March 2018

Dear Applicant and Parent/Guardian,

Sentara Norfolk General Hospital & Sentara Heart Hospital are opening their junior volunteer program to students who will be entering high school in September, 2018 and are at least 14 years old. This year will be an exciting year with the expansion and opening of the new towers. Due to the construction and the big changes we will not be taking as many juniors as we have in the years past. Consideration will be given to previous juniors for the summer of 2018. Applications will be accepted beginning March 9, 2018. Applications must be received by March 21, 2018 by 4:00 pm.

Students will begin volunteering the week of June 25, 2018, and will conclude the week of August 10, 2018. The program requires one shift per week in either either a four or eight-hour block. We understand you may have busy summer plans; please take those into consideration when agreeing to join the Junior 2018 team. Continued absences, greater than 3, will lead to termination from the program.

Attached is the application to complete for consideration. Unfortunately, we are not able to accept applications online. Please email as directed or deliver to the Volunteer Office or Kaufman information desk by 4:00pm on March 21, 2018. The application package requires the following:

- **Recent Report Card** – attach copy and return with packet
- **Parental Consent** – complete and return with packet (attached)
- **Consent for Photography** – signed by parent/guardian and return with packet (attached)
- **Tuberculosis (PPD)/X-Ray** – attach copy of record with packet
- **Vaccination Record** – attach copy of record with packet
- **7 Online Education test and Orientation training** - return all training and tests with packet

You will be notified of your acceptance via email so please make sure it is current. If selected, there will be a mandatory orientation for you and your parent/guardian on Sunday, June 4th from 3:00-5:30PM at Sentara Norfolk General Hospital. Parking available in garage A, please bring ticket for validation.

E-Mail to snghvolunteers@sentara.com or hand deliver application packet:
Sentara Norfolk General Hospital, Volunteer Services, 600 Gresham Drive Norfolk, VA 23507

“Volunteering is perhaps one of the greatest opportunities we as individuals will ever experience. It is one of the most beautiful compensations of this life that no man can sincerely try to help another without helping himself.”

Completed by Sentara Norfolk General Hospital Only:

Date Received | Reviewed by | Accepted
APPLICATION FOR NEW JUNIOR VOLUNTEER PROGRAM

This is a Word document and adds any necessary space as you enter your information. Completed form must be returned by mail or delivered to Sentara Norfolk General Hospital, Junior Volunteer Program, 600 Gresham Drive, Norfolk, VA 23507.

Date of Application: ____________
Name: _____________________________________________________________
Address: __________________________________________________________________
Telephone: (Home) ________________________ (Cell) _____________________
Email Address: __________________________________________________________________
Emergency Contact Name: ________________________________________________
Emergency Contact Telephone: __________________________________________________________________
Gender: _____ Male _____ Female
Birth date: ________________________
SSN:___________________ (if TB screen is needed at our Occupational Health dept.)
Grade entering fall of 2018: ______________________________
High School: __________________________________________________________________
(Please attach the most current report card or unofficial)
Polo Shirt Size: (for uniform) ________________________________

Career Goals: 
School and Other Extracurricular Activities:

Interest and Hobbies:

Other volunteer experience: (include organization’s name, dates of volunteering and description of duties)

List three positive qualities:

List three personal goals with support your career goals:
Please provide any health considerations/concerns that include any conditions that may necessitate special assignment:

Transportation Arrangements: (how will you get to and from your assigned shifts?)

**List Two References:** (no relatives please)

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Name: _____________________________________  Address: _____________________________________
Phone: _____________________________________  Email: _____________________________________

I certify that the information contained in this application is true to the best of my knowledge and, further, that any statement herein may be verified without causing liability to Sentara Norfolk General Hospital & Heart Hospital. I understand that my application must be received by April 04, 2017 no later than 4pm. Both signatures are REQUIRED.

Date: ______________  Signature of Applicant: ____________________________________________

Date: ______________  Signature of Parent/Guardian: ______________________________________

**E-Mail to snghvolunteers@sentara.com or hand deliver application packet:**

Sentara Norfolk General Hospital, Volunteer Services, 600 Gresham Drive Norfolk, VA 23507
Sentara Norfolk General Hospital / Sentara Heart Hospital

Junior Volunteer Program

Consent Form

Date: ________________

Junior Volunteer Name: _____________________________

JUNIOR CONSENT

I certify the information on my online application is true in all respects. I understand that if any information is found to be false, I am subject to dismissal without notice. Additionally, I understand that I am required to be compliant with Sentara Healthcare policies, procedures, and requirements at all times and that I may be dismissed from the program if I do not remain in compliance.

________________________________________________________________________________________

Junior Volunteer (Signature)                                      Date

Parent/Guardian Consent (completed by parent/legal guardian)

I, __________________________, give permission for ________________
(Parent or Legal Guardian)     (Junior Volunteer)

To participate in the Sentara Healthcare Junior Volunteer Program at Sentara Norfolk General Hospital/Sentara Heart Hospital.

Emergency Contact Info

Name: _____________________________

Relationship: _______________________

Phone Numbers: _____________________________

Email Address: __________________________
Consent for Photography/Videotaping/Interview
(For Media, Public Relations, Marketing, and Educational Purposes)

Date: __________________

Position: Volunteer

Name (print): ______________________________________________

I consent to interviews, photographs or videotapes of me or my family member(s), that may disclose personal health information, for use by Sentara Healthcare and released to other organizations or news outlets.

I understand and agree that these images and interviews may be used in the news or by the named organization for purposes of education, promotion, public relations and/or marketing and that they may appear in print, on television or radio broadcasts or on the internet.

I release Sentara Healthcare from any and all liability which may arise from the use of these photographs, videotapes or interviews and I will not request payment for the use of my image or interviews.

I understand that signing this authorization is strictly voluntary and that I may revoke it at any time.

However, I acknowledge that any interviews or images for which I consented prior to revocation may already be in the public realm and not retrievable.

_____________________________________________________                               _______________
SIGNATURE (OR SIGNATURE OF GUARDIAN IF A MINOR UNDER 18 YEARS OLD)                    DATE

Person responsible for photo shoot / videotaping / interview session

Volunteer Services

SNGH/SHH
Interview - You can complete this packet prior to acceptance into the program, however, acceptance is not decided until after the interview. Interviews will take place on either March 22- March 30th between 7:30am-4:30pm. On the day of your interview, park in the Visitor Garage A, enter at the Kaufman Entrance and ask for directions to the Volunteer Office, which is across from the coffee shop on the 1st floor.

Commitment – The Junior Volunteer Program will run from June – August 2018. Volunteers are guaranteed one scheduled 4 or 8 hour shift per week (we have a limited number of 8 hour shifts). The volunteer is committed to work Shifts are available Monday-Friday, 9am-1pm, 1pm-5pm, or 9am-5pm. Please make sure you know your summer volunteer availability at the interview.

Parental Consent – complete and return with packet (attached)
Recent Report Card – attach copy and return with packet
Consent for Photography – signed by parent/guardian and return with packet (attached)
This form is optional – if the volunteer would prefer not to be photographed, write decline in the signature section.

Tuberculosis (PPD)/X-Ray – attach copy of record with packet
Junior volunteers are required to show documentation of a negative PPD test completed and current for the following year. Attach a copy of the negative PPD test and return with packet. If this is a hardship, please contact the Volunteer Office or tell us at your interview to schedule an appointment with our Occupational Health Department.

Vaccination Record – attach copy of record with packet
Proof of vaccinations: Measles, Mumps and Rubella (MMR), Varicella (or a history of Chicken Pox), and TDAP

Online Education and Orientation- return tests with packet
http://www.sentara.com/Employment/Pages/RequiredCourses.aspx
Volunteers must review the PDF labeled Orientation & Annual training for Non-Sentara Staff. Type in your information, select continue, review information, save, and print. In addition, volunteers should complete seven (7) online modules. The modules include: Annual Training-Basic Safety; Hospital Accident Prevention; Annual Training-Bloodborne Pathogens; Medical Response Team; Preventing Workplace Violence; Special Communication Services; and Radiation Safety. You must score at least 80% to pass. Once you receive the score, click the print results button, enter your name, and print the test. Attach only page one of your test. If you have any issues with printing the tests, you can do a screen shot and print. This website is typically not compatible with Macs. If you find the website is running slow, it may be due to the number of people trying to access the site, please attempt at a different time.

Photo ID Badging and Uniform – bring $10 cash to the interview for your uniform purchase

Orientation – Required to attend
Sunday June 4th from 3:00pm-5:30pm, by invite only
Wear your red volunteer polo with khaki or back pants to orientation. Park in the Visitor Garage A, come in through the Kaufman Entrance and ask for directions to the Volunteer Office. Bring your parking ticket.