

To see a change...



## VOLUNTEER

### 2013 CHKD Junior Volunteer Program Guidelines for New Volunteers

#### REQUIREMENTS – PLEASE READ CAREFULLY

- High School or Middle School student between the ages of 14 & 18.  
***Student must have been 14 by December 31, 2012 ~ no exceptions.***
- At least a C grade average.
- Commit to at least one full session, Monday – Friday at a minimum of 3 hours a day.
- Interview. Do not call for appointment until **AFTER** forms are complete and MMR immunizations records are in hand. Call 668-7195.

The following medical information is required:

- Documentation of two MMR immunizations (mumps & measles, rubella and rubeola). **BRING YOUR IMMUNIZATION RECORD WITH YOU TO YOUR INTERVIEW OR WE WILL HAVE TO RESCHEDULE YOUR INTERVIEW IF YOU ARRIVE WITHOUT IT. THERE WILL BE NO EXCEPTIONS.**
- Verbal history of having had chicken pox or documentation of the varicella immunization.
- Negative TB Skin Test will be required to participate in the junior volunteer program. *If you have already had a tuberculin skin test (TB Test) or negative chest x-ray within the last 6 months bring the results to your interview. **Otherwise, the following deadline for providing TB test results will apply:***  
**May 31 for Session 1      June 21 for Session 2      July 19 for Session 3**

#### **Also required:**

- Permission Form  
*\*signed by the junior volunteer and the parent or legal guardian insuring transportation to and from the hospital.*
- Teacher/Counselor Recommendation Form  
*\*signed and completed by a teacher or counselor then faxed or mailed to CHKD.*
- Attend Orientation  
**There are three Sessions but only two Orientations from which to choose. You must attend an Orientation on the first Monday of Session 1 or Session 2 or you will not be able to volunteer.**  
**\* Note ~ Session 3 choose Orientation for Session 1 or 2.**

## UNIFORM

- The Junior volunteer uniform is a CHKD red polo shirt, to be purchased at your interview. The uniform shirt is \$15.00 payable by cash or money order. Volunteers are to wear their uniform to orientation.
- Long khaki pants (no skirts, capris or shorts).
- Comfortable shoes such as tennis shoes. Sandals, clogs or flip-flops **may not be worn** due to safety and infection control concerns.
- **Please note** if you arrive dressed inappropriately you will not be able to volunteer that day.

## TRANSPORTATION

Junior volunteers may not be dropped off at the hospital more than 30 minutes before their assignment and must be picked up no later than 30 minutes after the conclusion of their assignment.

## PARKING

Park in the visitor's garage across the street from the CHKD front entrance. Bring your parking ticket into the Volunteer Office on the day of your interview and each day of your session for validation.

## WHAT TO DO NOW

Review all of the materials in this packet with a parent or guardian and discuss the requirements. Make sure your commitment does not interfere with vacation plans, work schedules, camps, or school activities. Once you have gathered ALL of the information required, call for a personal interview at 668.7195. **Bring this completed packet to your interview. Students arriving for the interview without a copy of their immunization record with two MMRs, signed parental consent form, teacher recommendation form, and session request form will not be given an assignment until the forms are received.**

The interview is approximately 45 minutes.

## Bring To Interview

1. Completed forms in this packet
2. Immunization Records with two MMRs
3. \$15.00 cash or money order for uniform shirt (no checks)

Placement is determined by the discretion of the volunteer services staff after your personal interview and review of the teacher recommendation form. The junior volunteer needs to have an interest in the healthcare field to be selected. There are many volunteer opportunities in various departments throughout the hospital; some do not include working with patients. You must be 15 to be considered for a position with patients.

A confirmation letter with your assignment will be mailed to you.

**If you have any questions please call the Volunteer Office at 668-7195 or 668-7124.**