



Wesley VolunTeen Application

Thank you for your interest in volunteering! Please read each step carefully before submitting your application. If you have questions regarding the VolunTeen process, please call Volunteer Services at (316) 962-2100. We are open Monday-Friday from 8 a.m.-5 p.m.

Applications will only be accepted Monday, April 2-Friday, April 13.

Any application submitted after April 13 at 5 p.m. is late and may not be considered.

Applications can be dropped off in guest and volunteer services or mailed to:

Volunteer Services
550 N. Hillside
Wichita, KS 67214

VolunTeen Requirements

- Teen must be 15 years old by June 1, 2018 and have completed their freshman year of high school by the end of the 2017-2018 school year in order to be considered.
- Teen must have all paperwork submitted by Friday, April 13th at 5 p.m.
- Teen will be contacted in the following weeks to set up a time for an interview.

Please enclose the following in your application:

1. Information Sheet
2. Availability Sheet
3. A copy of school records showing your GPA from the previous semester
4. A letter of recommendation from a professional reference (teacher, advisor, job supervisor)
5. A copy of school immunization record as required by the Kansas School System, including booster for measles, mumps and MMR

VolunTeen Information Sheet

Name: _____

Address: _____

Your Email: _____ Phone: _____

Date of Birth: _____ Age: _____

School Attending Next Year: _____ Grade: _____

Parents' Names: _____

Parents' Phone Number(s): _____

Parents' Email Address: _____

What are your community affiliations (church, scouts, other organizations)?

Why do you want to volunteer in a healthcare setting? _____

By turning in my application, I understand that if accepted:

- I am responsible for arriving on time to my assignment. If I know I will be late or cannot show up to my assignment, I will let the volunteer coordinator know as soon as possible.
- I must come to my assigned shift with the correct uniform: red VolunTeen polo, khaki pants, closed-toed and closed-heeled shoes, a badge and a neat, clean appearance. If I wear jeans, shorts, leggings or anything that is not standard uniform, I understand that I will be asked to leave for the day.
- No dangling jewelry or facial jewelry permitted. Fingernails must be trimmed and neat.
- I cannot ask for a letter of recommendation unless I have given 30 hours of service to the hospital.
- I will not use my cell phone during my volunteer assignment, especially while I am in the presence of a patient, guest or employee.
- An annual flu shot is required and documentation must be on file in the Volunteer Services office if I volunteer from Nov. 1-April 1. Flu mist is not acceptable.
- Volunteering in a hospital setting means there is a slight risk that I may be exposed to an infectious disease. Precautions are discussed as a part of the orientation process, but as there is for all employees, there will be a risk and I agree to hold Wesley Healthcare harmless in case of exposure.

I understand that any violations of these standards may affect my ability to volunteer at Wesley.
I have read and abide by the previous statements of standards.

Teen Signature

Date

Parent Signature

Date

VolunTeen Availability Sheet

This sheet is to help us determine your availability during the summer.

Please check all that are applicable. During the summer, I am available:

<u>Day</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Morning (8:30 a.m.-12:30 p.m.)					
Afternoon (12:30-4:30 p.m.)					

Please Circle:

My preferred day is:	Monday	Tuesday	Wednesday	Thursday	Friday
My second choice is:	Monday	Tuesday	Wednesday	Thursday	Friday
My third choice is:	Monday	Tuesday	Wednesday	Thursday	Friday
I am NOT available on:	Monday	Tuesday	Wednesday	Thursday	Friday

If possible, I would like to volunteer _____ hours a week during the summer.
 (Note: You may not volunteer more than 2 days in a week)

Are you available to volunteer during the school year? YES NO

What skills do you wish to obtain during your VolunTeen experience?

The department in the hospital that I wish to tour is _____.

Shirt Size: Men's Fit Women's Fit S M L XL 2XL