

February 1st, 2021

Thank you for your interest in the **2021 Northern Light Eastern Maine Medical Center Student Summer Volunteer Program**. To be eligible for consideration, you must be a high school student entering freshman through senior year in the fall of 2021. Our application process is designed to be similar to applying for a job to give you experience in job search and interview skills. Please be mindful of the deadlines throughout the process. Due to the high volume of applications there are **no exceptions to deadlines**.

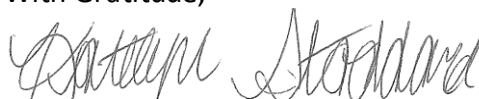
As you consider your application, please be aware that our program is very structured. You are expected to adhere to our attendance guidelines with minimal absences—your commitment to the program is crucial for its continued success. The time requirement is at least eight-hour day per week for the duration of the program and your schedule will be the same each week. Your volunteer day will be split into two shifts to allow for you to get ample exposure to the Medical Center during your time with us. Specific schedule questions and concerns may be addressed during your personal interview.

The application process is outlined below:

1. Return your completed application (along with two references - see #2) by **March 31st**. ***Please be sure all the requested parental/guardian signatures are provided.***
2. Arrange for two non-family member adults to provide a letter of reference – **one MUST be a teacher**. An email from your reference is also acceptable. ***Please note: you will not be scheduled for an interview until your application, including these letters, is complete. We have included a sample reference request form if you choose to use it.***
3. Once your application is complete, you will be contacted **by email** for a personal interview; they are typically scheduled during April vacation week, however other arrangements can be made as necessary. ***Please be certain to provide the best email address and check regularly – this is our primary means of communication.***

Thank you for your interest in volunteering at Northern Light Eastern Maine Medical Center. If you have any questions, please feel free to contact me. I look forward to hearing from you soon!

With Gratitude,



Katelyn Stoddard
Volunteer Coordinator
kstoddard@northernlight.org
(207) 973-7850

NEW STUDENT VOLUNTEER APPLICATION

NAME: _____ DATE OF BIRTH: ___/___/___

MAILING ADDRESS: _____ PHONE: _____

CITY/TOWN: _____ ZIP: _____ EMAIL: _____

HIGH SCHOOL: _____ ENTERING _____ GRADE IN FALL 2021

POLO SHIRT SIZE (for uniform): _____

Are you able to commit to 8 hours a week of volunteering for a minimum of 6 weeks?

Yes ___ No ___

Program dates are scheduled for June 21st through August 13th

Please explain why you want to volunteer and what you hope to gain or learn by volunteering.

Describe what you do with your spare time. Include your extra curricular activities, hobbies, and interests.

What are your future career goals?

Tell me about your current and past volunteer experiences (if applicable).

This program is highly competitive – tell us something that makes you different or more qualified than other applicants.

Dear Prospective Student Volunteer and Parent or Guardian,

Volunteering is a serious commitment at Northern Light Eastern Maine Medical Center. As a student volunteer, you secure the privilege to participate by signing our Student Volunteer Code. After reading the Student Volunteer Code below, please sign. A parent or guardian also needs to read and sign. Parents will be contacted if and when a violation occurs.

THE STUDENT VOLUNTEER CODE	AGREEMENT
<ul style="list-style-type: none">• I will respect all patients' rights to privacy.• I will strictly observe EMMC policies and procedures.• I will fulfill my time commitment to volunteering at EMMC.• I will groom myself in a manner befitting a health care team member.• I will keep my uniform neat and clean.• I will do my best to understand my duty and complete it to the best of my ability.• I will be courteous and report to those responsible if I am unable to fulfill my duties for any reason.	<p>I, _____ have read and agree to abide by "The Student Volunteer Code." I understand if I break this Code, I may lose my privilege to volunteer.</p> <p>Signed: _____ <i>Student Volunteer</i></p> <p>I, _____ have read "The Student Volunteer Code" and understand the commitment my Student is making and will support his/her volunteer service.</p> <p>Signed: _____ <i>Parent or Guardian</i></p>

PARENTAL CONSENT AND RELEASE FOR EMERGENCY TREATMENT	
<p>I, _____ hereby give permission for my son/daughter, _____, to volunteer at Northern Light Eastern Maine Medical Center.</p>	
<p>I understand that if an emergency arises, Medical Center staff will make every effort to contact:</p>	
Parent/Guardian: _____	at _____ <i>day phone</i> _____ <i>Email address</i> _____
Parent/Guardian: _____	at _____ <i>day phone</i> _____ <i>Email address</i> _____
<p>If the Medical Center is unable to reach the above individual(s), I further consent to the Medical Center taking appropriate emergency steps to safeguard the health and welfare of my son/daughter.</p>	
_____ <i>Date</i>	_____ <i>Signature of Parent or Guardian</i>

STUDENT VOLUNTEER OPPORTUNITIES

Please indicate 3 areas of interest with #1 as first choice

Placement is contingent upon departmental need and student volunteer availability.

There is no guarantee of placement.

_____ **VOLUNTEER SERVICES OFFICE:** This position is based out of the Volunteer Office and offers a variety of opportunities. You will learn excellent customer service, telephone skills and other office skills such as filing, mailings, collating, as well as run errands/deliveries. On Mondays, these volunteers also assist with delivering the EMMC weekly newsletter, the Currents, around the Medical Center.

_____ **OFFICE RELATED SERVICES:** These areas offer opportunity to assist administrative staff with varying clerical duties and responsibilities ranging from greeting patients to filing. You will gain office experience, insight to the professional environment and develop customer service skills.

_____ **PATIENT CONCIERGE:** Learn your way around the hospital in this position. You may deliver mail and/or flowers, escort patients and/or families, help with discharge escorts, assist visitors to their destination, and other important errands.

_____ **MATERIALS MANAGEMENT AND TRANSPORT:** Another opportunity to learn your way around the hospital. You may assist with a patient discharge, bed transports, collect wheelchairs and other equipment, unpack inventory supplies, make deliveries throughout the medical center, run errands, etc.

_____ **PATIENT AIDE:** Learn firsthand about the patient care environment by helping staff with non-clinical tasks. Tasks may range from visiting with patients to answering the nurse call to assembling charts. If you are interested in a specific department, note that here: _____.

_____ **GIFT SHOP:** You will learn the basics of a successful and busy retail shop with tasks ranging from inventory to cash register to stocking. Great preparation for an after-school job!

_____ **NUTRITION SERVICES:** There are three areas/opportunities. Please circle which area/s you're interested in: **Cafeteria** (retrieve trays, salad prep, bag food items, etc.), **Patient Food/ Hospitality** (tray delivery to patients, wrapping food items and silverware, assist with tray assembly, etc.)

_____ **STERILE PROCESSING:** Assist in non-processing duties. Learn about overall disinfection/sterilization process and its role in patient safety and the delivery of quality care.

_____ **LIBRARY:** Help assist with the rapid turnaround time of medical journals and articles to local, statewide, national, and international healthcare providers. Learn and/or observe daily operations of the medical library environment with tasks ranging from shelving medical journals, data entry and others.

SCHEDULE REQUESTS

- Student volunteers are required to commit a minimum of 8 hours of service each week of the program.
- Shifts are full days, 8 am to 4 pm, with a ½ hour lunch.
- Your schedule will be the same each week (*same time and same department*).
- Planned absences: This is an 8-week program. Students are required to be present a minimum of 6 weeks. If you have an unscheduled absence, the Volunteer Office will contact one of your parents/guardians by phone and/or email.
- **More than one unexcused absence may result in expulsion from the program.**
- Be aware that your availability may affect your acceptance into the program and/or your placement (department).

Please indicate here any anticipated summer commitments:

For example, any camp participation, planned family vacations, summer courses, etc. You may simply indicate “one week in July” if exact dates are unknown. **Please note: This information is not used to determine your schedule; this is only to determine acceptance into our program; specific scheduling needs will be addressed during your interview.**

Program participation requires a **minimum** of 8 hours per week. If you are interested in any additional hours each week, how many? _____

Do you have a day of the week that you prefer or works better for your schedule? If so, please explain.

Will you be coming to the medical center with an adult who is here certain hours or with another student? Please explain.

I certify that the responses on this application are true and to the best of my knowledge.

Student signature

date

NORTHERN LIGHT EASTERN MAINE MEDICAL CENTER
STUDENT VOLUNTEER PROGRAM
REFERENCE REQUEST FORM

Date

Dear

I am applying to participate in the Summer Student Volunteer Program at Northern Light Eastern Maine Medical Center. I am required to provide two letters of reference and would like you to write one for me.

For your convenience, I have provided you with a stamped, self-addressed envelope. Please mail your letter directly or you may email a copy of the letter to kstoddard@northernlight.org. Please be sure to note “*student volunteer reference*” in the subject line.

The letters need to be received by March 31st so I can schedule my interview. Thank you for your help, and I appreciate your willingness to write a letter on my behalf.

Sincerely,

Student Volunteer Applicant