

January 2024

Thank you for your interest in the **2024 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 2024.

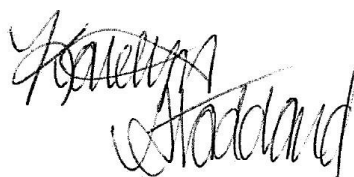
Our application process is designed to be like applying for a job to give you experience in job search and interview skills. Please be mindful of the deadlines throughout the process. Due to the high volume of applications, there are **no exceptions to deadlines or application expectations**. Incomplete applications & applications received after deadline will not be accepted or considered – this includes references not received.

As you consider your application, please be aware that 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 one eight-hour day per week for the duration of the program and your schedule will be the same from week to week.** 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.* **Please be aware that Northern Light is unable to access documents from the Google Drive, so letters will need to be emailed as PDFs.**
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 your personal email address and check regularly – this is our primary means of communication. We require all correspondence to be done directly with the student, however we will accept a secondary parental/guardian email to include in communications.**

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!



Katelyn Stoddard
Volunteer Coordinator
kstoddard@northernlight.org

NEW STUDENT VOLUNTEER APPLICATION

NAME: _____ DATE OF BIRTH: ____/____/____

PREFERRED PRONOUNS: _____ UNIFORM POLO SIZE (unisex, runs large): _____

MAILING ADDRESS: _____ PHONE: _____

CITY/TOWN: _____ ZIP: _____ EMAIL: _____

HIGH SCHOOL: _____ ENTERING _____ GRADE IN FALL 2024

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 24th through August 16th

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 may make you stand out among 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 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> <p>Parent/Guardian: _____ at _____ day phone Email address</p> <p>Parent/Guardian: _____ at _____ day phone Email address</p> <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> <p>_____ Date</p> <p>_____ Signature of Parent or Guardian</p>	

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.

_____ **DEPARTMENT ADMIN SUPPORT:** You will learn excellent customer service, telephone skills and other office skills such as filing, mailings, collating, as well as run errands/deliveries while assisting departments with various projects and tasks. On Mondays, these volunteers also assist with delivering the EMMC weekly newsletter, the Currents, around the Medical Center. May also assist with Passion Project tasks.

_____ **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. 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. 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:** Learn about overall disinfection/sterilization process and its role in patient safety and the delivery of quality care. Sort and deliver surgical instruments to ORs.

_____ **OTHER:** This list is a broad example of various opportunities but is not inclusive of all the roles we may have. Is there a department/role you are interested in that isn't listed here? Detail that here:

SCHEDULE INFO AND EXPECTATIONS

- Student volunteers are required to commit to a minimum of 8 hours of service during each week of the program.
- Shifts are full days, 8 am to 4 pm. Your schedule will be the same each week.
- This is an 8-week program. All students are required to be present a minimum of 6 weeks which correlates to 48 hours of service. **Incompletion of 6 weeks of service results in incompletion of program and ineligibility to return.**
- If you have an unscheduled absence, the Volunteer Office will contact one of your parents/guardians. **More than one unexcused absence may result in termination from the program.**
- **The Fourth of July & the last Friday of the summer are non-volunteering days and will count as one of 2 allowed excused absences.**
- *Be aware that your availability may affect your placement. For example, if your desired department only has an opening on Monday and Wednesday and you are only available Tuesday and Thursday, you will not be able to serve that 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 eligibility for our program; specific scheduling needs should be addressed directly with Coordinator.***

Program participation requires a **minimum** of 8 hours per week. If you are interested in any additional hours each week, how many? Must be in 4-hour increments. _____

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.

By signing this, I certify that I have read this application thoroughly before submission. Additionally, 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 aware that Northern Light is unable to access documents from the Google Drive, so letters will need to be emailed as PDFs. 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