

Dear Prospective or Returning Junior Volunteer,

Thank you for your interest in the Duke Hospital Junior Volunteer Program. I am very excited about the great opportunities available for our Junior Volunteers in summer 2012!

**Applications for this program are accepted from high school students aged 15-18.** The following enclosed forms should be filled out in their entirety. **Prior participation in the Junior Volunteer program does not guarantee acceptance in future years.**

**Applications for 2012 must be mailed via US mail.** \* Please do not hand-deliver any applications due to the very large volume we receive each year. Thank you for your understanding.

Please note that the entire packet must be returned together via US mail or Duke interoffice mail: **(except references, which should be mailed separately)**

- 1) 2012 Junior Volunteer Application
- 2) Junior Volunteer Reference Forms (2 references required, 1 faculty/1 community leader)

Note: *Returning students only* --- will need to have one of their references filled out by a Duke Hospital employee who was their supervisor from the previous year. Please use this person as your community leader reference.

- 3) Junior Volunteer Essay (please choose one of the two choices in your category)
- 4) Junior Volunteer Consent Form
- 5) Junior Volunteer Student Counselor Form (a minimum 2.75 GPA required)
- 6) Junior Volunteer Program Policy Agreement Form

This program has a very large applicant pool and not all applicants can be accepted.

**The 1<sup>st</sup> 250 applications received between January 31- March 31 will be scheduled for group interviews.**

**Once we receive 250 applications, this information will be noted on the website that our applicant pool is full and we can no longer accept additional applications.**

Please note that an interview does not guarantee acceptance into the program. We expect to receive as many as 400 applications for 100 junior volunteer placement slots.

Once the necessary forms have been completed and mailed to the Volunteer Services office, each participant will need to schedule an appointment for a group interview. The Volunteer Services Office will be in contact with you after March 20 to schedule group interviews. Interview slots available are scheduled on a first come; first serve basis. Each student must sign up for an interview or his or her application will be considered incomplete and will not be accepted.

**\*It is also a requirement for participation for a parent/guardian to accompany their child to the interview.**

**Please mail** completed applications to the following address:

Duke Hospital Volunteer Services

Attn: Junior Volunteer Program

DUMC Box 2967 Durham, NC 27710

Mailing this packet does not guarantee participation in the program, however if accepted into the program, each student will be required to attend the **mandatory** training session scheduled for **Saturday, June 9<sup>th</sup>, 2012 from 9:00am to 2:00pm**. A parent/guardian must also be present for this training.

**Please mark this date and time on your calendar** in order to be prepared for this training if accepted into the program.

Thank you for your interest in our program. We look forward to meeting you and to the possibility of working with you this year. If you have any questions please contact the Volunteer Services Office at 919-681-5031.

Sincerely,

*Heidi Sullivan*

*Manager of Duke University Hospital Volunteer Services*

Junior Volunteers help provide these services:

***Volunteer Services Office***

- assist with programming
- work with Manager of Volunteer Services on various projects
- assist with planning and ideas for rewarding volunteer programs across the hospital

• ***Gift Shops/Snack Bar***

- assist with selling merchandise; stock and clean shelves

• ***Patient Areas***

- greet patients and visitors

• ***Clinical Areas***

- perform clerical tasks: photocopy, fax, type
- provide computer assistance, answer phones, run errands

# JUNIOR VOLUNTEER APPLICATION

**(Please Type or Print in All Capital Letters for Legibility)**

**\* This application must be mailed via US Mail . \* Please do not hand-deliver this application.  
Thank you very much for your cooperation.**

General Information:

Date: \_\_\_\_\_ T-Shirt Size: \_\_\_\_\_

Name \_\_\_\_\_

(Last) (First) (Full Middle)

Home Address \_\_\_\_\_

Street City State Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Last Four Digits of SSN# \_\_\_\_\_ Date of Birth \_\_\_\_\_

Age \_\_\_\_\_

**(required)**

**\*Junior Volunteer Applicants must be between the ages of 15-18 at the start of the program.**

Parent/Legal Guardian \_\_\_\_\_

Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Emergency Contact:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

School Name \_\_\_\_\_

List Previous Volunteer Experience: (please print clearly or type)

Organization	Activity/Job Title	Date/Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any skills, hobbies, interests or extracurricular activities that might be helpful with your volunteer work:

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Can you speak fluently, read or write a language other than English? Yes \_\_\_ No \_\_\_  
If yes, please list the language(s) below:

\_\_\_\_\_ Speak \_\_\_\_\_ Read \_\_\_\_\_ Write \_\_\_\_\_  
How did you learn about the Junior Volunteer Program?

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Have you volunteered at a Duke Medicine facility before? \_\_\_\_\_  
Why do you want to be a Junior Volunteer?

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Are either of your parents Duke Medicine Employees? \_\_\_\_\_  
If yes, which department do they work for? \_\_\_\_\_

**(Note: this does not guarantee acceptance)**

Are you required by your school to complete community service? \_\_\_\_\_  
If so, how many hours are you required to complete? \_\_\_\_\_ By what date? \_\_\_\_\_

**Availability:**

**The 2012 Junior Volunteer Summer Program is one session from June 11, 2012 until July 30, 2012. Students must also be available on June 9 from 9am-2pm for required training.**

- **Each student is required to commit to at least 12 hours per week of volunteering, 3 days per week minimum, to participate.**

Time and day you are available to volunteer:

A.M. (8:00AM-12:00PM) P.M. (12:00PM-4:00PM) A.M. (8:00AM-12:00PM) P.M. (12:00PM-4:00PM)

(please check all that apply)

Mon: a.m. \_\_\_\_\_ p.m. \_\_\_\_\_ entire day \_\_\_\_\_

Tue: a.m. \_\_\_\_\_ p.m. \_\_\_\_\_ entire day \_\_\_\_\_

Wed: a.m. \_\_\_\_\_ p.m. \_\_\_\_\_ entire day \_\_\_\_\_

Thu: a.m. \_\_\_\_\_ p.m. \_\_\_\_\_ entire day \_\_\_\_\_

Fri: a.m. \_\_\_\_\_ p.m. \_\_\_\_\_ entire day \_\_\_\_\_

**Special Events:**

(please **check each box** to confirm that you plan to attend, if accepted into the program).

Participation in the talent show preparation and organization is **required for all Junior Volunteers, even if you are not performing.**

     **Talent Show** - 2 separate events scheduled for Thursday July 26 and Saturday July 28, 2012 12noon-2pm

         **End of Summer Celebration** - Scheduled for Monday, July 30<sup>th</sup>, 2012 from 5pm-8pm

Please list any plans that might affect your volunteering during the summer session.

**Junior Volunteers are required to be available for a minimum of 3 days per week from June 9-July 30:**

(i.e. camps, practices, vacations)

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**Background Verification:**

Please list the names, phone numbers, and e-mails of the (1) reference selected to be completed by a faculty member AND the (1) to be completed by a community leader.

1.

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2.

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It is the policy of Duke Hospital Volunteer Services to perform reference checks on all potential volunteers. I have completed the above information to the best of my ability and understand that any falsification of the information provided above may prohibit my participation as a volunteer.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# JUNIOR VOLUNTEER

## FACULTY REFERENCE FORM –Return before March 28, 2012

(Must be completed by a Teacher or School Staff Member)

\_\_\_\_\_ has applied to be a Junior Volunteer at Duke Hospital. Your name has been given as a character reference. Please complete the following information and mail **no later than March 28 to Duke Volunteer Services, Box 2967 Med Center, Durham NC 27710**

(Note: Feel free to use the back of this form if more room is needed.)

How do you know this person?

\_\_\_\_\_  
How long have you known this person?

\_\_\_\_\_  
Which extraordinary skills and/or attributes does this person have that may contribute to his/her service as a volunteer?

\_\_\_\_\_  
Please give an example of when this person has interacted with others well.

\_\_\_\_\_  
Please rate the applicant on a scale of 1-4 (4  Excellent, 3  Good, 2  Neutral, 1  poor) on the following attributes:

Has a Positive Attitude 1 2 3 4

Honest/Trustworthy 1 2 3 4

Dependable 1 2 3 4

Demonstrates Initiative 1 2 3 4

Being a Junior Volunteer requires, among others, the following personal qualities:

- Maturity

- Ability to follow instructions

- Ability to treat individuals with respect and common courtesy

Do you know of any reason why this individual should not be accepted as a Junior Volunteer?

\_\_\_\_\_  
Printed Name and School

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number

# JUNIOR VOLUNTEER

## COMMUNITY LEADER REFERENCE FORM

(Must be completed by a Minister, Coach, or other Community Leader).

**\*To be returned by March 28, 2012**

\_\_\_\_\_ has applied to be a Junior Volunteer at Duke Hospital. Your name has been given as a character reference. Please complete the following information and mail **no later than March 28 to Duke Volunteer Services, Box 2967 Med Center, Durham NC 27710.**

(Note: Feel free to use the back of this form if more room is needed.)

How do you know this person?

\_\_\_\_\_  
How long have you know this person?

\_\_\_\_\_  
Which extraordinary skills and/or attributes does this person have that may contribute to his/her service as a volunteer?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please give an example of when this person has interacted with others well.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please rate the applicant on a scale of 1-4 (4  Excellent, 3  Good, 2  Neutral, 1  poor) on the following attributes:

Has a Positive Attitude 1 2 3 4

Honest/Trustworthy 1 2 3 4

Dependable 1 2 3 4

Demonstrates Initiative 1 2 3 4

Being a Junior Volunteer requires, among others, the following personal qualities:

- Maturity

- Ability to follow instructions

- Ability to treat individuals with respect and common courtesy

Do you know of any reason why this individual should not be accepted as a Junior Volunteer?

\_\_\_\_\_  
Printed Name and Organization Name

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number

## **JUNIOR VOLUNTEER ESSAY**

Please attach an essay containing between 400-500 words, **typed** (Times New Roman or Arial, size 12 font) and **double spaced**. The content should be written in accordance with (1) of the following Prompts:

**Prompts for first-time Applicants** □ (Students who have yet to apply and/or been accepted into the Junior Volunteer Program)

Essay Option 1: Explain why you would like to volunteer with the Junior Volunteer program; what you believe you will contribute to the program and how this experience will positively affect your connection with the community.

Essay Option 2: Give an example of a time when you have displayed leadership and initiative while meeting the need(s) of another.

**Prompts for returning Applicants** (Students who have previously been accepted into the Junior Volunteer Program and are applying for re-admission)

Essay Option 1: Explain how your previous experience as a Junior Volunteer has impacted your view of a Health System as well as how this experience may or may not impact your decision to pursue a career in the medical field.

Essay Option 2: Give an example of a time when you have impacted a patient's experience for the better and explain how this opportunity made a difference in your life.

Essay Option 3: Explain a situation that has occurred since last volunteering that has allowed you to utilize a skill that you learned while a junior volunteer. Please set the scene for the situation, explain the skill as well as how you learned the skill during your time as a junior volunteer.

## JUNIOR VOLUNTEER CONSENT FORM

I am engaged in or about to be engaged in a volunteer program at Duke University Medical Center. I am aware that Duke University Medical Center does not provide insurance coverage for volunteers if personally injured or if damage occurs to personal property while acting as a volunteer. I further understand that I am not entitled to Workers Compensation benefits, health insurance benefits, or any other benefit available to employees of Duke University. I agree that I will not hold Duke University Medical Center or its officers or agents thereof liable for any injury sustained to person or property while I am acting in a volunteer capacity.

In connection with my activities as a volunteer I agree to hold all information I may have access to about patients or former patients confidential. Disclosure of such information to unauthorized persons is prohibited and will make me subject to civil action for the collection of monetary damages and/or suspension or dismissal.

### I UNDERSTAND THAT IF I AM ACCEPTED AS A JUNIOR VOLUNTEER:

I voluntarily offer my services with a clear understanding that there is no monetary compensation due to me as a benefit as a result of my services hereunder.

- I will observe all hospital regulations
- I will endeavor to be prompt and regular in my services and I will perform my assigned volunteer duties to the best of my ability.
- I understand that program placement depends upon the needs of hospital areas.  
**Students may be assigned to any area in which there is a need.**
- Photos taken while participating as a DUMC volunteer or at special functions may be used for promotional reasons (newsletters, brochures, pamphlets, etc.)
- I am willing to commit to volunteering for a minimum of 12 hours per week for at least 3 days per week from June 11-July 30 2012.
- I will adhere to the DUMC Junior Volunteer dress code

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## JUNIOR VOLUNTEER PARENT/GUARDIAN CONSENT

I hereby give my consent for my son/daughter \_\_\_\_\_ to participate in the Junior Volunteer Program of Duke University Medical Center. I have read and understand the student portion of this consent form and am aware of what my son/daughter has agreed to. I will assume responsibility for his/her transportation to and from the DUMC facilities.

I also give permission for emergency medical treatment if necessary.

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Junior Volunteer Policy

**(Please read entire policy and sign Policy Agreement form listed below)**

### Purpose/Desired Outcomes of Program:

The purpose of the Junior Volunteer Program at Duke Hospital is to provide a prestigious opportunity for high school students **between the ages of 15 and 18 years old** to learn and develop skills unique to our health system.

This experience provides a positive environment to the students involved to encourage interest in health care professions. The desired outcome of this program is that the students will learn life skills including leadership, responsibility, promptness, professionalism, dependability, and initiative as it pertains to working in a hospital setting.

**Note: Please be aware that placements for students under the age of 16 years old are limited.**

### Benefits to being a Junior Volunteer:

Becoming a Junior Volunteer at Duke Hospital provides a number of benefits. These benefits include reference letters from Duke Employees, leadership and development opportunities, resume building, service hours, and teamwork. Students often build a great networking community along with developing communication skills while making lasting relationships.

### Parent/Guardian Involvement:

Parent/Guardian involvement is considered to be very important to the Duke Hospital Volunteer Services Junior Volunteer program. It is very important for parents/guardians to be encouraging and supportive of their children while participating in the program as well as throughout the application process. Parents/Guardians are asked to sign all forms that require a parent signature. If parent/guardian permission is not received on the required forms, the applicant will not be eligible to participate in the program.

### Acceptance Requirements/Qualifications:

In order for a student to be accepted into the Junior Volunteer Program, students must meet the following requirements:

Mail in all required paperwork including:

- o Application
- o Junior Volunteer Reference Forms
- o Junior Volunteer Essay
- o Junior Volunteer Consent Form
- o Junior Volunteer Student Counselor Form
- o Junior Volunteer Program Policy Agreement Form

**Note:** If the application is **incomplete** in any way, the student will not be considered for the Junior Volunteer Program.

- Schedule a parent and student interview.
- **The Volunteer Services Office will contact you after March 20 to schedule interviews.**

**Please do not call to schedule an interview, as we will contact you directly.**

Meet the standards set for Junior Volunteers as stated below:

o ***Kind and Courteous*** - Must have a pleasant personality and an interest in people, is tactful and diplomatic, accepts direction and cooperates with staff.

o ***Dependable*** - Dependability in all things; attendance, punctuality and performance of duties. It is important to do what you agree to do and not make promises that cannot be kept.

o **Loyal** - Loyalty to the hospital, its administration and staff. A loyal Junior Volunteer creates goodwill for the hospital in the community.

o ***Poised*** - Calm and dignified at all times, maintain composure even in moments of crisis or unusual circumstances, never permitting him/her to be overcome with emotion.

o ***Tolerant*** - Thoughtful and considerate of others.

o **Willing** - Sees no task as so small that it is unimportant. Serves cheerfully, efficiently and capably in any job to which assigned, never forgetting that others are depending on them. Meet the 2.75 grade point average requirement along with being in good standing with their current school.

**If accepted, attend the Junior Volunteer Orientation accompanied by a parent/guardian. Practice the rules of etiquette listed below:**

o ***Introduce yourself, using your first and last name when you speak to someone.***

o ***Be a good listener.***

o ***Always show sincere interest in patients without becoming too inquisitive.***

o ***Be gracious, kind, thoughtful, complimentary and positive.***

***Meet the other policies and procedures set forth in this policy as well as the policies of the hospital.***

Duke Employee Benefits:

Applications for children of Duke Employees are reviewed in the same manner as every other student.

Being the child of a Duke Employee does not automatically warrant acceptance into the Junior Volunteer program.

Dress Code:

All Junior Volunteers must adhere to the following guidelines. If a student does not adhere to the following guidelines, the Duke Hospital Volunteer Services Office has the right to terminate their placement as a Junior Volunteer. These standards are set for identification and safety purposes and must be followed at all times.

***Uniforms*** All Junior Volunteers are required to purchase at least (1) Junior Volunteer polo shirt (at \$18.00 each). This shirt identifies you to employees, visitors, and patients as one of our Junior Volunteers. This shirt is required to be worn during all times you are volunteering here. Shirts must be kept neat, clean, tucked in and well-pressed.

**Blue jeans may not be worn at any time** – students must wear pants.

Also, please refrain from wearing shorts of any type or style, tank tops, hats, short skirts, holes in pants or tops, visible tattoos.

**ID badges** Junior Volunteers are expected to wear their ID badge at all times while performing duties as a Junior Volunteer at Duke Hospital. Badges are to be clearly displayed at all times.

**Shoes** Low heeled or flat shoes are required. Tennis shoes are permitted as long as they are well maintained and clean. No sandals or flip flops are permitted to be worn as they do not provide adequate protection. No open-toed shoes are permitted.

**Hair-** Hair should be kept neat and clean and pulled neatly away from the face.

**Make-up** - Please keep make-up to a minimum. No sparkles please.

**Jewelry** - Keep it Simple! No large hoop earrings or any jewelry that could cause possible injury to your person.

**Nails** - nails are required to be short, neat and clean.

**Cologne/Perfume-** perfumes and colognes should not be worn while at Duke Hospital. We have many patients and visitors who may be allergic and we want to be sure to be respectful of this.

It is very important to present a neat image to the other volunteers, employees, patients and families in the Duke community.

***Parking:***

Students who are accepted into the program and are of legal age to drive receive free parking in either Parking Garage I or Parking Garage II (both located at the front entrances of Duke North Hospital and Duke South Outpatient Clinics).

Parking forms and decals are given out during the Junior Volunteer Orientation.

#### Lunch Break:

The supervisor assigned to each Junior Volunteer determines lunch breaks and other breaks. Each Junior Volunteer will receive one 15-minute break each 4-hour block as well as a 30-minute lunch break during any day that a student works more than 4 hours. Students are permitted to bring their lunch with them or they may purchase lunch on Duke Hospital/Duke University Campus.

**Students are not permitted to leave the Duke Hospital/Duke University Campus** for lunch or any other reason during their volunteer time, unless written permission by a parent/guardian has been given to the manager of Volunteer Services as well as the current supervisor of the Junior Volunteer(s).

#### ***Volunteering with Friends:***

Each applicant is selected as an individual. The Duke Hospital Volunteer Services Office is not obligated to place friends in the same department for volunteering. It is encouraged to create lasting relationships with all Junior Volunteers involved in the program, while maintaining current friendships during lunch breaks, etc.

#### Accidents/Injuries:

Duke Medicine does not provide insurance coverage for volunteers if personally injured or if damage occurs to personal property while acting as a volunteer. Junior Volunteers are not entitled for Workers Compensation benefits, health insurance benefits, or any other benefit available to employees of Duke Medicine. Parents/Guardians assume responsibility for medical treatment associated with any accidental injury that happens while their child is volunteering. Accidents/Injuries are to be reported immediately to the assigned supervisor of the injured volunteer so that proper care is provided. Each volunteer is required to agree to and sign a consent form before acceptance in to the program is permitted.

#### Confidentiality:

Respect of patient rights and privacy is required at all times. **Sharing of any patient information is strictly prohibited.**

#### Harassment/Discrimination:

The Duke Harassment Policy prohibits harassment of any kind and applies to all persons enrolled at, volunteering at or employed by Duke University or Duke University Health System. The Duke Harassment Policy prohibits retaliation against you for reporting a concern, filing a complaint or participating in an investigation of harassment. If you have concerns or questions, address them as soon as possible by speaking with your supervisor, the Manager of Volunteer Services or contact the Office for Institutional Equity (OIE) directly at 919-684-8222 or <http://www.duke.edu/web/equity>.

Every effort is made on behalf of the Duke Hospital Volunteer Services office to ensure that each applicant has equal opportunity to be involved in the Junior Volunteer Program.

#### Disciplinary Action:

It is the Volunteer Services philosophy to have our volunteers assist in providing the highest quality of care to the patients and families who visit us. In order to maintain this sense of care, the Volunteer Services Office along with the Volunteer Coordinator/supervisor will work to identify and correct inappropriate volunteer behavior or performance, including attendance and dress code, through the use of mentorship and progressive disciplinary actions if necessary. However, when serious or multiple minor infractions occur, it is the right of the Volunteer Services Office to discharge a volunteer from their assigned duties.

#### Junior Volunteer Orientation:

Each student accepted into the program is required to attend the mandatory training session held on **Saturday, June 9 from 9:00am-2:00pm**. Each accepted student will receive training in Compliance, HIPAA, Fire and Safety, Service Recovery, Communication skills, etc. This training is required before participation is permitted. Each student must be accompanied by a parent/guardian during the training session. **Any student who is unable to attend the Junior Volunteer orientation will be unable to volunteer in the Junior Volunteer Program.**

Commitment Requirements:

**Each student is required to meet the following minimum requirements:**

**Hours:**

- o Students must commit to volunteering a **minimum of 12 hours per week during the summer session of June 11-July 30. 3 days per week minimum** is required, although 5 days per week is permitted.
- o Shift times are dependent on the different departments available in the Junior Volunteer Program each year.

**Programs vary each year and students may be placed in a different program than a prior year depending upon program needs.**

Normal shift times are 8am to 12pm and 12pm to 4pm.

- o Students are not permitted to work over 8 hours in a day or 32 hours in a week.

**\*Most students volunteer for 4 hours per day.**

- o Students are scheduled on specific days and times depending on placement in one of the available departments.

***Vacation***

Students are permitted to take **one** week of vacation during the duration of the program from June 11-July 30, but **it is not possible to miss any other days or weeks due to the structure of the program and the group collaboration required for Junior Volunteer events.** Students must attend a minimum of 3 days per week for the duration of the program.

If a student misses additional volunteer days for reasons other than illness, that student will **forfeit their place in the program** to another student. Attendance for the duration of the program is very important to the successful operation of our volunteer programs.

If a student must be absent due to illness, the **parent** must telephone the volunteer coordinator as soon as possible so that the volunteer coordinator may make changes in the schedule for that day.

### ***Conflicting Schedules:***

**o Students are required to meet the minimum time commitment listed above.**

Unfortunately if a student is unable to meet these requirements, the student will not be accepted into the program.

**\*(NOTE : If there is a schedule change after a student has been accepted into the program to where the student is unable to fulfill the time requirements above, the student will forfeit their placement to another student.)**

Each student is responsible for keeping track of their own volunteer hours as well as their time sheet that is provided on the first day of their volunteer experience.

**Students are also responsible for providing the Volunteer Services Office with a copy of the completed time sheet at the end of their volunteer experience.**

**The Volunteer Services Office is not obligated to produce a certificate of completion unless the Junior Volunteer provides a copy of the completed time sheet to the office. Students using the Touch Screens must remember to sign in and out each day they volunteer.**

Supervisors:

Each student accepted into the Junior Volunteer Program will be assigned to a site supervisor. The site supervisor is the primary contact for whatever department a student has been assigned. Sign-in and sign-out procedures, lunch breaks, departmental orientation, and other daily activities will all be handled by each site supervisor.

Each site-supervisor is responsible for the students assigned to his or her area and should be respected by each Junior Volunteer assigned to him or her. If there are problems that arise between a student and a site-supervisor, both parties are to try to solve the problem respectfully and cordially. If the problem cannot be solved through these means, the problem should be taken to the manager of Volunteer Services for further review.

## **Volunteer Hours and Documentation:**

It is the sole responsibility of the **student** and their parent/guardian to turn in the necessary paperwork as well as provide the necessary paperwork to their site-supervisors for verification of hours and evaluation. **Students must keep track of their own hours and have timesheets signed by their site supervisor, or sign in and out using the Touch Screens. Touch Screens are located in the Volunteer Services Office, Duke South Entrance, Duke North, and the CHC entrance.**

It is not the responsibility of the Volunteer Services Office to take part in this process outside of the site-supervisor filling out the required evaluation form.

Each student is responsible for obtaining these forms from their site-supervisor to turn in with the rest of the paperwork sent to The Volunteer Center of Durham. If there are questions or concerns about this process, each student or parent/guardian is to contact The Volunteer Center of Durham at 919-688-8977 or on their website at [www.thevolunteercenter.org](http://www.thevolunteercenter.org).

## **End of Summer Celebration:**

At the end of each summer, Junior Volunteers are recognized for their hours of service given to Duke Hospital.

This event promotes and encourages each participant to continue to give to his or her community by offering evidence of the impact each participant has made during their time as a Junior Volunteer. Certificates of Achievement (a statement of the hours accomplished) will be given out to each student who submits a copy of his or her completed hours to the Volunteer Services Office at the end of his or her volunteer time. Attendees will receive their certificates at the event. If a participant is unable to attend the event, a certificate will be mailed to the Junior Volunteer. Parents/Guardians are welcome and encouraged to attend. The 2012 End of Summer Celebration is currently scheduled for **Monday, July 30, from 5pm-8pm. Students must be available to attend this important group event in order to be accepted into the program.**

Junior Volunteer Leaders (JVLs):

One leadership opportunity available to Junior Volunteers is our Junior Volunteer Leader (JVL) position. Any student has the opportunity to apply to be a JVL once the student has completed one full year in the Junior Volunteer summer program. This opportunity provides great leadership training while earning service hours in the community. This opportunity is limited to a select group of students. Each student who would like to participate as a JVL must undergo an extensive application and interview process with the manager of Volunteer Services as well as other key administrative leaders at Duke Hospital. Students must have an outstanding level of participation in the program and very solid attendance in order to be considered as a leader.

Each student accepted as a JVL is expected to commit to at least one Saturday a month of volunteer service during the academic year as well as serving specific shifts over holidays and after school which are to be determined.

**JVLs assist the manager of Volunteer Services** in the planning and execution of the Junior Volunteer Program for the upcoming year as well as serve in various departments throughout the hospital to continue their growth as future leaders.

\*Students interested in applying to be a JVL should have worked with the Manager of Volunteer Services in some capacity over the summer **prior** to application.

JVL's also complete a short project assigned by the Manager of Volunteer Services. Applications for this position will be available beginning **August 1, 2012.**

**\*\*The deadline for completing the JVL application is August 30 by 12noon. \*\***

**If you are a high school senior, please think very carefully about the amount of time you will have to commit to being a Junior Volunteer Leader before you decide to apply.** Many seniors find they do not have time for this added responsibility.

**Senior year is a very busy time and we ask that you only apply to be a JVL if you are certain you can fulfill your commitment through the entire academic year.**

**Re-enrollment:**

In order to re-enroll in the Junior Volunteer program each year, all returning students must complete each of the qualification requirements stated above according to their category as returning students.

**Student who re-apply are considered in the same manner as other student applicants, and re-applying does not guarantee acceptance.**

Health Clearance Forms:

Health Clearance forms will be e-mailed to each **accepted** student and must be completed by the student's physician and mailed to our office no later than April 16, 2012.

**Please ensure that these forms are mailed back to our office and are not delivered in person. Thank you for your cooperation and understanding.**

# JUNIOR VOLUNTEER POLICY AGREEMENT FORM

- Please sign and mail to Duke Volunteer Services Office no later than March 28, 2012. This form must be mailed with completed application packet as stated above.

## Student Agreement

I \_\_\_\_\_ have read the entire Junior Volunteer Program Policy.  
(print student name)

I understand the policy components and have asked either my parents/guardians or the Volunteer Services Office to clarify any aspect of the policy that I did not understand. I agree to abide by the policy set forth. I also understand that any act committed that does not coincide with the policy standards gives the Volunteer Services Office grounds for dismissing me as a Junior Volunteer at any point in the program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parent/Guardian Agreement

I \_\_\_\_\_ have read the entire Junior Volunteer Program Policy.  
(print parent name)

I understand the policy components and have asked the Volunteer Services Office to clarify any aspect of the policy that I did not understand. I agree to abide by the policy set forth as it pertains to my child's participation in the Duke Hospital Junior Volunteer Program. I have reviewed this policy with my child. I also understand that any act my child or myself commits that does not coincide with the policy standards gives the Volunteer Services Office the right to dismiss my child from the Junior Volunteer Program.

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_