Dear Student,

Before you know it, our 2019 Student Volunteer program will be underway. I hope you’re looking forward to it as much as I am!

Enclosed is the paperwork for you to participate in this year's program. As a returning student you are not required to attend an interview, however if you feel the need to discuss scheduling, placement, or have any questions, we can certainly set up a time. Please be certain to include a personal email address on your application (non-school based) and check it regularly for information.

Please be mindful when filling out the “schedule information” portion of your paperwork. I use this to help determine your summer schedule and in that space you should indicate if there are only certain days you are able (or not able) to volunteer (actually write out “I can only do Mondays & Tuesdays”, etc.). You are expected to adhere to our attendance guidelines with minimal absences—your commitment to the program is crucial for its continued success.

We encourage all returning students to consider applying for a student manager position. If you’ve thought about applying for a manager position, please understand the commitment involved if you are chosen, and let me know if you have any specific questions about the student manager role in the success of the summer program.

**You must return your completed paperwork by March 1st**

*Due to the high volume of new student inquiries, there is no exception to the deadline.*

Best of luck with the remainder of the school year! I look forward to hearing from you soon. As always, I may be reached by calling 973-7850 or by email at cabrown@northernlight.org. If you don’t intend to participate in the summer program this year, I’d appreciate an email to let me know.

Sincerely,

Carrie A. Brown
Student Volunteer Coordinator

Enclosures
RETURNING STUDENT APPLICATION

NAME: _______________________________ TODAY’S DATE: ___/___/___

MAILING ADDRESS: ______________________ PHONE: __________________

CITY/TOWN: ______________________ ZIP: _______ EMAIL: ______________________

HIGH SCHOOL: ______________________ YEAR OF GRADUATION: _____________

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 17-August 9

Please describe what you learned from your experience last year and what you hope to get out of the program this year (attach additional paper if necessary): ____________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

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.

_____ SERVICE HOTLINE/OFFICE: This position offers a variety of opportunities, either in the volunteer office or other areas of the hospital. You will learn excellent customer service, telephone skills and other office skills such as filing, mailings, collating, communications, and some computer work; food service, hospitality, and errand/deliveries are other additional tasks.

_____ SURGICAL SERVICES: Assist very busy outpatient surgery department in assuring excellent customer service to patients, their families, and visitors.

_____ PATIENT ASSISTANCE: Learn your way around the hospital in this position. You may deliver mail and/or flowers, escort patients, help with discharge escorts, guide lost people and do other important errands.

_____ THE FLOORS: 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. Please specify a department ________.

_____ GIFT SHOP: You will learn 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!

_____ OFF CAMPUS: This is a unique opportunity available at the Union Street Healthcare Mall. Most are clerical tasks and may also include limited patient contact in a hospitality role.

_____ 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.

_____ 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.
PARENTAL CONSENT AND RELEASE FOR EMERGENCY TREATMENT

I, ___________________________________________ hereby give permission for my son/daughter, ___________________________________________, to volunteer at Northern Light Eastern Maine Medical Center.

I understand that if an emergency arises, Medical Center staff will make every effort to contact:

Parent/Guardian: ____________________________ at ____________________________

Parent/Guardian: ____________________________ at ____________________________

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.

__________________________________________
Date

__________________________________________
Signature of Parent or Guardian

SCHEDULE INFORMATION

• Student volunteers are required to commit to a minimum of 8 hours of service during each week of the program.
• Shifts are full days, 8am to 4pm.
• Your schedule will be the same each week.
• 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.
• 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 particular department.

Please indicate here any anticipated summer commitments:
For example any camps, 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: If you are interested in any additional hours each week, how many? ________

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

- You will be expected to attend orientation (date/time to be determined)
- Deadline to reserve your spot is **March 1st**; due to the high volume of inquiries, there is no exception to this deadline

MANAGER POSITIONS

Each year returning students are invited to apply for the position of Student Manager. The manager role provides the opportunity to grow as a leader, to learn some of the responsibilities of a professional environment, and to serve as a mentor to other students. There are typically five or six managers selected based on past performance in the program, an interview, and availability. **Managers are expected to commit to at least one full day of service every week, although two is highly recommended.** Please indicate your interest by checking the box below.

☐

**Duties include:**
- Planning orientation, recognition, round table, bake sales, etc.
- Training other student volunteers as directed
- Communicating regularly with student volunteers (through daily rounds, during breaks, etc.)
- Scheduling, including securing coverage for absences during the summer
- Preparing correspondence throughout the summer

A NOTE ABOUT THE MANAGER ROLE:

*This is a demanding role that requires a commitment beyond the timeline of the actual program. Selected managers may expect to meet at least three times prior to orientation and at least once after the program concludes. Managers are expected to cover one another’s absences and will sometimes have different, but equally important, responsibilities. Though this is a serious commitment, it is fun too!*

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

_________________________  __________________________
Student signature                date

Volunteer Services  |  P.O. Box 404  |  Bangor, ME  04402-0404  |  cabrown@northernlight.org  |  (207) 973-7850