ASSOCIATION OF
**Child Life
Professionals**

2022
VOLUNTEER
INTEREST GUIDE

2022 Volunteer Interest Form Guide

Contents

Questions? Email membership@childlife.org or call 571-483-4500.

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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. 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. 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

- February 14: VIF opens
- February 28: VIF closes
- April 13: 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)

Questions? Email membership@childlife.org or call 571-483-4500.

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Committee Descriptions & Application Questions

- Archives Committee
- Awards Committee
- Benchmarking Committee
- Bulletin Committee
- CLCC Item Writers Committee
- Community-Based Practice Committee
- Conference Planning Abstract Reviewers
- Education & Training Committee
- Mentor Program
- Publications Committee
- Professional Resources Committee
- Volunteer Recruitment and Engagement Committee
- Web and Online Committee (WOC)
- Other ACLP Working Group

Archives Committee

The Archives Committee has worked to create a retiree survey to document important work of professionals in our Child Life Archives. We have worked with our Archival Librarian to refine the donation process. We look forward to presenting a 'mini museum' at the annual ACLP conference. We are working towards creating a more accessible Child Life Archives for ease of use for students and professionals.

Time Commitment: 1 hour per month

Archives Committee Application Questions:

- Why is the history of our profession important to you?
- What interests you about joining the Archives Committee?

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Awards Committee

Members of the Awards Committee have most recently reviewed, scored, and presented for approval to the ACLP Board the recipients for the Distinguished Service Award and the Mary Barkey Clinical Excellence Award. In addition, members have recently reviewed, scored, and awarded 5 different applicants the Diversity Scholarship for the Winter/Spring Internship semester. Currently, members are reviewing and scoring applications for the Professional Research Recognition Award and the Student Research Recognition Award. The upcoming awards that the committee will need to review, score and award include the One-Person Program Scholarships and the final round of the Diversity Scholarships.

Time Commitment: On average, 1-2 hours per month depending on the award that is being reviewed and scored

Awards Committee Application Questions:

- Does the volunteer applicant have skills in reviewing and/or creation of documents?
- Dos the volunteer applicant have effective skills in time management, adherence to deadlines, and collaboration?
- Does the volunteer applicant have knowledge of the awards and scholarships offered by the ACLP, with interest and understanding in the research and publication process?

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Benchmarking Committee

The committee is working on keeping you with the ins and outs of the data center, helping get others and organizations comfortable and utilizing the data center.

- What is your comfort level in using the data center? (Entering data, pulling reports, interpreting data, applying data to own setting)

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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 as a valuable professional resource focusing on issues of interest to ACLP members. The recent and ongoing activities of the Bulletin Committee include:
- Recruiting and supporting new authors to develop articles on topics of interest
- Encouraging interaction between authors and readers through virtual events
- Providing feedback on redesign of digital version of ACLP Bulletin

Commitment: 2-4 hours to review and edit one article, and a minimum expectation is at least 3 articles per year. If a committee member takes on optional other tasks, they will have an increased time commitment.

Bulletin Committee Questions:

- Describe your experience in professional writing and list any publications to which you have contributed.
- If you have ever participated in editing the written work of others, please describe your experience.

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CLCC Item Writers Committee

Committee Charge: Item Writing Commission/Committee charge is to develop exam items for the certification exam. These items are developed using the Exam Content Outline and updated reference list.

Responsibilities: Committee members participate in mandatory training meetings facilitated by the testing agency as well as Item Writing and Item Review Commissioners. Item Writers are assigned to write four to five questions throughout the item writing campaign. Item Writers participate in weekly writing/coaching sessions with Item Writing Coach. Item Writers follow up on editing questions that have been sent back from the Item Review Commission.

Time Commitment: about 4 hours in June, 8 hours in July and 8 hours in August. Minimal after these months.

CLCC Item Writers Questions:

- Is there anything that may prevent you from completing your commitment to this committee? (i.e. PTO, job change)
- Are you able to commit to weekly virtual meeting to discuss your items?
- Share a time that you received feedback and implemented it.

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Community-Based Practice Committee

The Community Based Practice Committee most recently began work on creating a community-based resource tool kit based on responses from two surveys sent out by the committee. The committee will be in the process of gathering resources that already exist for community-based child life specialists and looking to create new resources such as webinars and more literature. Additionally, committee members monitor ACLP Connect for posts related to community-based practice to respond and support ACLP members interested in community-based practice. Members also attend networking meetups offered by the ACLP to address any questions about committee work and to monitor for needs among community-based child life specialists.

Time Commitment: 2-3 hours per month (1 hour for monthly meetings and 1-2 hours on various committee tasks)

Community-Based Practice Committee Questions:

- Do you currently practice in a community-based setting or have you worked in a community based setting in the past?
    - If so, for how long and in what type of setting/role?
- Have you had previous experience mentoring other CCLSs in a community-based practice role?
- What type of volunteer experience have you had either on an ACLP committee or outside of your work as a CCLS?

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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: time needed to review 30-50 abstracts from July to early-September

Conference Planning & Abstract Reviewer Questions:

- Are you available to review in July- September?

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Education and Training Committee

Child Life Internship Common Application - Updates to incorporate stakeholder feedback from various surveys and ACLP analysis study. Transition to digital format. Timeline TBD

> Student webinar and marketing/communication for Common App - After changes
> Internship Coordinators webinar and marketing/communication for Common App - After changes

Student event at Conference - virtual or in-person

Practice exam questions - continue to update questions in 2021/22; include past versions to offer more practice (current and past year); must update with current reference list for 2019/20 questions

Statement on education and training for today and tomorrow. - implementation, information gathering, and evaluation to guide progress and resources needed

Tasks related to Think Tank 2020: Practicum/Internship modules, central repository, aims of practicum and best practices, common application

Time Commitment: 1 hour monthly meetings, 1-3 hours per month

Education & Training Committee Questions:

- Elaborate on your experience with presentations
- Elaborate on your experience with exam writing (or just professional writing experience in general)
- Elaborate on your experience with clinical supervision, practicum/internship coordinator role, and/or academic positions

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Mentor Program

The Mentor Program Committee provides oversight to the six-month (January – June) formal mentor program designed to support the career development and growth of child life specialists. The committee works to process mentor and mentee applications to create one-on-one and small group mentor pairings. When the formal mentor program is live, the committee works to support mentees and mentors, while also utilizing professional networks and interests to coordinate monthly webinar content. The Leadership Collaborative Series presented at the Child Life Conference is prepared by the Mentor Program Committee and allows the committee the opportunity to support informal mentorship and interpersonal relationships to a larger professional audience.

Time Commitment: 2 hours per month, additional commitment fluctuates during month of mentor matching (typically Oct.) and conference planning during the spring

Mentor Program Committee Questions:

- What is your experience with mentoring, formal and informal?
- 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 does taking initiative look like to you?

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Publications Committee

New committee! The mission of the Publications Committee is to facilitate the process of creating and maintaining all ACLP publications including books, white papers, and official documents. Responsibilities: establish and maintain the ACLP editorial vision, ensure cohesiveness of publications, maintain the highest quality standard of publication, set publication policies and procedures, oversee the process of acquiring authors and editors for publications, ongoing assessment of publications, reviewing proposals, copyediting, etc.

Time Commitment: 3 hours per month

Publications Committee Questions:

- What experience do you have with writing and publishing? (Can be your own work, copyediting others work, serving on other review boards, etc.)
- Which ACLP publication would you identify as one that needs revision? Why?

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Professional Resources Committee

The PRC continues to create and contribute content for the ACLP and its members. We have a variety of articles published in the ACLP Bulletin and contribute to the ACLP Monthly Emails and Blog Posts. We are currently working on a massive review of our Resource Library to increase the efficiency and effectiveness for the child life community.

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

Professional Resources Subcommittee Questions:

- Do you have any experience critiquing analyzing professional resources?
- Do you have any interest or experience writing articles, blogs, book reviews, etc.?
- How many hours can you contribute on a monthly/quarterly basis?

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Volunteer Recruitment and Engagement Committee

Student video at conference about why they are inspired/motivated to be a CCLS. Research digital platforms and submitted them for recognition at conference. Planned, coordinated, and facilitated Child Life at Play during the virtual conference and continuing to maintain the calendar for volunteer and committee spotlight.

Time Commitment: 1 hour per month June-January; 3 hours per month January-May due to conference planning

Volunteer Recognition and Engagement Committee Questions:

- What is your level of comfort working with people virtually?
- Please tell us about a time you thought outside the box.

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Web and Online Committee (WOC)

The Web and Online Committee works to provide education and resources to child life professionals, students, other professionals, and the community on topics related to child life and the ACLP. We use social media to provide the education, and to promote engagement. Recently, we have shifted our focus on bringing more transparency to the child life community on the work that the ACLP is doing, particularly in diversity, equity, and inclusion.

Time Commitment: 5 hours per month.

WOC Questions:

- What experience do you have in managing social media accounts and creating content?

- Are you familiar with Slack?

- If you were selected to be a volunteer for WOC, what do you hope to gain from the experience?

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Other ACLP Working Group

ACLP members can serve simultaneously on a committee/task force and on the Membership Advisory Group. This working group 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.

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

Questions? Email membership@childlife.org or call 571-483-4500.