



Dear Volunteer Applicant,

Thank you for your interest in volunteer opportunities with Antelope Valley Hospital (AVH). We are proud of the compassionate service our volunteers provide to our patients, visitors and staff. Please carefully review the enclosed applicant materials, as it will be your source of general information regarding your volunteer experience at our hospital.

As a volunteer you will have the opportunity to learn from this introduction to an environment of commitment and responsibility. You will gain valuable work experience for college, resume, and employment applications and accrue the volunteer hours needed to meet school or community service requirements.

Volunteering can be fun, but it is also a serious commitment. A minimum commitment of 100 hours of service over a six month period is required (eight months for our Teen Volunteers). Therefore, offer your services only if you intend to do your best, have the time and ability to do so, and can accept guidance and supervision with enthusiasm.

Once your application and necessary paperwork have been reviewed you will be contacted regarding an interview.

Please complete and return the enclosed forms. If there are any questions, please feel free to call the volunteer department at (661) 949-5105.

Sincerely,

Sheila Swangler
Director, Volunteer Services
Encl.: application

Volunteer Program Eligibility and Requirements

The following items must be met in order to participate in our Volunteer Program or Teen Volunteer Program. Please review them carefully, and Teen Volunteers please share this with your parent(s) or guardian(s).

- To participate in the program you must be a minimum of 18 years of age. Teens may be 14 to 17 years old – this is subject to current hospital policy and may be limited to 16 to 17 year olds.
- You are required to complete the Volunteer Pre-Application and return it to the volunteer department.
- Teen Volunteers may only serve between the hours of 8 a.m. to 8 p.m.
- Teens must provide a current report card prior to placement, and every semester thereafter to show that they have acceptable citizenship and maintain a minimum of a 2.5 grade point average to participate.
- **You must be able to maintain a regular schedule of at least 4 hours per week for 6 months or more. Teens 3 – 4 hours per week for 8 months or more.** We cannot accept volunteers who are not able to volunteer for the minimum amount of required time. We will provide, at your request a report of your hours for school or any other community service requirement, **once you have completed the minimum requirement of 100 hours or more.**
- **Hour reports, time verifications, and any other written letters must be requested 72 hours prior to date needed.**
- Volunteer services are donated to Antelope Valley Hospital without contemplation of compensation or future employment and are given for humanitarian or charitable reasons.
- Volunteers are not to accept tips or gifts from patients and visitors.
- We do not place individuals in volunteer service to be trained for paid positions.
- Volunteers are not to approach staff or supervisors during their volunteer shift looking for employment.
- Applicants are obligated to notify Volunteer Services if they have been convicted of a criminal offense.
- Volunteers must have the ability to keep patient information, conversations, and observations confidential.
- Volunteers must demonstrate willingness to help staff, patients, visitors, physicians, and other volunteers whenever possible.
- Volunteers must have the ability to use good judgment in unusual circumstances.
- Volunteers must have strong communication and English grammar skills to be able to communicate with patients, visitors, staff, and supervisors. Volunteers in all areas must be able to communicate in a clear, understandable, and courteous manner.
- Volunteers are expected to address any problems related to volunteer activities with the department supervisor and, if unsuccessful, attempt to resolve any such problems with the Director of Volunteer Services.
- Volunteers must be reliable. If unable to be present, call your assigned supervisor and the Volunteer department with as much notice as possible, preferably three hours before beginning your shift. A Volunteer will be removed from the program for missing more than four (4) shifts with unexcused absences.
- Volunteers are responsible to update the Volunteer office with changes to contact information and are responsible for reading notifications sent via the online check-in system.
- Volunteers may be required to withstand long periods of walking and standing.
- You must be in good general health. All volunteers must have TB clearance from our Employee Health Department before starting as well as on an annual basis.

- You will be required to wear a volunteer uniform. The uniform consists of a Volunteer smock, tan pants, and white tennis shoes. Hats, caps, bandanas, sweat pants, blue jeans, sandals and flip flops are not allowed.
- You are required to purchase your own uniform top from the Volunteer Department for \$25.00. All items of clothing and shoes must be neat and clean.
- Jewelry, artificial nails, nail polish, and perfume or cologne may not be permitted in some departments.
- Volunteers engaged in inappropriate behavior; i.e. horseplay, using foul language, gossiping, using cell phones during service times, and other discourteous behavior may be immediately dismissed from the program.
- You will be issued a photo identification badge at the beginning of your volunteer service. The badge must be worn attached to the collar of your volunteer shirt and must be visible at all times while you are on volunteer duty.
- Volunteers are required to attend an initial orientation and annual in-service trainings.
- The ID badge is hospital property and you are required to turn it in once you stop volunteering or before going on any type of leave of absence.
- Not all applicants will be considered for volunteer positions. Placement is not guaranteed.
- Space is limited, department of choice is not guaranteed, and volunteers must agree to serve in areas of greatest need for the hospital. Once placement in a department is made, changes may not be requested for three months, are not guaranteed, and must be approved by the Director of Volunteer Services.

The above requirements must be met in order for you to participate in the volunteer program at Antelope Valley Hospital. Applicants who do not comply with these requirements, or who return incomplete information will not be invited to participate in the program.

Additionally, your status as Volunteer may be rescinded at any time if you fail to follow the eligibility and requirements listed above, and those of the Volunteer Services Department. Your status may be rescinded for any other circumstances which could be harmful to the best interests of the medical center, and/or the volunteer program.

I have read and understood the Volunteer Program Eligibility and Requirements as stated above and agree to follow them in all aspects of my service to Antelope Valley Hospital.

Volunteer Signature

(If Teen Volunteer) I/We have read these requirements and agree to the above:

Parent or Guardian Signature

Parent or Guardian Signature



ANTELOPE VALLEY
HOSPITAL
A facility of Antelope Valley Healthcare District

ANTELOPE VALLEY HOSPITAL

Volunteer Pre-Application

APPLICANT INFORMATION							
(Check One) <input type="checkbox"/> Female <input type="checkbox"/> Male		Teen (14-15) <input type="checkbox"/>		Teen (16-17) <input type="checkbox"/>		Adult (18+) <input type="checkbox"/>	
Last Name		First		M.I.	Date:		
Street Address				Apartment/Unit #			
City			State			ZIP	
Phone			E-mail Address				

In order to evaluate your application and determine whether we will be able to offer you a place on our team, we would like to get to know you better. As you answer the questions below, please feel free to attach additional pages if needed.			
Are you willing and able to commit to 100 hours/6 months (8 months for Teens) of service to AVH?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, explain:
Are you willing and able to commit to a regularly scheduled 4 hour shift (3 hour for teens) each week?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, when?

Please share with us why you would like to volunteer at Antelope Valley Hospital.

Please describe a time when you have interacted with someone who was ill or injured. What were your challenges and successes?

If you have work or life experience, please share how it will help you succeed as a hospital volunteer.

VOLUNTEER EXPERIENCE			
Type of Activity:		Date:	
Duties:			
What did you like about it?			
What did you dislike about it?			
Type of Activity:		Date:	
Duties:			
What did you like about it?			
What did you dislike about it?			

DISCLAIMER AND SIGNATURE			
<u>Volunteer/Teen Volunteer Applicant</u>			
I hereby affirm that the information provided on this application is true and complete to the best of my knowledge, and agree to have any on the statements checked by the organization or its representatives. I understand that providing any false or misleading information or any omissions may disqualify me from further consideration as a volunteer and may result in my position being rescinded even if discovered at a later date.			
Signature:		Date:	
<u>Teen Volunteer Parent/Guardian</u>			
I hereby give my consent for my son/daughter to participate in the Teen Volunteer Program of Antelope Valley Hospital. I understand that my child must regularly fulfill the scheduled assignments in order to remain in the program. I will assume full responsibility for the required transportation to and from the hospital, and I agree to support the rules, requirements, and regulations of the volunteer program.			
Signature :		Date:	
Signature:		Date:	

PLEASE MAIL, FAX, HAND-DELIVER OR EMAIL COMPLETED FORM TO:

Antelope Valley Hospital Volunteer Services
 1600 West Ave. J, Suite 103
 Lancaster, CA 93534
 Office: (661) 949-5105 Fax: (661) 726-6014
volunteer@avhospital.org

please note that you will be contacted via mail with further instructions