

**NORTHSIDE HOSPITAL ATLANTA AUXILIARY
VOLUNTEEN PROGRAM
FACTS FOR NEW VOLUNTEENS-- PLEASE KEEP**

1. Volunteer **must** work a minimum of one 4 hour shift per week. Maximum of 8 hours per week (**must** be worked on separate days). Summer program begins week of June 4 and ends on July 28.
All new teens must be in attendance the first week of their service – there are no exceptions.
2. New Volunteer may only work Monday-Friday between the hours of 9:00 a.m. and 5:00 p.m.
3. Volunteer is expected to report promptly to his or her service on the assigned day and time. If unable to work as scheduled, the Auxiliary Office, 404-851-8707, must be notified.
4. Volunteer **must** purchase and be in proper uniform while working. Uniform shirt (\$20) can be ordered at the time of interview and picked up and paid for at Orientation.
5. Annual dues are \$5.00 and will be collected at Orientation
6. An interview with the Manager of Volunteer Services or her representative is **required** of the teen with a parent/guardian in attendance. Interviews will take place on Saturday, March 10 or Saturday, March 24.
7. Volunteer **MUST** attend Orientation session on Wednesday, May 30 from 10:00am till 3:00pm, in the Hospital Auditorium.
8. *Two TB tests are **required** prior to Volunteer beginning the program. Tests may be given and read at the Employee Health Offices in Atlanta, Forsyth or Cherokee, Pre Surgery Assessment at our Alpharetta Medical campus or your County Board of Health. Each test **must** be read 48-72 hours after the test is administered. A copy of an Immunization record showing proof of having received two (2) doses of the measles, mumps, rubella vaccine (MMR) since their first birthday is required.*

Space in the program is limited and students will be accepted on a “first come” basis, so get your packets in early! **If we have reached capacity prior to Friday, February 24, applicants will be placed on a waiting list. Please submit complete packets only.**

ONLY COMPLETED PACKETS WILL BE ACCEPTED. IF INCOMPLETE APPLICANT CANNOT REAPPLY IN 2012. A complete packet consists of:

- Application(3 pages)
- Teacher recommendation in **sealed** envelope
- Absence request form
- Medical History form(2 pages)
- Immunization record

IMPORTANT DATES AND TIMES

Interviews (Parent/Guardian must attend)	March 10 or March 24
Work request form	April 20
Orientation (Teen must attend)	May 30, 10:00am - 3:00pm Hospital Auditorium
Summer program begins	week of June 4
Summer program ends	July 28
Awards Night	August 2