

The Ohio State University Wexner Medical Center College Volunteer Program

Summer Semester new volunteer **registration** will be held in the first floor auditorium of Davis Heart and Lung Institute (473 W. 12th Avenue) on:

- Wednesday, April 22, 2015 from 8 a.m. – 4 p.m. **and**
- Monday, May 11, 2015 from 8 a.m. – 4 p.m.

Both of these registration days are for undergraduate students interested in volunteering Summer Semester at Ohio State's Wexner Medical Center. Registration will take about 15 minutes.

Please note:

- **Know your class, work, and extracurricular activity schedules so you can accurately list your availability for volunteering.**
- **To save time on registration day, you can print and complete the registration form ahead of time. It is last page of this document.**
- **Volunteering for Summer Semester runs from Tuesday, May 26 – Friday, July 31.**

What is required to volunteer?

- A sincere desire to provide service to patients, visitors and staff of Ohio State's Wexner Medical Center.
- Must be at least 18 years of age on registration date, unless you are an OSU student.
- A commitment to volunteer for the same two to four-hour shift weekly. Most volunteer positions are available Monday through Friday between 7 a.m. and 7 p.m. Limited evening and weekend shifts ranging from 5 a.m. to midnight are available.
- If you receive a position, you must successfully complete a criminal background check and attend college volunteer orientation – no exceptions. These will be conducted on Sunday, May 17 (see details on the next page).
- Purchase a volunteer uniform - \$22 + tax
- During flu season, October 1 through March 31, volunteers must comply with the Medical Center flu policy.

Where are volunteers placed?

Assignments are with University Hospital, Ross Heart Hospital, University Hospital East, OSU Harding, Dodd Rehabilitation Hospital and ambulatory sites. Volunteers may be supporting staff or interacting with visitors and patients. We understand that students want to volunteer in areas directly related to their major, however, new volunteers will be accepted and placed to fill the priority needs of the Medical Center. Returning volunteers have a greater opportunity to select their assignment. Typically there are more students interested in volunteering than our program can accommodate. To give every student an equal opportunity, we randomize all applications before making placements and there is no advantage to arriving early in the registration day and no penalty for arriving later in the day (as long as you arrive by 4 p.m.). Volunteers with greater availability are more likely to be placed.

- **For Summer Semester, we have a particular need for students with cars who are willing to drive to University Hospital East and our ambulatory sites.**
- **If this is your third time registering to volunteer (you have not received a placement before) please let us know when you turn in your registration on registration day.**



THE OHIO STATE UNIVERSITY

WEXNER MEDICAL CENTER

Following registration, the required Criminal Background Check and New College Volunteer Orientation for students who receive an assignment will be held:

- Sunday, May 17, 2015

Students who receive an assignment will be notified. Full details of the background check and orientation, including location, will be provided to students who receive an assignment.

The criminal background check and new college volunteer orientation are required. If you cannot attend these events at the time indicated, you should not register to volunteer for Summer Semester 2015.

Criminal Background Check

If you receive an assignment, you will be required to complete a criminal background check on Sunday, May 17, at the assigned time below according to your last name:

8 a.m.	A – B
9 a.m.	C – E
10 a.m.	F – J
11 a.m.	K – L

Noon	M – O
1 p.m.	P – R
2 p.m.	S – T
3 p.m.	U – Z

If you can not attend during your assigned time, plan to arrive at 7 a.m. You must bring the following items with you to complete the background check:

- Photo identification
- Proof of your full and complete 9-digit Social Security Number (such as original or copy of your Social Security Card or any university/government/bank issued document that shows your full SSN). For international students without a SSN, your Student Visa is accepted.

Gather your documentation now so you'll be ready if you receive an assignment.

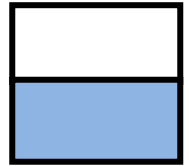
Orientation

If you receive an assignment, you must also attend college volunteer orientation on Sunday, May 17, 2015 from 4 – 6 p.m. (attendance for the full 2 hours is required).

Questions?

For questions call (614) 293-8653 or email High-Thomas.1@osu.edu

The Ohio State University Wexner Medical Center College Volunteer Program **Registration Form**



Please PRINT Clearly

Name: _____
Last First Middle

College/University-issued email address: _____ Cell phone: _____

Date of birth: _____ Are you under 18? (circle): Yes / No Gender: Male / Female

Have you ever volunteered/observed at the Medical Center/James before? Yes/No If yes, when _____

Have you applied twice before and NOT received an assignment? Yes / No

Why do you want to volunteer at the Medical Center? _____

Currently enrolled and attending: OSU _____ Other _____ Year: 1st 2nd 3rd 4th

Academic course of study: _____

Do you speak any language other than English fluently? If so which one (s) _____

Emergency Contact: _____
Name Relationship Phone

Do you have a car? Yes / No Are you willing to volunteer off-campus? Yes / No

Volunteers will only be assigned ONE 3-4 hour shift at the same day and time each week. For each day below, please give us your broadest availability between 5 am and Midnight. Please note:

- We are not asking you to give us a specific shift, but rather broad times from which we can select a shift.
- The more availability you list, the more likely you will be placed.
- Please do not list times you are in class, studying, working and doing extra-curricular activities, etc.

Mon	
Tue	
Wed	
Thu	

Fri	
Sat	
Sun	

Some positions require additional training. To be considered for these positions, please check any of the following dates and times that you are available.

_____ Tuesday, May 19, 4:30 – 6:30 p.m. _____ Wednesday, May 20, 4:30– 6:30 p.m.

Sign below, indicating that you have read, understand and can attend the Background Check and Volunteer Orientation on Sunday, May 17, 2015.

Signature: _____ Date: _____

(DO NOT COMPLETE SECTION BELOW - FOR OFFICE USE ONLY)

Volunteer Activity _____ Day _____ Time _____