



TO: University Hospital Department Leadership
FROM: Rhonda Butler, Manager of Volunteer Services
DATE: April 13, 2010
RE: Requesting a Teen Volunteer – Summer, 2010

The summer teen volunteer application will be available online starting May 1, and when I interview the teens I want to have meaningful opportunities available to offer them. If you are interested in hosting a teen volunteer(s) in your department this summer, please complete the attached form and return it to me (Room 1401, UH) by **June 1, 2010**. The program runs from June 28 – September 3, 2010. It is important to be prepared for a teen on his/her first day.

We are uncertain how many teens will participate, but if a teen is assigned to your department you will be notified in advance. The all day mandatory teen orientation will be held June 28. If you agree to host a volunteer, your department responsibilities would include the following:

- Providing a mentor who will supervise the teen(s) and ensure that they have meaningful, well-thought out tasks to perform.
- Ensuring that the teen volunteer has an understanding of the department's scope of services – a tour and orientation their first day is recommended.
- Maintaining contact with me to address any problems or concerns – or great achievements!
- Maintaining close supervision of their work, personal conduct and attendance.

You may also access the request form on our website: www.upstate.edu/volunteers.

Thank you for your participation, in advance. This is a great program, and I'm looking forward to another successful summer for all. If you have any questions, please feel free to contact me via phone (x4-6144) or email (butlerr@upstate.edu).



Teen Volunteer '10 Request Form

Please complete and return to Rhonda Butler, Volunteer Office, 1401 UH by **June 1, 2010**

Department or Program: _____ Location: _____

Name and position of mentor who will be responsible for the teen(s): _____

Extension: X4 _____ How many teens per week would you like? _____

Please describe your program/department in terms a teen will understand: _____

Describe the duties the teen volunteer would do, as specifically as possible:
 (Example: Data entry and other computer tasks, visiting with patients, cleaning waiting room and refreshing magazine supplies, researching online materials, running errands within the building of placement, and creating flyers and other marketing materials.)

1. _____
2. _____
3. _____
4. _____
5. _____

Are there any skills or abilities desired or required (such as computers, communications skills, following directions)?

Please indicate the days and times you prefer. We will not assign a teen to any timeslot not indicated. Teens are here weekdays between 8 a.m. – 4:30 p.m.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

COMMENTS: _____

