



2021 VOLUNTEER INTEREST GUIDE

2021 Volunteer Interest Form Guide

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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. Committee participation is also an excellent steppingstone for ACLP members aspiring to serve on the Board of Directors.

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 at the end of this guide). *A word version of the VIF that should work with screen readers or dictation programs is available [here](#).* 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 and gathering any supporting materials before opening the online VIF.**

Important Dates

- March 1: VIF opens
 - March 22: VIF closes
 - April 23: Latest date for communication regarding VIF results
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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)

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Committee Descriptions & Application Questions

- [Awards Committee](#)
- [Bulletin Committee](#)
- [Child Life Certification Commission \(CLCC\) Item Writers](#)
- [Community-Based/Non-Traditional Roles Committee](#)
- [Conference Planning – Adjunct Reviewer](#)
- [Diversity, Equity, and Inclusion Committee](#)
- [Education & Training Committee](#)
- [Internship Accreditation Oversight Committee \(IAOC\) Reviewers](#)
- [Mentorship Subcommittee](#)
- [Patient Experience Committee](#)
- [Professional Resources Subcommittee](#)
- [Volunteer Recognition and Engagement Committee](#)
- [Web and Online Networking Committee \(WONC\)](#)

Awards Committee

The Awards Committee selects recipients of ACLP's awards, including the recommend winners for the Distinguished Service Award and Mary Barkey Award. We are continuing with committee work to refine the nomination scoring criteria for recipients of the ACLP International Conference Scholarship and the Diversity Scholarships.

Time Commitment: 1-2 hours per month depending on the award being scored

Awards Committee Application Questions:

- Please describe your experience creating or reviewing documents.
- Please describe your time management skills, ability to meet deadlines, and collaboration skills?
- Describe your familiarity with the various awards offered by ACLP?

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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
- Streamlining committee review procedures
- Bringing in international content
- Developing new methods to encourage interaction between authors and readers and introducing new tasks and writing opportunities for committee members

Time Commitment: about 1 hour per month

Bulletin Committee Questions:

- Describe your experience in professional writing and list any publications to which you have contributed.
- Please describe any experience you have editing the written work of others.
- Do you have access to Microsoft Word and some familiarity with the review and track changes features in Word?

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Child Life Certification Commission (CLCC) Item Writers

Did you know the Child Life Professional Certification Examination is developed by people like you? The examination begins with Certified Child Life Specialist creating questions as Item Writers. You could be one of those Item Writer! Item Writers are paired with an experienced coach who teaches the basics of writing exam questions. Through a 5-month period, Item Writers develop about 5 questions using the Exam Content Outline. If you are good at written communication, thinking outside the box, and working as a member of the team, serving as an Item Writer could be a perfect fit for you.

Time Commitment: about 8 hours a month from June through October

CLCC Item Writers Questions:

- Please describe your experiences with writing and/or assessing student learning, e.g., asking an intern questions to assess their understanding.
- Please describe a time when you worked effectively within a team and/or with a coach.

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Community-Based/Non-Traditional Role Committee

The committee created and published a *Standard and Guidelines for Child Life Practice in Community Based and Non-traditional Settings* document that was recent added to the ACLP Official Documents. Committee members are in the process of creating a survey to poll practitioners in community-based programming roles with the goal of assessing needs, determining resources needed to support current needs, and communicating the needs and suggestions of community based members to ACLP. In addition, the committee is currently reviewing the ACLP *Position Statement on Child Life in Community Settings* and the ACLP *Position Statement on Child Life Practice for Children of Adult Patients* and commit to align our work with the ACLP DEI Action Plan. Committee members are asked to attend ACLP Community Based Meet Ups to provide support and networking to ACLP members in community-based programming roles.

Time Commitment: one 1-hour meeting monthly plus delegated tasks 1-2 hours monthly

Community-Based/Non-Traditional Role Committee Questions:

- Are you currently working (or have you previously worked) in a community-based/non-traditional role setting?
 - If so, for how long and in what type of setting/role?
- Have you had previous experience mentoring other CCLSs in a community-based/non-traditional role?

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Conference Planning & Abstract Reviewers

Review abstracts received through online submission for consideration to present at the ACLP Annual Conference and/or as an ACLP webinar. Smaller projects may be distributed throughout the year.

Time Commitment: most work occurs during review period (typically July – early September)

Conference Planning & Abstract Reviewer Questions:

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

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Diversity, Equity, & Inclusion Committee

This past year the committee created the Diversity Equity and Inclusion Position Statement. We made recommendations to the board to do a needs assessment of membership sense of belonging and to hold DEI Summit to elevate issues of Diversity Equity and inclusion in child life. This term, committee members will make recommendations for the needs assessment of members and DEI Summit. The time commitment for volunteers will be a one-hour monthly meeting.

Time Commitment: 1-2 hours per month

DEI Committee Questions:

- What does diversity mean to you?
- Please describe any anti-racism or cultural humility work you have previously done.
- How has your practice changed or been enhanced since doing anti-racism or cultural humility work?

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Education and Training Committee

Recent and upcoming work includes:

- Managing Child Life Internship Common Application – updates to incorporate stakeholder feedback from various surveys and ACLP analysis study.
- Hosting Internship Coordinators webinar and student webinar on the internship application process
- Hosting student event at conference
- Writing practice exam questions for ACLP student study guide
- Monitoring and promoting collaboration on ACLP Connect

Time Commitment: 1-2 hours per month

Education & Training Committee Questions:

- Do you have presentation experience? (yes/no)
 - If yes, list experience.
- Do you have experience with exam writing (or professional 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.

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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.

Time Commitment: 1-2 hours per month

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

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Mentorship Subcommittee

This subcommittee works to develop and/or revise the necessary documents to support the annual, formal mentorship process. Included in this work is the matching and ongoing support of mentor and mentee partners throughout the program. In partnership with the Conference Program Committee, we facilitate and further develop mentorship collaborative opportunities during the annual conference.

Time Commitment: 1-4 hours a month depending on the time of year

Mentorship Subcommittee Questions:

- What is your experience with mentorship?
- 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?

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Patient Experience Committee

The Patient Experience Committee is in the final stages of releasing the Emotional Safety Framework and white paper that highlights child life expertise and prioritizes emotional safety alongside physical safety. In 2021, we will conduct a webinar series on emotional safety and continue to develop new and innovative ways to advance emotional safety and patient experience as part of professional responsibility. Commitment to lead and spread these new initiatives is a must!

Time Commitment: 2 hours for committee calls and 1-2 hours of self-paced work assignments per month

Patient Experience Committee Questions:

- Describe any experience and/or interest in writing articles, presenting webinars or other educational materials including the use of technology for other organizations to raise the visibility and understanding of child life in the role of patient and family experience.
- Describe any experience and interest in creating and promoting best practices and policies that support the social, emotional, and cognitive development of pediatric patients and their families throughout their healthcare experiences.

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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. Members also add resources to the ACLP Resource Library and ensures all Resource Library content is current, accurate, and relevant.

Time Commitment: quarterly committee calls and 1-3 hours of individual monthly work

Professional Resources Subcommittee Questions:

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

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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.

The Volunteer Recognition and Engagement Committee highlights committee work and members by creating spotlights to share with ACLP members, encourages members to volunteer by promoting various opportunities to get involved, and helps plan and assist with a conference event called Get Connected.

Time Commitment: 1 hour per month

Volunteer Recognition and Engagement Committee Questions:

- How comfortable are you communicating with people you don't know to gather information or communicate information?
- How comfortable are you coming up with creative ways for large groups to connect with each other?
- How comfortable are you promoting opportunities to support the association?

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Web and Online Networking Committee (WONC)

The Web and Online Networking Committee (WONC) is dedicated to the continued effort in sharing child life related content through social media platforms. Our goal is to spread awareness of the value and work of child life specialists in hospital and community based settings. With the global pandemic and a focus on Diversity, Equity, and Inclusion, WONC has focused on providing resources, education, and content related to these topics to further advance and diversify our field while upholding the mission and values of ACLP.

Time Commitment: 2-4 hours per month

WONC Questions:

- What previous writing experience do you have? Would you be able to summarize social media content that could be shared on the ACLP platforms?
- What is your experience/comfort level with using technology and social media platforms?
- What do you feel you can contribute to WONC, and why?

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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](#)