

Application for Student Volunteer (High School Students)

Please PRINT in ink. Complete all items carefully:

Date: _____

Name: _____ Age: _____ Birthdate: _____ Male/ Female
(last) (first) (middle) (month, day, year) (circle one)

Address: _____
(number, street) (city, zip code)

Home Phone: () _____ Cell Phone (**students**): () _____

E-mail address: _____

With Whom Do You Live? _____
(both parents, mother, father, other)

Print Name of Mother _____

Father _____

Other _____

High School: _____ Graduation Year: _____

Student Volunteers serve in many different areas of the Hospital, depending on their job assignments. Assignments may change from time to time. Some jobs are more strenuous than others; some involve patient contact; others may not. The Hospital does require that Student Volunteers be in good physical and emotional condition and that they have a yearly Mantoux PPD tuberculin skin test. This skin test can be done at the Hospital free of charge upon acceptance into the program.

Please complete the following questions. **Must attach extra sheet of paper for answers #2-6:**

1. Do you speak a language other than English? _____ Yes _____ No
If 'yes,' what other language(s) do you speak? _____

2. What does volunteering mean to you?

3. Why do you believe it's important to be a reliable volunteer and how does attendance affect this?

4. What (or who) brings you most meaning to your life? Why?

5. What is one thing you care deeply about? Elaborate?

6. What do you feel you can contribute to USC Arcadia Hospital's values? Choose one value that stands out to you the most and explain why.

7. Have you ever been convicted of a misdemeanor or a felony? (You may exclude judicially ordered sealed and/or expunged) Please explain. _____

8. Have you been arrested for a crime for which you are currently out on bail or pending trial?

Please indicate days and times available to volunteer, please check days:
Weekday shifts start at 3:30pm or 4pm. Weekend times vary.
(Tip: Seeking flexible schedules; do not give small windows of availability.
Example: Weekdays: any time after 3pm; Weekends: Open)

- Monday _____ Tuesday _____
 Wednesday _____ Thursday _____ Friday _____
 Saturday _____ Sunday _____ (weekend only is not favorable)

Person to notify in case of emergency:

Name: _____ Relationship to you: _____

Address: _____

City: _____ Zip: _____ Email: _____

Phone: () _____ Cell: () _____

OR

Name: _____ Relationship to you: _____

Address: _____

City: _____ Zip: _____ Email: _____

Phone: () _____ Cell: () _____

I also will agree to the following membership requirements: Please check.

- Give a minimum of **one hundred (100)** hours of service per year to the hospital.
 Complete a minimum of 3 Special Events annually.
 Respect the confidentiality of all information I may obtain directly or indirectly, concerning patients, physicians, personnel and hospital business.
 I agree that the above information is accurate and correct to the best of my knowledge.

(applicant's signature)

PARENTS' CONSENT

Having read the completed application, we, the parents of the above-named applicant do hereby consent to our son/daughter becoming a member of the Student Volunteers of USC Arcadia Hospital's and doing volunteer work in the hospital. We realize that to remain a member they must fulfill the above-listed requirements.

(mother's or guardian's signature)

(father's or guardian's signature)

USC Arcadia Hospital* c/o Volunteer Services
300 W. Huntington Drive, P.O. Box 60016 • Arcadia, CA 91066-6016
(626) 821-2325 * lindsey.mannschreck@med.usc.edu

USC Arcadia Hospital
Keck Medicine of USC

Dear Prospective Student Volunteer:

Thank you for your interest in the Student Volunteer program at USC Arcadia Hospital. Our volunteers perform a very useful service to our community while learning about working in a health care environment.

Student Volunteers serve in many areas of the hospital. They work in their assigned area for a 2 hour shift every week. We expect a serious commitment from our volunteers, much as one is expected to be committed to a job. We provide training to the volunteers, schedule their work, keep track of hours worked, and write letters of achievement after a minimum of 100 hours are served. If this sounds like the kind of volunteer service you are interested in, we encourage you to complete the enclosed application carefully. Incomplete applications will be disqualified. The application must be completed by the applicant, not a parent.

Please return the application **in person**, on the dates given on the website (www.uscarcadiahospital.org). You will **not** be given an interview at this time. **No preference will be given** to those who turn in their applications first. **All complete applications** received will have the same chance of acceptance. Once we receive your completed application, it will be evaluated by the Student Volunteer Coordinator and others with responsibility for managing the program. Those applicants selected will be invited to the Volunteer Office for an interview process at an appointed date and time. Potential volunteers identified through the first interview will be notified of an opportunity to attend a second interview where a small group activity is designed to help us know you better. The second interview will determine where you will be assigned. Successful applicants and their parents will be invited to attend an orientation meeting. Following the orientation meeting, several training sessions are held. Applicants are not placed in the program immediately; we have a waiting list. Therefore, we encourage you to complete carefully and return your application as soon as you first decide that you would like to volunteer here.

Sincerely,

Lindsey Mannschreck
(A.K.A. Ms. Lindsey)
Student Volunteer Coordinator
626.821.2325
Lindsey.mannschreck@med.usc.edu

STUDENT IN-SERVICE AREAS

ADMITTING:

Student Volunteers help register admissions, take patients to their rooms, deliver paperwork, answer questions of visitors, escort visitors to places they wish to find, and assist admissions staff with tasks.

CENTRAL SERVICES:

Here, volunteers distribute equipment and supplies throughout the hospital.

HOSPITALITY VOLUNTEERS:

Hospitality volunteers will offer beverages, magazines and friendly conversation to patients and visitors on our nursing units. A warm personality and a desire to help people are essential.

INFORMATION DESK:

Volunteers greet visitors to the hospital and assist them with directions, visitor passes, and escorting people to their destination.

MAGAZINE DISTRIBUTION:

Volunteers distribute donated magazines and books to lobbies, waiting rooms and various other areas in the hospital, for our visitors' and patients' reading pleasure.

MEAL MATES PROGRAM:

This program is an exclusive program for volunteers who wish to have more hands on experience with patients. You will be responsible in assisting patients in eating. This program is unique in scheduling (once every week) and requires special Training.

NURSERY SCHOOL: *(Must be available to volunteer at 3:15pm on a weekday)*

The nursery school on the hospital grounds cares for the children of hospital employees. They are open Monday through Friday only. Volunteers are given jobs to do by the Nursery School Director and /or staff.

NURSING FLOORS:

Juniors will be assigned to a specific unit such as 3 Tower, 4 Tower, 5 Tower. Volunteers check the patients' room as trained, answer call lights, stock supplies, make charts, run errands, discharge patients, provide comfort visits to patients and help the staff as requested. This area involves direct patient contact.

SURGERY WAITING ROOM HOSPITALITY:

Volunteers provide customer service for guests in the waiting room area while there loved one are in Surgery. Responsible for following up on patients' status. Provides hot beverages for guests.

WOUND CARE:

Volunteers assist staff with office work and run errands.