



Student Volunteer Application Process 2022-2023

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. The focus of this program is on learning and transferable skills; 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 9th grade) to join us. (The summer preceding high school is not applicable). All Volunteers are required to be vaccinated for Flu and *COVID+ Booster*. 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 provide in your Interest Form).
4. Schedule and complete **Phone Interview** by deadline provided in invitation email.
5. Attend **Mandatory Volunteer Orientation** in its entirety.
6. Receive your **Flu Vaccine (for Spring)** & 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 via attachment (PDF/Jpeg ONLY - do **NOT** send in Google Docs/Microsoft Teams) to volunteer@centrastate.com, 2) send via U.S. Mail, 4) fax to 732-303-3826. **No in person drop off.**

High School Student Volunteer Application:

1. **Student Volunteer Info Form**
2. **Short Answers**
3. **Expectations & Guidelines** (Student & Parent/Guardian signatures)
4. **Volunteer Service Agreement** (Student & Parent/Guardian signatures)
5. **Photo Release Form**
6. **Guidance Counselor/Teacher Recommendation** (Counselor/Teacher signature)
7. **Student Volunteer Health Clearance Form** (Physician's signature)
(Must be completed by Physician -- Note: **2 TB tests** must be given 1-3 weeks apart)

ALL Forms must be turned in at the same time. Incomplete applications will not be accepted. An application is considered **complete** only when all 7 items have been returned to Volunteer & Guest Services. 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.

Policies & Information

Dates & Deadlines

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| <p>Summer Session 2022</p> <p>Applications Accepted Only between: 2/7/22 - 4/1/22 (by 4pm)</p> <p>Student Orientation: (Choose ONE) Sat., May 14, 2022 ~ 8:30am-1pm Sun., May 22, 2022 ~ 8:30am-1pm</p> <p>Service Commitment: 6/27/22-9/5/22</p> | <p>Fall Session 2022</p> <p>**Return Students ONLY**</p> <p>Service Commitment: 9/6/22 - 2/5/2023</p> | <p>Spring Session 2023</p> <p>Applications Accepted Only between: 9/1/22 - 11/18/22 (by 4pm)</p> <p>Student Orientation: TBD</p> <p>Service Commitment: Feb. - June 2023</p> |
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*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 at the same location -- 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**. 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.
4. 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. We look forward to having you join our community.

Sincerely,

Nanette D. Spedden, Director

Short Answer Questions

Please type answers on a separate sheet of paper.

Note: Student Volunteer must answer questions personally.

- 1) Why are you interested in volunteering at CentraState?
- 2) Please list Community/Leadership Activities (School, community, volunteer, faith-based, etc...).
- 3) Please list any special skills (computer, music, language, etc...).
- 4) What do you feel you have learned/gained from the experiences listed above?
- 5) Please list any current, planned, or past employment if applicable.

**Only COMPLETE
Applications
will be processed.**