

# The Ohio State University Wexner Medical Center College Volunteer Program

**SPRING SEMESTER NEW VOLUNTEER REGISTRATION**  
**ONE DAY ONLY: MONDAY, JANUARY, 12, 2015; 8:00 AM – 4:00 PM**  
**ROSS HEART HOSPITAL AUDITORIUM**

This one-day registration is for undergraduate students interested in volunteering Spring 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.**
- **All students must bring documentation of receiving an annual flu vaccine in order to register to volunteer.**
- **To save time on registration day, you can print and complete the registration form ahead of time. It will be available as page 3 of this document on January 1.**

**Please note: volunteering for Spring Semester runs from Monday, February 2 – Monday, April 27.**

**What is required to volunteer?**

- Sincere desire to provide service to patients, visitors and staff of The Ohio State University Wexner Medical Center.
- Commitment to volunteer for the same two to four-hour shift weekly. Most volunteer positions are available Monday – Friday between 7 a.m. – 7 p.m. We have limited evening and weekend opportunities ranging from 5 a.m. to midnight.
- If you receive a position, you must successfully complete a criminal background check and attend college volunteer orientation. These will be conducted on Sunday, January 25 – see details on next page. Both are mandatory – no exceptions.
- Purchase a volunteer uniform - \$22.00 + tax
- Prospective volunteers must bring documentation of having received the flu vaccine in order to volunteer.

**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/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. Therefore, 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 4:00 p.m.). In addition, volunteers with greater availability are more likely to be placed.

- ***For Spring 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.***



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# College Volunteer Program Required Criminal Background Check and New College Volunteer Orientation Sunday, January 25, 2015

THIS INFORMATION IS BEING PROVIDED TO HELP STUDENTS DECIDE IF THEY SHOULD REGISTER FOR A VOLUNTEER ASSIGNMENT FOR SPRING SEMESTER 2015. 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 SPRING SEMESTER 2015.

**FULL DETAILS, INCLUDING LOCATION, WILL BE PROVIDED  
TO STUDENTS WHO RECEIVE AN ASSIGNMENT.**

## **Criminal Background Check:**

If you receive an assignment, you will be required to complete a criminal background check on Sunday, January 25, at the assigned time below according to your last name:

7:00 a.m. Alternative for anyone who cannot attend at their assigned time

8 a.m.	A-B	Noon	L-M
9 a.m.	C-D	1 p.m.	N-R
10 a.m.	E-G	2 p.m.	S-T
11 a.m.	H-K	3 p.m.	U-Z

If you receive an assignment, you must have photo identification AND proof of your Social Security Number for the criminal background check. Proof of your Social Security Number can be any of the following: Social Security Card, copy of your Social Security Card, any university/government/bank document that shows your **FULL, complete 9-digit Social Security Number.**

For international students without a SSN, the student Visa is accepted.

***Use this time to gather this documentation so you'll be ready if you receive an assignment.***

## **College Volunteer Orientation:**

If you receive an assignment, you must attend college volunteer orientation on Sunday, January 25, 2015 4:00 p.m. – 6:00 p.m. (attendance for the full 2 hours is required).

### **Please note:**

**Do not attend the criminal background check and college volunteer orientation unless you are assigned a position.**

For questions call (614) 293-8653 or email [Margaret.high-thomas@osumc.edu](mailto:Margaret.high-thomas@osumc.edu)



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