

CLEVELAND CLINIC FLORIDA

TEEN VOLUNTEER SERVICES PROGRAM APPLICATION

Thank you for your interest in the Cleveland Clinic Florida (CCF) Teen Volunteer Program. Please complete this application and return it to the Visitor's Information Desk of the hospital or send it to the address on the application. The application must be accompanied by a recommendation from your school guidance counselor (on school letterhead). Acceptance to the volunteer program is not guaranteed to all applicants.

Please note:

- **Teen volunteers are required to complete a minimum of 140 hours of volunteer service before your school community service forms are signed or a letter of recommendation is written (This hourly commitment should be served in 35 4-hour shifts completed on a consistent weekly basis with any time-off approved in advance.)**
- **The Teen Program always has a waiting list of 4-6 months. We encourage you to apply to other local programs, too, for your Community Service Hours – especially if you are in 11th or 12th grade.**
- **Accepted applicants are contacted by email [an email address must be included on the application] and invited to an orientation in the order that their completed application was received and processed in the volunteer office.**

The Volunteer Program Process:

- Receipt of your Application with a Recommendation Letter from a School Guidance Counselor [on School Letterhead]
- Mandatory attendance of a Volunteer Orientation session
- Proof of a cleared TB screening [1 shot, 2 visits] and a Flu shot [during flu season]
- An electronic onboarding system with profile, policies and background verification

Once the above criteria has been met, you will receive a security badge, a volunteer shirt and your volunteer assignment in one of the departments at CCF.*

Volunteer Program Hours:

The Teen Volunteer Program operates in 4-hour shifts. Every volunteer is expected to complete one shift per week, more if they choose to, on a regular consistent basis. The available shifts are:

- **Monday – Friday:** 4 PM – 8 PM
- **Saturday & Sunday:** 8 AM – 12 PM
12PM – 4 PM
4 PM – 8 PM

*****Please keep this top sheet as your record of CCF contact information.**

***Volunteers will be assigned where they are needed.** New volunteers must remain in their assigned position for two months before requesting a new assignment. After two months, please email me at neales2@ccf.org if you wish to change your assignment. While every effort is made to place volunteers in their preferred areas, many areas of the hospital and clinic request volunteer help and that is the priority of the Volunteer Service Office.

Thank you,

Stormie Neale
Volunteer Services, Administrative Program Coordinator III
1/2019



Florida

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***Application will not be accepted unless accompanied by a letter of recommendation from school guidance counselor [on school letterhead]. Acceptance into the Teen Volunteer Program is not guaranteed to all applicants.**

Please note: Applications for the Teen Summer Program must be submitted with a recommendation letter by March 31, 2019.

Please print clearly

Name _____ Date: _____
 Last First Middle Female/Male
 Address _____ City _____
 State _____ Zip _____ Home Phone _____ Cell Phone _____
 Email Address: **(must be provided and printed clearly)** _____
 Age (between 15 & 17) _____ Date of Birth _____ Are you a US Citizen? Yes _____ No _____
 If no, please specify your status _____
 Father's Name _____ Telephone _____
 Mother's Name _____ Telephone _____
 Contact in Case of Emergency _____ Relationship _____
 Home Phone _____ Work Phone _____
 Do you have any physical or mental conditions that will require an accommodation if you are selected as a volunteer.
 Yes _____ No _____ If yes, explain _____

***** Have you ever been convicted of a crime: _____ If yes, explain when, where and provide the disposition of the case attached separately.**

Academic Background

School you attend _____ City _____

Grade _____ GPA _____ Name of Guidance Counselor _____

Languages you speak (other than English) _____

Extracurricular Activities:

Sports
School Clubs
Student Government
Church Activities
Other

Job, Volunteer or Community Service Experience:

Employer/Organization: _____

Position/Duties: _____

Total Length of Time: _____

Are you applying for a position at Cleveland Clinic to fulfill community service hours for school?

Yes _____ No _____

Consent for Program Participation (Parent/Guardian and Student)

- If accepted by Cleveland Clinic Florida to participate as a volunteer in the Volunteer Services Department, I acknowledge that there is the chance that I may be injured or become ill and require medical treatment while at the Cleveland Clinic. Should this occur, I will immediately notify the office of Volunteer Services. I also understand that is my sole responsibility, both financial and otherwise, to obtain any necessary medical treatment.
- I authorize Cleveland Clinic to give emergency medical treatment to my son/daughter.
- I understand that the CCF Volunteer Program requires a minimum of a **140 hour commitment, to be completed in 35 4-hour shifts on a consistent basis** in order to receive community service credit and a recommendation letter.
- I understand that school mandated community service is an important part of the graduation requirement and shares equal importance as other high school course requirements. As such, I will encourage my teen to respect Cleveland Clinic and the Volunteer Program as it pertains to its rules and regulations.
- I give my permission to have the tuberculosis screening and/or chest x-ray as required by the State of Florida.
- I understand and agree to begin volunteering within 2 weeks of attending orientation and receiving my TB screening clearance.

Signature _____ Date _____
Parent or Guardian (must sign using full legal name)

Signature _____ Date _____
Student Applicant (must sign using full legal name)

Return Application to:

Cleveland Clinic Florida
Volunteer Services
3100 Weston Road
Weston, FL 33331
Attn: Stormie Neale

As an integral part of Cleveland Clinic, our mission is to offer ourselves and our time to unconditionally render quality service to patients, families, visitors and our fellow coworkers.

"I have the time"