



Requirements for the Summer Program

- Eligibility Age: 15 to 18 years (student should be 15 years at the time of the program orientation)
- Commit to entire length of program and consistent attendance
- Understand the Junior Volunteer Summer Program Application and Onboarding process
- Submit the Junior Volunteer Summer Program application form
- Submit reference letter
- Submit Junior Volunteer Health Screening form
- Schedule and complete your interview by deadline provided in the welcome email
- Receive your volunteer placement confirmation
- Attend the orientation program
- Ready to start volunteering!

Returning Juniors - If you are a 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.

Application and Onboarding 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.

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 or teacher.

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 or provide proof of immunization. All students have to take a TB test - Quantiferon (a bloodwork to check for exposure to TB), complete COVID vaccination and provide immunization records.

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.

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.



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.