Upstate University Hospital - Community Campus

Request for Teen Volunteers - 2014

1. To request teens this summer, please provide the info below and e-mail or return to Volunteer Services by April 15.

2. Questions - contact Kristin Bruce, at Ext. 5060.

3. Teen Volunteer Summer Schedule:
   - Start Date: The week of July 7
   - Ending Date: August 15th
   - Work Hours: 4 hour shifts. Morning and afternoon shifts

Please look at your existing volunteer schedule and request Teens accordingly

<table>
<thead>
<tr>
<th>Work Schedule Requests</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
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</thead>
<tbody>
<tr>
<td>Volunteers work with you for the entire work shift.</td>
<td>8:30a.m.-12:00</td>
<td>Noon</td>
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<td>Plan enough work and experiences for at least 3-4 hours of work per student per shift.</td>
<td>12:30 p.m.- 4:30 p.m.</td>
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Special Event or Project (please give description, dates and anticipated hours needed)

Teen Training

The teens are expected to:

- Provide safe, competent, dependable, reliable and respectful service.
- Follow all hospital and department policies.
- Ask for direction
- Report for work on time
- Notify you if unable to work - no shows are not acceptable
DON'T FORGET - Volunteers ARE NOT allowed to transport for or enter precaution rooms.