

Summer Junior Ambassador Program: June 7 – August 2, 2019

Junior Ambassador SUMMER 2019 Program Requirements

Application Due Date: Thursday, April 4th 5:00 p.m.

Teens interested in becoming a Summer Program Junior Ambassador are required to:

1. Be 15-18 years of age and not have graduated from High School. Must be 15 by June 10th.
2. Have a high school cumulative grade point average of 3.0 or better.
3. Fill out and submit the application before or on the deadline Thursday, April 4th at 5:00 p.m.
4. Complete a successful group interview.
5. **Attend mandatory orientation on Friday, June 7th. 8:45 a.m. – 4:00 p.m. There are no exceptions to this requirement.**

We are seeking teens ready to make a commitment to a regular, set weekly schedule. In addition to the July three-day break, students may miss one additional week of the program, not including the first week of the program. Schedule changes cannot be made after the program starts.

- Wednesday, July 3 through Friday July 5th – there will be a program break for all participants.

→ Junior Ambassadors are required to participate during week #1, the week of June 10th.

Candidates selected for an interview are to provide their availability at the interview.

Please submit the completed application to Jennifer Reinke, Coordinator of Volunteer Services, at: JuniorAmbassadorProgram@ccf.org

Summer 2019 program dates:

JUNE							JULY							AUGUST						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13							
9	10	11	12	13	14	15	14	15	16	17	18	19	20							
16	17	18	19	20	21	22	21	22	23	24	25	26	27							
23	24	25	26	27	28	29	28	29	30	31										
30																				

Friday, June 7: Required Orientation for all Junior Ambassadors.

June 10 – June 14: All Junior Ambassadors required to report to campus on their schedule volunteer days. Junior Ambassadors are scheduled 2 – 3 days per week.

July 3, 4, 5: – Program break.

August 1: – Last day to volunteer. August 2: Recognition Event. – 4:30 p.m. – 6:00 p.m.

JUNIOR AMBASSADOR SUMMER PROGRAM APPLICATION – 2019

Name: _____ **Date:** _____
(Last) (First) (Middle)

Address: _____
(Street)

(City) (State) (Zip Code)

Phone: (H) _____ (C) _____

Age: _____ **Date of Birth:** _____ **E-mail:** _____
Junior Ambassadors must be 15 years old by June 10, 2019.

Parent/Guardian's Email: _____

High School: _____

Graduation Year: _____

Previous Volunteer Experience: _____

Do you have a relative who is employed at the Cleveland Clinic? Yes__ No__

Name _____ **Department** _____ **Relationship** _____

Teens are not permitted to volunteer in an area or department where a relative is employed.

Teen volunteer assignments are only at Cleveland Clinic main campus.

Application Deadline: Thursday, March 28th at 5:00 p.m.

Applicant Signature: _____ **Date:** _____



JUNIOR AMBASSADOR PROGRAM MEDICAL CONSENT FORM

I hereby authorize Cleveland Clinic and its physicians and employees to provide medical services to _____, a minor, my child, should medical services become necessary while my child is acting on the Cleveland Clinic's premises within the scope of his/her responsibilities as a **Junior Ambassador**.

Allergies, if any _____

Physical limitations, if any _____

Signature of Parent/Guardian

Date

JUNIOR AMBASSADOR PROGRAM

JUNIOR AMBASSADOR POLICIES

- 1) Cleveland Clinic Junior Ambassadors are to report to and sign in and out at the Volunteer Services Department. Failure to do so will result in deactivation of the Cleveland Clinic identification badge and dismissal from the program.
- 2) Teens are expected to be reliable and punctual. Students who anticipate being tardy or those who are unable to volunteer on a scheduled day are to leave a voicemail message in the Volunteer Services Department (216/445-6986) or (216-445-2588) to report deviation from the planned schedule. Failure to comply with this policy will be recorded as an unexcused absence. An unexcused absence results in student's ineligibility for consideration of a scholarship award. **More than two unexcused absences will result in dismissal from the program. The day begins at 9:00 a.m. and concludes at 4:00 p.m.**
- 3) For security purposes and for purposes of identification, Junior Ambassadors (like all employees and adult volunteers) are expected to wear and prominently display their identification badges while on the Cleveland Clinic campus. The badge is to be worn above the waist with the photograph facing out. Stickers and pins may not be affixed to the badge.
- 4) A teen volunteer who violates any Cleveland Clinic policy will be subject to dismissal from the Junior Ambassador Program. Some of these policies pertain to the use of illegal drugs; alcohol; possession of firearms or weapons, and theft.
- 5) Cleveland Clinic upholds a strict *Non-Solicitation Policy*. Attempts to sell items for school fund raisers (candy bars, cookies, etc.) or to solicit support for causes (Walk for Diabetes, etc.) is prohibited. Selling or exchanging any other products are also violations of the non-solicitation policy (Avon products, candles, jewelry, etc.).
- 6) Teens are required to attend the mandatory Orientation Session on 6/7/19 before officially starting to volunteer. Review of the Teen Policies along with other Cleveland Clinic policies will be discussed during Orientation. Students are to share a copy of the Teen Policies with their parents or guardians. Should there be any questions, please do not hesitate to contact the Volunteer Services Department's Teen Program Coordinator.
- 7) Cleveland Clinic policies prohibit volunteers from using cell phones, iPads, or other electronic devices while on duty. Cleveland Clinic will not be held responsible for the loss or theft of personal items.
- 8) The following behaviors are considered inappropriate while at Cleveland Clinic and will be grounds for dismissal:
 - a. Disrespectful or insubordinate behavior
 - b. Rowdiness or boisterousness
 - c. Profane, abusive or unprofessional language
 - d. Presence in unauthorized areas
 - e. Theft
 - f. Frequent tardiness and/or absences
 - g. Consistent poor performance in an assigned area
 - h. Failure to appropriately modify behavior following discussion



Cleveland Clinic

Volunteer Services | Junior Ambassador

Name: _____ School: _____ Age: _____ Date: _____

I. How did you learn of the Cleveland Clinic Junior Ambassador Program?

Provide three reasons why you would like to be a Junior Ambassador at Cleveland Clinic.

(1) $\mathcal{H}^1(\mathbb{R}^n) \subset \mathcal{H}^1(\mathbb{R}^n)$

(2)

(3)

II. **Assignments:** Which of the following duties would be of most interest to you? (Mark ALL that apply.)

- ☐ Greeting and escorting patients
- ☐ Assisting with wheelchair transport
- ☐ Providing support and service for patients and nursing staff on nursing units
- ☐ Delivering mail
- ☐ Entering computerized data
- ☐ Providing clerical assistance
- ☐ Other areas of interest

III. Availability: Junior Ambassadors are scheduled from 9:00AM - 4:00PM Monday through Friday; a minimum of 2 days per week. NOTE: A contribution of at least 75 hours is required to successfully complete the program. A minimum of 125 hours is required to compete for scholarships. Schedules are the same each week and cannot be adjusted. There will be limited opportunities to pick up extra hours.

How many days per week do you plan to volunteer? _____

Mark the days you prefer to be scheduled:

Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐

Please circle the dates you will not be able to participate in the program:

JUNE						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	29	29
30						

JULY						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
S	M	T	W	TH	F	S
				1	2	3

Junior Ambassador Summer Program Personal Interest Form (continued)

V. What does the phrase "Patient Experience" mean to you?

VI. What skills and/or qualities would you bring to the Junior Ambassador Program?

Important: For your uniform, what is your shirt size (adult sizes): XS S M L XL 2XL _____

Counselor/Teacher Recommendation

Each student who applies to Cleveland Clinic's Junior Ambassador Program must have a school recommendation from a counselor or teacher. Recommendation survey links will be emailed to counselors/teachers after the student has completed and returned the personal interest form. Late submissions from counselors or teachers will not be accepted.

Please list the name and contact information of a school counselor or teacher **that can provide your GPA** and a recommendation on your behalf. A form will be sent to this person from Volunteer Services.

Counselor/Teacher Name: _____

Email Address: _____
Please verify Counselor or Teacher's email address and please print legibly

Phone Number: _____

I give permission for Cleveland Clinic Volunteer Services to request a recommendation from my high school counselor or teacher which will include my GPA. I understand and agree that the information contained within the recommendation will be held confidential both from me and from the public. I authorize that all contained information (including that concerning grades and grade point average) may be released upon my request to the intended recipient of the recommendation. I further affirm and agree that faculty members to whom this request is made shall be released from legal responsibility for any information given in connection with what they believe to be an honest, candid and professional evaluation.

Student's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

***Following review of your application and receipt of the recommendation, an acknowledgement will be sent to you by email if you are eligible to participate in the Junior Ambassador Program.
You will be offered an interview at this time.**

Please submit fully completed application by April 4th at 5:00 p.m. to JuniorAmbassadorProgram@ccf.org (Hold Ctrl and click on the link) You may fill out the blanks with your computer or print and fill it out by hand. In both cases, please print, scan and submit as one .pdf file. Thank you!