

## High School Student Volunteer Application Process

Dear Prospective Student Volunteer:

Thank you for your interest in our High School Student Volunteer Program at CentraState Healthcare System. To quote Aesop, “No act of kindness, no matter how small, is ever wasted.” We have a fabulous High School Student Volunteer Program for young adults. Our student volunteers have diverse opportunities to explore and gain knowledge of the healthcare field as well as practice valuable leadership and transferable skills that will benefit their development and learning. (Note: Our volunteer program does not include shadowing/direct physician contact).

We invite young adults who are at least 14 years of age and actively attending high school (in 9<sup>th</sup> grade) to join us. (The summer preceding high school is not applicable). We accept new student applications twice a year for the Spring and Summer sessions.

### Steps required to begin volunteering:

1. Complete the on-line **Volunteer Interest Form** (link available on line).
2. Review the **High School Student Volunteer Application Process** (available on line).
3. Complete **High School Student Volunteer Application** within the specified timeline.  
(Emailed to the address you provided in your Interest Form).
4. Schedule and complete **Phone Interview** by deadline provided in email.
5. Attend **Mandatory Volunteer Safety Orientation** in its entirety.
6. Receive your **Flu Vaccine** & provide documentation to Volunteer & Guest Services.
7. Receive your **Volunteer Placement** confirmation (not guaranteed).
8. **Begin to volunteer!**

Once we receive your completed **Volunteer Interest Form** on line, we will email you the **High School Student Volunteer Application** (PDF) to complete. Please **type into the fillable forms**. Print forms for signatures (you, parent/guardian, doctor). Once all forms are completed and signed, delivery options include: 1) scan and email (PDF/Jpeg) to [volunteer@centrastate.com](mailto:volunteer@centrastate.com), 2) drop off in person, 3) send via U.S. Mail, 4) fax to 732-303-3826.

**High School Student Volunteer Application** includes:

1. **Student Volunteer Info Form**
2. **Short Answers**
3. **Parent/Guardian Consent** (Student & Parent/Guardian signatures)
4. **Expectations & Guidelines** (Student & Parent/Guardian signatures)
5. **Guidance Counselor/Teacher Recommendation** (Counselor/Teacher signature required/emailed from her/him)
6. **Student Volunteer Health Clearance Form** (Physician’s signature required)  
(Must be completed by Physician -- Note: **2 TB tests** must be given 1-3 weeks apart)

Forms #1-4 must be turned in at the same time. Since additional information and signatures are required for the **Student Volunteer Health Clearance Form** and the **Guidance Counselor/Teacher Recommendation**, these forms may be delivered separately. **An application is considered complete only when all 6 items have been returned to Volunteer & Guest Services.** It is **your responsibility** to keep track of what forms you have turned in and what forms you still owe. We will contact you for next steps once we have your **completed Application on file**. Please note: If you are/were a volunteer with CentraState and have completed Orientation, you **do not** need to re-apply.

**Only complete applications will be processed and considered.**

**Dates & Deadlines: Please contact the office for specific dates and deadlines.**

<p><b>Spring Session 2020</b>  <b>Applications Accepted:</b>            9/9/19 - 11/22/19 (by 4pm)</p> <p><b>Orientation:</b> 1/11/20 or 1/20/20            (Snow 1/26/20)</p> <p><b>Service Commitment:</b> 2/10/20-6/28/20</p>	<p><b>Summer Session 2020</b>  <b>Applications Accepted:</b>            2/10/20 - 4/3/20 (by 4pm)</p> <p><b>Orientation:</b> 5/2/20 or 5/17/20</p> <p><b>Service Commitment:</b> 6/29/20-9/7/20</p>	<p><b>**Fall Session 2020</b>  <b>Service Commitment</b>            9/8/2020-2/2021</p> <p><i>** For returning students only</i>  <i>** No New Applications Accepted</i></p>
--	---	--

*Please note: Students are expected to commit to serving for the **entire volunteer session**.*

**Additional Policies:**

1. Students are expected to serve for the entire Student Volunteer Session for which they have been accepted (Summer, Fall, or Spring), where they will serve a consistent schedule -- 1 day a week for a 4 hour shift. Attendance during specific sessions will affect future placements.
2. 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.
3. While we will make every attempt to find an appropriate placement for each applicant, we cannot guarantee a volunteer position due to volunteer availability, suitable available positions, and number of applications received.
4. If we receive more applications than the number of positions we have available, you have the option to be placed on the Active Wait List **\*only** when all steps have been completed to volunteer. *\*No exceptions. (No Summer Wait List).*
5. In order to be more environmentally conscious, we will communicate predominantly via email and occasionally via phone and instead of U.S. Mail, unless a special request is made. 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.

I hope that your volunteer commitment at CentraState Healthcare System will be fulfilling and educational. If you have any questions, please contact us 732-294-2622 or [volunteer@centrastate.com](mailto:volunteer@centrastate.com). We look forward to having you join our community.

Sincerely,

Your Volunteer & Guest Services Team  
*Nanette D. Spedden, MS, Director*  
*Shrabanee Shah, Volunteer Coordinator*