020 Volunteer Interest Form Guide

## Process Overview

ACLP relies heavily on our volunteers serving on committees, task forces, and other working groups for the subject matter knowledge and expertise needed to move important initiatives forward. Volunteering with ACLP is an opportunity to network with child life professionals across the country and around the world, build new skills, and develop your leadership ability all while giving back to the larger child life community.

Every year, ACLP puts out the Volunteer Interest Form (VIF) as the first step of the volunteer selection process. Any ACLP member can apply for up to 3 committees/task forces as well as the Membership Advisory Group and/or Social Ambassadors. The application consists of demographic information and specific questions for each group of interest to help committee leaders assess your knowledge and skills relevant to their work.

Volunteer selection is a blind process (exceptions: Academic Review Committee and Internship Accreditation Oversight Committee Reviewers). Committee leaders will evaluate prospective volunteers based on the answers the narrative questions. All identifying information is withheld until volunteer selection is complete.

The Volunteer Interest Form (VIF) can be completed online at LINK. Please review this guide thoroughly before beginning the VIF. It contains detailed descriptions of each committee as well as the specific questions you need to answer to apply to that group. You must complete the VIF in one sitting – you cannot leave and return to complete your work. ***We highly recommend drafting your responses to committee specific questions before opening the online VIF.***

---

## Important Dates

- February 3: VIF opens
  - February 29: VIF closes
  - April 6: Latest date for communication regarding VIF results
- 

## Questions for All Prospective Volunteers

- Please list any committee or volunteer experience in your workplace, community, or regional child life group (limit 1000 characters).
- What attributes do you have that would make you a good committee member? (limit 1500 characters)
- What unique skills will you bring to an ACLP committee? (limit 1500 characters)

# 2020 Volunteer Interest Form Guide

## Committee Descriptions & Application Questions

- [Academic Review Committee](#)
- [Awards Committee](#)
- [Benchmarking Subcommittee](#)
- [Bulletin Committee](#)
- [Child Life Certification Commission \(CLCC\) Item Writers](#)
- [Conference Planning & Abstract Reviewers](#)
- [EBP/QI Subcommittee](#)
- [Education & Training Committee](#)
- [Internship Accreditation Oversight Committee \(IAOC\) Reviewers](#)
- [Mentorship Subcommittee](#)
- [Patient Experience Committee](#)
- [Practicum Task Force](#)
- [Professional Resources Subcommittee](#)
- [Proposals Subcommittee](#)
- [Volunteer Recognition and Engagement Committee](#)
- [Web and Online Networking Committee \(WONC\)](#)

### **Academic Review Committee (ARC)**

This committee reviews submitted applications for academic endorsement (graduate & undergraduate). They also create materials to assist programs with completing endorsement materials and educate academic and clinical CCLS, as well as students, about the process and benefits of academic endorsement.

#### ARC Application Questions:

- To be considered for an Academic Reviewer position with ARC, applicants must verify they meet the following requirements (check box):
  - Current ACLP Member
  - Certified Child Life Specialist
  - Master's degree or international equivalent
  - Demonstrated experience in program evaluation
  - Active ACLP participation inclusive of at least 1 of the following (2 out of 4 desirable):  
*ACLP conference attendance at least 2 of the past 5 years, ACLP conference speaker/presenter in the past 5 years, ACLP committee member or leader in the past 5 years, ACLP board member current or past*
  - Demonstrated a leadership role in the child life profession, inclusive of at least 1 of the following (2 out of 4 desirable): *presenter/speaker at national./regional ACLP conferences or related conference, lead or co-author of child life related articles/chapters, lead or co-investigator of child life related research, college/university level teaching experience in child life*
- Are you a current or former academician (full-time faculty member) with program oversight responsibilities (i.e. curriculum decision-making, program coordination)? (short answer)
- Do you have experience with program evaluation? (short answer)

# 2020 Volunteer Interest Form Guide

- Do you consider yourself to have strong communication skill, both written and verbal? (short answer)
- Cover Letter & CV (file upload)
- Two completed [ARC Reviewer Reference Forms](#) (file upload)

[Return to committee list](#)

## Awards Committee

The Awards Committee reviews applications and nominations and recommends the recipients for a variety of awards and scholarships including the Distinguished Service Award, Mary Barkey Clinical Excellence Award, three rounds of diversity scholarships for internships, international scholarships for conference attendance, and professional and research recognition awards. The committee is currently developing scoring criteria for the newly established one-person program scholarships for conference and will be reviewing those applications in January. The Awards Committee also works closely with the Child Life Bulletin committee in identifying authors for award and scholarship articles and features. The Awards Committee also secures mentors for the international scholarship recipients at conference.

### Awards Committee Application Questions:

- Does this volunteer have experience or an interest in writing and editing articles specific to the Awards Committee? (yes or no)
  - If yes, please explain your interest. (short answer)
- Does the volunteer have experience with child life on a global level? (yes or no)
- Does the volunteer have experience or interest in research related to child life? (yes or no)
  - If yes, please list experience related to child life research. (short answer)

[Return to committee list](#)

## Benchmarking Subcommittee

This past year the benchmarking committee has been committed to increasing membership participation in the Child Life Professional Data Center (CLPDC) and data education. The committee has been focused on creating more awareness and providing education to the ACLP membership by having a presence at conferences, presenting at the directors conference and providing monthly interactive "office hours" to help onboard Child Life programs. The committee will continue to be an educational resource for on-boarding members to the CLPDC, creating strategies to increase and maintain participation, as well as work collaboratively with the staffing analytics task force to help advance the Child Life Profession.

All are welcome to apply but we are specifically seeking volunteers who work in adult hospitals with pediatric services.

### Benchmarking Subcommittee Questions:

- Are you or your child life program currently participating in the CLPDC? (yes or no)
  - If not, what are the barriers?

Questions? Email [membership@childlife.org](mailto:membership@childlife.org) or call 571-483-4500.

# 2020 Volunteer Interest Form Guide

- What type of program/hospital are you classified as? (select one)
  - Freestanding children's hospital
  - Children's hospital within an adult hospital
  - Pediatric program within adult hospital
  - Other (please specify)
- How many hours a month can you commit to committee work?
- Give an example of a strategic initiative or creative project you implemented that shows your ability to engage participation by your targeted population.

[Return to committee list](#)

## Bulletin Committee

The mission of the Bulletin Committee is to produce ACLP Bulletin four times per year and to develop the publication to become a valuable professional resource focusing on issues of interest to ACLP members. The recent and ongoing activities of the Bulletin Committee include: sharing select articles with non-members on the ACLP website; introducing new columns; streamlining guidelines to make submitting more accessible; bringing in international content.

### Bulletin Committee Questions:

- Describe your experience in professional writing and list any publications to which you have contributed. (short answer)
- If you have ever participated in editing the written work of others, please describe your experiences. (short answer)
- Are you comfortable with Word, Excel and other usual professional software? (yes/no)
- Do you have access to the most updated version of this software? (yes/no)

[Return to committee list](#)

## Child Life Certification Commission (CLCC) Item Writers

Item Writers develop new items (questions) that adhere to the Child Life Professional Certification Exam Content Outline as assigned. Training begins in June followed by writing exam questions with the support of a coach which is completed by November. Item Writers should anticipate approximately 30-40 hours of time for this commitment.

### CLCC Item Writers Questions:

- Please describe your experiences with different types of writing assignments, noting that skill in question development (while not required) would be extremely helpful. (short answer)
- Part of the item writing process involves feedback between the writer, coach, and our test development contractor. Please describe a time when you worked effectively within a team incorporating constructive criticism. (short answer)
- Do you have prior experience or training as a coach or working with a coach? (short answer)

[Return to committee list](#)

# 2020 Volunteer Interest Form Guide

## Conference Planning & Abstract Reviewers

The Abstract Review committee reviews submitted abstracts for the Child Life Conference. The bulk of work is in the months of July and August. Smaller projects may be distributed throughout the year. The Conference Program Committee works to plan the Child Life conference each year. There are monthly zoom meetings and the bulk of work is in the months of July, August, and September.

### Conference Planning & Abstract Reviewer Questions:

- Can you commit to reviewing abstracts in the months of July and August? (yes/no)

[Return to committee list](#)

## EBP/QI Subcommittee

Our recent work includes writing articles for the ACLP Bulletin and new Journal of Child Life. We are looking for researchers interested in writing and providing information/education about research/EBP/QI to ACLP membership.

### EBP/QI Subcommittee Questions:

- What is your experience with research/EBP/QI? (short answer)
- What is your previous writing experience? (short answer)

[Return to committee list](#)

## Education and Training Committee

Recent work includes:

- Child Life Internship Common Application - updates made in response to stakeholder feedback.
- Surveys created, distributed, and data collected; continue work on interpreting data and next steps.
- Student webinar for Common App
- Will hold webinar for Internship Coordinators (early 2020)
- Will plan and offer student event at Conference
- Practice exam questions - first round complete, requires review, will need to continue to update questions in 2020/21
- Discussion on DEI and committee's role in reviewing and updating documents/forms to reflect ACLP's position statement on DEI. Ongoing collaboration and support from DEI taskforce members as needed.

### Education & Training Committee Questions:

- Do you have presentation experience? (yes/no)
  - If yes, list experience.

Questions? Email [membership@childlife.org](mailto:membership@childlife.org) or call 571-483-4500.

# 2020 Volunteer Interest Form Guide

- Do you have experience with exam writing (or just writing in general)? (yes/no)
  - If yes, list experience.
- Do you have experience with clinical supervision, practicum/internship coordinator role, and/or academic position? (yes/no)
  - If yes, list experience.

[Return to committee list](#)

## Internship Accreditation Oversight Committee (IAOC)

The IAOC is committed to ensure standards of intern accreditation are met and sustained by clinical programs. As a content reviewer, you would be committing to a three-year term to review internship accreditation applications at least three times throughout the year. In addition, there are times when the content reviewers help the IAOC/Chief Reviewers on committee projects. Upcoming projects include compiling survey data and benchmarking data to aid in creating and implement the new standards as part of the standards revision project.

### IAOC Questions:

- Please verify that you meet the following requirements in order to be considered an IAOC Reviewer (checkboxes)
  - Certified Child Life Specialist
  - ACLP Member
  - 8 year (minimum) paid experience as a CCLS (or equivalent of 16,000 hours)
  - Experience in leadership or internship coordination inclusive of performance management/oversight and feedback/skill development
  - Strong communication skills (both written and verbal)
- Please submit 3 exemplars of how you demonstrate stronger written and verbal communication (short answer). Examples may include but are not limited to:
  - ACLP conference speaker/presenter in the last 5 years
  - ACLP committee member/leader in the last 5 years
  - ACLP Board member (past or present)
  - Speaker/presenter at national or regional conference
  - Lead or co-author of child life related article or text chapter
  - Lead or co-investigator of child life related research
  - College/university level teaching experience in child life
  - Completed accreditation process at own institution
- Discuss your experience and role with interns. (short answer)
- Discuss any experience you have had with the internship accreditation application/process. (short answer)
- Give examples of times when you had to give written feedback about a performance or project. (short answer)
- Resume/CV highlighting your child life work experience, leadership within the internship experience (as internship coordinator or rotation supervisor), and general leadership experience. (file upload)
- Two completed [IAOC Reference Forms](#) (file upload) – one must be from direct supervisor

[Return to committee list](#)



# 2020 Volunteer Interest Form Guide

## Mentorship Subcommittee

The Mentor Program Subcommittee implements and evaluates the ACLP Mentor Program each year. This includes advertising, recruiting, reviewing and matching applicants based on desired areas of growth, and organizing webinars to cater to leadership growth for participants. This subcommittee also plans and executes leadership development sessions at the ACLP national conference. Work for this subcommittee is heavy in the late summer and fall, with work continuing steadily the remainder of the year.

### Mentorship Subcommittee Questions:

- What is your experience with mentorship? (short answer)
- When you are working on a project with a deadline, how do you ensure that you are able to stay on task to meet the deadline?
- What is your comfort level with Google Docs?

[Return to committee list](#)

## Patient Experience Committee

Over the next year, the Patient and Family Experience committee will develop best practices and standards around Emotional Safety. The committee will develop, formalize, and promote the best practices within the ACLP community as well as partner with key stakeholders. Key collaborations will include organizations such as the Beryl Institute, as well as interdisciplinary organizations (i.e. nursing, social work). Committee members will participate and contribute to subcommittee work, which will include writing of content and best practices.

### Patient Experience Committee Questions:

- What education and work experience do you have that is related to emotional safety?
- What is your prior experience with writing best practices and standards?
- What is your prior experience with collaborating with interdisciplinary teams when developing best practices and/or developing programs?

[Return to committee list](#)

## Practicum Task Force

In the past year, the Practicum Taskforce has created new standards for child life practicums and compiled a list of all current practicum programs in the United States and abroad. Additionally, a forum on the ACLP website was created for both academic and clinical practicum supervisors to utilize for professional collaboration. Members of the Taskforce have moderated it and used it to gather and disseminate information. The goal for spring of 2020 is to finish modules for practicum so that the next term of taskforce members can complete the curriculum and resources for practicum programs to utilize.

# 2020 Volunteer Interest Form Guide

## Practicum Task Force Questions:

- Do you have any experience creating curriculum for students? (yes/no)
  - If yes, list experience. (short answer)
- Have you supervised practicum students and/or interns before? (yes/no)
  - If yes, how many practicum students and/or interns? (short answer)

[Return to committee list](#)

## **Professional Resources Subcommittee**

The committee meets quarterly for thirty minutes and in addition to that meeting the volunteers work on selected task between one to three hours per month, depending on the task. Current tasks consist of writing Book Reviews, Specialized Resource Articles, and Research Corners for the ACLP Bulletin. In addition to those task members write monthly blogs on the Professional Resource Committee Webpage as well as adding resources and updating ACLP Resource Library.

## Professional Resources Subcommittee Questions:

- Please describe your previous writing experience. (short answer)
- Have you reviewed research articles for a literature review or journal club? If so, please describe. (short answer)
- Have you reviewed resources for your child life department to determine their usefulness, age appropriateness, and content? If so, please describe. (short answer)

[Return to committee list](#)

## **Proposals Subcommittee**

We have been focused on conducting a systematic review of the research literature related to child life, and that project is now in publication stages. Next year we will continue our work developing a research directory of ongoing child life projects as well as members who are currently or interested in engaging in research.

## Proposals Subcommittee Questions:

- Please describe your previous research experience. (short answer)
- Please describe your previous writing experience. (short answer)

[Return to committee list](#)

## **Volunteer Recognition and Engagement Committee**

The Volunteer Recognition and Engagement Committee has created a new committee member manual, collaborated with the conference planning committee for an event to promote networking and introductions to ACLP work, and continues to send letters of recognition for chairs and plans to increase recognition of committee members through website and social posts coming soon.

# 2020 Volunteer Interest Form Guide

## Volunteer Recognition and Engagement Committee Questions:

- What types of committees have you served on in the past either at your hospital or with ACLP? (short answer)
- What ideas would you have for engaging ACLP members in volunteer work or recognizing current volunteers? (short answer)

[Return to committee list](#)

## **Web and Online Networking Committee (WONC)**

The Web and Online Networking Committee (WONC) has strived to continue the work already established by finding ways to increase member engagement within our social media platforms with topics that are relevant and represent the child life community. We are especially doing so by growing the ACLP Instagram platform that was established earlier this March. We are also gearing up to focus on child life content that encompasses equity, diversity and inclusion within the child life field so Child Life Specialists, and our health care partners can be equity champions.

## WONC Questions:

- What previous writing experience do you have? (short answer)
- Would you be able to summarize social media content that could be shared on the ACLP media platforms? (yes/no)
- What is your experience/comfort level with using technology and social media platforms? (short answer)

[Return to committee list](#)

---

# 2020 Volunteer Interest Form Guide

## Other ACLP Working Groups & Descriptions

ACLP members can serve simultaneously on a committee/task force and in one of these working groups. These working groups are not eligible for PDUs.

### **Membership Advisory Group (MAG)**

The Membership Advisory Group (MAG) shares their feedback and expertise and operates as a focus group with the ACLP Staff and Board of Directors. The MAG will be asked for specific feedback on new member programs and services, communication initiatives, and other requests as needed. The MAG will consist of members representing different segments of the overall ACLP membership. Participating in the Membership Advisory Group does not qualify for PDUs.

### **Social Ambassadors**

ACLP Social Ambassadors will be responsible for committing to share, promote, like, and/or comment on ACLP social media posts at least once a week. Social Ambassadors will be added to an email list for special social media volunteer opportunities and will receive recognition for their volunteer work. Participating as a Social Ambassador does not qualify for PDUs. (Time commitment is about 15-30 minutes per week for interaction with ACLP social media)

---

## Access the Online VIF Application

REVIEW THIS GUIDE THOROUGHLY BEFORE BEGINNING THE ONLINE VIF APPLICATION.

Once you begin the application, you must complete the process in one sitting – you will not be able to save your progress and finish later!

[Start the Online VIF Application](#)