

## **College Student Volunteer Program**

**Location: Cleveland, Ohio**

Cleveland Clinic's College Student Volunteer Program offers volunteer opportunities that support patients, visitors, and caregivers. Volunteers commit to a weekly set-schedule in a department/assignment during the 2020 Spring Semester. Cleveland Clinic provides complimentary parking and food credit on the volunteer day.

When considering a volunteer position with Cleveland Clinic, please review your availability with school commitments and outside obligations to meet the program requirements and attendance policy. Schedules will not be changed once a volunteer begins the program.

Volunteer shifts vary according to placement, and are subject to change based on the requesting department. Most volunteer position placement is Monday - Friday during business hours. There are limited evening and weekend volunteer positions.

### **College Student Volunteer Program Requirements:**

- **Minimum 18 years of age by December 5, 2019 and enrolled in college** (pre-requisite course work, undergraduate, graduate, medical school, technical school) as a full or part time student
- Commit 50 minimum service hours for the 2020 Spring Semester
- Attend (1) mandatory in-person information session on scheduled date and time listed on the application. There are no information sessions scheduled outside the dates listed on the application.
- Complete all onboarding steps and meet all deadlines before start week
- Comply with Cleveland Clinic background check and TB test requirement
- Attend (1) in-person orientation on scheduled date and time as listed on the application. There are no orientations scheduled outside the dates listed.
- Additional training: Nursing unit and Pediatrics volunteers during business hours
- Respect patients and their families, and all Cleveland Clinic Caregivers
- Adhere to policies of the hospital, Volunteer Services and patient confidentiality
- Be dependable, reliable and commit to putting patients first
- Comply with business casual dress code and badge and uniform policy.
- Program starts no later than the week of February 2, 2020. Program ends no earlier than the week of April 19, 2020.

**Application Submission Deadline: Tuesday, January 14, 2020 at Noon.**

**Email your completed 5 page application to [Shubeck@ccf.org](mailto:Shubeck@ccf.org).**

Only applications emailed will be accepted.

Late submissions and incomplete applications will not be accepted.

Application information may not be changed once submitted, including schedule/availability.

Any changes to the application will result in a withdrawal of the application for consideration into the program.

Cleveland Clinic is an Equal Opportunity Employer, and as such prohibits discrimination due to race, religion, gender, age, national origin, and physical or mental handicaps.

Completion of an application and attendance at an Information Session and an Orientation does not guarantee placement. Decisions concerning volunteer assignments are contingent upon a successful interview, security clearance, Tuberculin testing, and a suitable assignment.

**College Student Volunteer Program**  
Undergraduate, Graduate, Advanced Degree, Technical School

Application Date: \_\_\_\_\_

Full Legal Name: First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Local Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Emergency Contact**

Name: \_\_\_\_\_ Relationship to the Applicant: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

**Limitations**

List reasonable accommodations Volunteer Services should consider: \_\_\_\_\_

**Education**

SCHOOL NAME	CITY/STATE	CURRENT CLASS STATUS	DID YOU GRADUATE?	DEGREE/DIPLOMA
<b>Name of college where you are currently enrolled:</b> _____	_____	<input type="checkbox"/> <b>Freshman</b> <input type="checkbox"/> <b>Sophomore</b> <input type="checkbox"/> <b>Junior</b> <input type="checkbox"/> <b>Senior</b>	<b>N/A</b>	<b>Major:</b> _____
College: _____	_____	Last Grade Completed: _____	_____	_____
Other: _____	_____	Last Grade Completed: _____	_____	_____

**Citizenship**Are you a U.S. Citizen? Yes  No  (If checked no, please complete this page.)**ALL NON-U.S. CITIZENS ARE REQUIRED TO COMPLETE THE FOLLOWING.**

You will be required to present appropriate documentation  
(visa, permanent resident card, green card, etc.) at orientation if accepted into the volunteer program.

VISA TYPE	ELIGIBLE TO VOLUNTEER	DOCUMENT REQUIRED
<b>B-1</b>	Business only. Can only attend business meetings and conferences and observe.	Cannot volunteer.
<b>B-2 (Tourist)</b>	Cannot volunteer. Observation only.	Cannot volunteer.
<b>F-1</b> (university student)	YES	Student Volunteers in technical areas require the following:  <b>Undergraduate:</b> I-20 signed by designated school official (DSO) with Curricular Practical Training (CPT) authorization  <b>Graduate/Post Graduate:</b> I-20 signed by designated school official (DSO), Occupational Practical Training (OPT) authorization and Employment Authorization card issued by USCIS
<b>F-2</b> (dependent of F-1 student)	Individuals in the United States in this immigrant status may perform routine volunteer services, such as: delivering patient mail, staffing an information desk, greeting visitors, and visiting with patients/serving as a companion. Individuals may not participate in any activity for which CCF would normally hire a fulltime or part-time employee.	Visa
<b>H1-B</b>	Individuals in the United States in this immigrant status may perform routine volunteer services, such as: delivering patient mail, staffing an information desk, greeting visitors, and visiting with patients/serving as a companion. Individuals may not participate in any activity for which CCF would normally hire a fulltime or part-time employee.	Visa
<b>H-4</b> (dependent of H-1B)	Individuals in the United States in this immigrant status may perform routine volunteer services, such as: delivering patient mail, staffing an information desk, greeting visitors, and visiting with patients/serving as a companion. Individuals may not participate in any activity for which CCF would normally hire a fulltime or part-time employee.	Visa
<b>J-2</b> (dependent of J-1)	YES	Employment authorization card
<b>K-1 (Fiancée Visa)</b>	YES	Employment authorization card
<b>O-3</b> (dependent of O-1, temporary worker with outstanding ability in the arts or sciences)	Individuals in the United States in this immigrant status may perform routine volunteer services, such as: delivering patient mail, staffing an information desk, greeting visitors, and visiting with patients/serving as a companion. Individuals may not participate in any activity for which CCF would normally hire a fulltime or part-time employee.	Visa

**COMPLETE THE FOLLOWING:**

**Permanent Resident?**  Check if "Yes"

Visa Number: \_\_\_\_\_ Type of Visa: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Employment and/or Volunteer Experience**

Are you currently employed, were previously employed by, or previously volunteered with Cleveland Clinic?

Yes  No  If yes: Full legal name while with Cleveland Clinic: \_\_\_\_\_

Dates employed or volunteered: \_\_\_\_\_ Department(s): \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

*Please list your verified **volunteer service with any club, group, or organization.***

Organization	Organization
Address	Address
Dates	Dates
Assignment Description	Assignment Description
Supervisor	Supervisor
Phone	Phone

Person(s) employed by Cleveland Clinic with whom you are related:

Name: \_\_\_\_\_ Department: \_\_\_\_\_ Relationship: \_\_\_\_\_

*Volunteers are not placed in an area or department where a relative is employed or is a long term patient.*

Describe skills and/or qualities you would bring to the Cleveland Clinic College Student Volunteer Program.

(1) \_\_\_\_\_

(2) \_\_\_\_\_

## College Student Volunteer Program Requirements

- **Minimum 18 years of age by December 5, 2019 and enrolled in college** (pre-requisite course work, undergraduate, graduate, medical school, technical school) as a full or part time student
- Commit 50 minimum service hours for the 2020 Spring Semester.
- Attend mandatory in-person information session on scheduled date and time listed on the application. There are no information sessions scheduled outside the dates listed.
- Complete all online onboarding steps on own time and meet the deadlines
- Comply with Cleveland Clinic background check and TB test requirement
- Attend in-person orientation on scheduled date and time as listed on the application. There are no orientations scheduled outside the dates listed.
- Additional training: Nursing unit and Pediatrics volunteers during business hours
- Respect patients and their families, and all Cleveland Clinic Caregivers
- Adhere to policies of the hospital, Volunteer Services and patient confidentiality
- Be dependable, reliable and committed to put patients first
- Comply with business casual dress code policy
- Program starts no later than the week of February 2, 2020.  
Program ends no earlier than the week of April 19, 2020.

***I read/understand  
the program  
requirements.***

\_\_\_\_\_  
Initial

**Personal Interest:** Which of the following areas would be of most interest to you? **(Select up to 3 areas only)**

- Clerical: Provide general office support.
- Greeter: Greet, give directions, and provide wheelchair assistance to patients and visitors at information desk/lounges.
- Nursing Unit: Provide companionship and diversion to hospitalized patients and help resolve non-clinical concerns.
- Outpatient: Escort to exam rooms, provide gowning information; patient transport; and speak with patients.
- Outpatient Adult Physical Therapy: PT majors only.
- Lorain Family Health Center: Clerical, Greeter, Oncology, Surgery. Must have reliable transportation. 1 hr. from Cleveland.
- Strongsville Family Health Center: Greeter, Oncology, Surgery. Must have reliable transportation. 1 hr. from Cleveland.
- Twinsburg Family Health Center: Emergency, Surgery. Must have reliable transportation. 45 min. from Cleveland.
- Willoughby Hills Family Health Center: Clerical, Greeter. Must have reliable transportation. 45 min. from Cleveland.

**Availability:** How many hours per week are you available to commit to volunteering? \_\_\_\_\_ Hours  
Volunteers commit to a fixed schedule -- same day and same time each week. The shift assigned to the volunteer at the start of the program is the schedule throughout the program. Please list the earliest and latest times available.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>Earliest Start Time Available:</b> (Shift starts on the whole hour)	_____	_____	_____	_____	_____	_____	_____
<b>Latest End Time Available:</b> (Shift ends on the whole hour)	_____	_____	_____	_____	_____	_____	_____

Volunteers must meet the minimum hour requirement in each semester program to continue holding active status. A volunteer with 2 no call-no shows and/or greater than 3 absences for the 2020 Spring Semester program will be exited from the volunteer program and all future volunteer programming. List dates of known absences and/or anticipated schedule changes.

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

1. Application: Applicant completes College Student Volunteer Application at [clevelandclinic.org/volunteer](http://clevelandclinic.org/volunteer).
  - APPLICATION DEADLINE: Tuesday, January 14, 2020 at Noon to [shubeck@ccf.org](mailto:shubeck@ccf.org)
2. Form Review: Volunteer Services reviews application.
3. Information Session: A mandatory in-person session to introduce potential volunteers to the program and interview with Volunteer Services. There are no information sessions scheduled outside those listed. **Select the session you wish to attend.** You will receive directions in an email.

Thursday, December 5, 2019: 3:30 p.m. – 4:30 p.m.

Friday, January 10, 2020: 3:30 p.m. – 4:30 p.m.

Wednesday, January 15, 2020: 8:30 a.m. – 9:30 a.m.

4. Applicant receives an email of acceptance into the program or denial following information session.
5. An applicant accepted into the program proceeds with Steps 6 – 11.
6. Online Onboarding: Volunteer Services emails applicant information to complete online onboarding.
7. Security Clearance: Volunteer receives a complimentary background check through Cleveland Clinic's Protective Services Department. A social security number or Visa/Passport number is required.
8. TB Test/Flu Shot: Volunteer complies with hospital vaccination policy – complimentary to the volunteer at designated locations. TB testing is administered in one visit with a read following 48-72 hours. Instruction provided through online onboarding.
9. Orientation: Mandatory in-person attendance at one 2-hour session. There are no orientations scheduled outside those listed.

➤ Tuesday, January 21, 2020: 2 p.m. – 4 p.m.

➤ Wednesday, January 22, 2020: 9:45 a.m. – 11:45 a.m.

➤ Friday, January 31, 2020: 3 p.m. – 5 p.m.

10. Additional training: Nursing unit and Pediatrics volunteers during business hours

11. Volunteer!

***I read/understand  
the onboarding  
process.***

\_\_\_\_\_  
Initial

1. College Student Volunteers must meet program requirements – attendance, service hours, program start and end week, and policy compliance – to be considered for any future volunteer program with Cleveland Clinic. Before accepting a volunteer assignment, please be realistic about your ability to commit to the program.
2. Volunteer Services provides a verification letter – including service dates and total service hours – upon meeting the program requirements (attendance, program start and end week, service hours, and policy compliance) at request. Volunteer Services does not provide reference letters.
3. An applicant earning college credit through their respective universities must inform Volunteer Services prior to the start of the program that college credit is sought.
4. Volunteer Services does not coordinate shadowing/observing opportunities. Please contact the Cleveland Clinic Caregiver or department directly to request an opportunity.

***I read/understand  
these 4 points.***

\_\_\_\_\_  
Initial

### **Applicant Statement**

I certify that the information provided in this application is complete and accurate to the best of my knowledge. I understand that if accepted as a volunteer, statements found to be false or misleading will be cause for my immediate termination. Cleveland Clinic has permission to contact directly references I have listed or any other sources concerning my prior volunteer or personal history, and I release all parties from any possible damages resulting from disclosing such information with or without prior notice to me.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_