

Junior Volunteer Guidelines

Thank you for your interest in becoming a Junior Volunteer at Fairview Ridges Hospital. Joining the dedicated team of junior and adult volunteers can be a richly rewarding experience.

Requirements

If accepted into the program, Junior volunteers must meet the following requirements.

Application

- Must be at least 14 years of age
- Commit to a regular bi-weekly schedule (two to three 4-hour shifts per month)
- Volunteer for a minimum of 100 hours and at least 6 months of active volunteering
- Have a sincere desire to perform community service
- 2019-2020 high school seniors must complete 100 hours of service by May 2020 and volunteer a minimum of 3-4 shifts per month.

Onboarding

- Background Study and Fingerprinting conducted through the Minnesota Department of Human Services
- Health Assessment conducted at time of interview or make appointment within 72 hours of acceptance
- Attend Orientation (date will be scheduled upon background and health assessment clearance)
- Complete 8-16 hours of training (dependent upon selected volunteer assignment)

Volunteer must complete all on-boarding steps within 30 days from date of interview!

Expectations

Choosing to become a volunteer at Fairview Ridges Hospital is a commitment; therefore, it is important to consider your volunteer assignment seriously. By accepting an assignment, you are promising to volunteer as scheduled and are filling the shift that another student might otherwise occupy. Please take into consideration your current commitments before applying (sports, extra-curricular activities, clubs, etc.) as volunteering must be a priority.

Attendance

- Punctual
 - Arrive on time for scheduled shift
 - Contact Volunteer Services if running late or need to leave early
- Absence
 - Planned
 - Send email to volunteerFRH@fairview.org at least one week prior to absence
 - Make-up shift by logging onto VICNET
 - Unplanned
 - Parent/guardian must contact Volunteer Services to be excused
 - Make-up shift by logging onto VICNET
 - After 3 consecutive absences without notification (no show), Volunteer Services reserves the right to terminate

Volunteer Services may use their discretion to evaluate and determine a course of action regarding volunteer's attendance on a case by case basis taking into consideration the number of absences (both planned and unplanned).

Junior Volunteer Guidelines, cont.

Dress Code

- Professional appearance (no blue jeans, sweat pants, scrubs, shorts or open toed shoes)
- Volunteer uniform and ID Badge must be worn at all times while volunteering

Volunteer Handbook

- Volunteer will abide by all guidelines as listed in the Volunteer Handbook. The Handbook will be distributed at time of interview.

Emergency Contact

In the event my Daughter/Son should require medical attention while on duty as a volunteer, I understand that Fairview Ridges Hospital will first make every attempt to contact me through the emergency numbers listed on the volunteer's application.

If unable to reach the designated emergency contacts listed on the volunteer's application, I give my permission to Fairview Ridges Hospital to administer medical care/treatment to my child should they require medical services while on duty as a volunteer.

Parent/Guardian Consent

I give my Daughter/Son permission to serve as a volunteer at Fairview Ridges Hospital. I have reviewed the Volunteer Guidelines and agree that she/he is able to meet the requirements and expectations of this program, including attendance.

Parent/Guardian First Name	Last Name	Relationship to Volunteer
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Signature	Date
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Junior Applicant Agreement

I have reviewed the Volunteer Guidelines and agree that I am able to meet the requirements and expectations of this program and agree that I am able to make the time commitment to this program.

Applicant First Name	Last Name
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Applicant Signature	Date
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****After completing the online Junior Volunteer Application, the Junior Volunteer Applicant must submit the following four (4) completed forms together to Volunteer Services: two signed Reference Forms (2), signed Junior Volunteer Program Guidelines and signed Volunteer Health Review with immunization history. Incomplete Junior Volunteer Application form submission will not be considered.***