



## JUNIOR VOLUNTEER SUMMER PROGRAM – 2019

**Dear Prospective Student Volunteer,**

Thank you for taking interest in our Summer Program and we hope that if you are selected, you will have a great learning experience with us at Capital Health. The Junior Summer Program is an 8 week program designed for students ages 15 or older with the goal of teaching about having compassion for others while providing educational information and a behind-the-scenes look at health care careers.

### **Requirements for the Summer Program -**

- A. **Eligibility Age** - 15 to 18 years. Student should be 15 years at the time of the program orientation.
- B. **Time Commitment** - A junior volunteer commitment of at least 64 hours within a span of 8 weeks is mandatory. You can choose to volunteer for 1 shift of 8 hours or 2 shifts of 4 hours per week.

If you can commit to the program requirements **only then** proceed to complete the application process-

### **Application Process**

1. Complete the **Junior Volunteer Application Form** (online only) – Please make sure all current contact information is updated here, as we will use this information to send documents and updates. **The applications must reach us no later than Apr 12<sup>th</sup>, 2019 4.00pm** to be considered for the program.
2. **Welcome Email** - Once we receive your completed ***Application Form*** on line, we will send you a welcome email with the following documents that you need to fill and submit –
  - a) **Reference Letter** - This must be completed and signed by your High School guidance counselor.
  - b) **Junior Volunteer Agreement & Parental Consent Form** - Must be completed & signed by student and parent/guardian.
  - c) **Authorization for Capture and Use of Images Junior Volunteers** - Must be completed & signed by student and parent/guardian (for the use of your picture for our newsletter).
  - d) **Junior Volunteer Health Screening Form** - Must be completed & signed by the Physician and then submitted. All students have to take 2 TB tests. Note: 2 TB tests must be taken 1-3 weeks apart. Every TB test gets read between 48 – 72 hours.

3. Schedule and complete **Interview** by deadline provided in the welcome email. It is your responsibility to call or email to schedule the interview once you have received the welcome email.
4. Receive your **Confirmation** – This is the confirmation that you have been selected for the program. Applying to the program doesn't guarantee a place in the program. Students with incomplete documentation will not be considered for the program.
5. Attend the **Orientation Program** - Attendance is mandatory and only for students selected for the Summer Program. The orientation will be at both our hospitals and you can choose to attend at any one of the locations. More information will be emailed separately at a later date.
6. **Uniforms** – Once you are accepted for the program you will receive emails with details about the orientation and uniforms. All Junior Volunteers have to wear their uniforms and badges while they are in the hospital volunteering. Polo shirts will be provided at orientation for a cost of \$20.00. Payment can be made ONLY by check made out to Capital Health.
7. Ready to **start volunteering** – You will receive your badges, department contact information and uniforms at the orientation and you will be ready to start volunteering per your schedule.

Please save all the forms from the welcome email onto your computer with your full name as a suffix to the filename and should be emailed to us in the same format and with your full name in the subject line of the email too. You can choose to type in all fill-able information into the forms; once signatures are completed, delivery options include:

- I. **Scan and email** to [volunteer@capitalhealth.org](mailto:volunteer@capitalhealth.org)
- II. **Drop off** at our office – Capital Health Medical Center – Hopewell, Volunteer Services Department. Address - 1 Capital Way, Pennington, NJ 08534.
- III. **Fax** to 609-537-6076.

An application is considered **complete** only when all 3 items (#1-2 –a, b, c, d) have been returned to Volunteer Services and #3 has been scheduled. It is your responsibility to keep track of what forms you have turned in and what forms you still owe us. We will contact you for next steps once we have your **completed Application** on file.

**Please note Returning Juniors:** If you are returning Junior (you have already volunteered with us during the last summer) please **do not** re-apply; you will be contacted to submit your forms separately.

### **Important Dates**

**Applications Accepted:** February 12 – April 12, 2019 (by 4 pm)

**Orientation:** June 27 or 28, 2019

**Service Commitment:** July 8 - August 30, 2019

## **Additional policies and guidelines:**

- Students are expected to serve for the entire Summer Program of 8 weeks. Attendance during this program will affect future placements.
- Applications will be processed on a first come, first serve basis, based upon when we receive your **completed Application Forms**. Placements are determined based upon your Application Number, your availability, the priorities of the healthcare system, and the needs of the departments.
- We will make every attempt to find an appropriate placement for each applicant; however we cannot guarantee a volunteer position due to volunteer availability, suitable available positions, and number of applications received. There is no option to be placed on the wait list.
- We do offer the option to select the volunteer location between our two hospitals but we cannot guarantee that you will get only what you have selected. This could change based on the volunteer availability, suitable available positions, and number of applications received.
- We believe in “**Go Green**”, hence we will communicate predominantly via email and occasionally via phone. We will use the email address and phone number(s) you provide on the application; it is your responsibility to contact us to update any personal contact information.

We hope that you not only have a great informative experience but you also take this opportunity to make new friends, learn new things, help others and have a wonderful time at Capital Health.


We look forward to having you join our volunteer family.

Sincerely,

### **Volunteer Services Team**

Dipti Padliya, Manager  
Dorothy Wirth, Department Secretary

**For more information, please contact the Volunteer Services Department at Capital Health.**

 : 1-609-303-4023     : [volunteer@capitalhealth.org](mailto:volunteer@capitalhealth.org)