



Dear Prospective Volunteer,

Thank you for your interest in volunteering for Fort Memorial Hospital. We are always looking for more volunteers! **Please be aware that we do require a 50-hour commitment, and a health screening that includes a two-step TB skin test, blood work, and possibly a physical and vaccinations if needed. An influenza vaccine is required during the flu season. A criminal background check is done on all new employees and volunteers.**

You will find an application for volunteer services, a parental consent form, a health screening form, reference form, and a VolunTEEN Profile form enclosed. If you decide you would like to volunteer at the hospital, please fill out the application, VolunTeen Profile form, and have one of your parents sign the consent and health screening forms. In addition you will need to have someone who is not related to you, such as a teacher, employer, Pastor, family friend etc... fill out the reference form. Return everything to me in the enclosed self addressed postage paid envelope.

As soon as I get your completed paperwork back, I will call you to set up an appointment for your interview and orientation. This appointment will take about one hour. You will need to bring \$7.00 with you to the orientation appointment to cover the cost of your uniform. (A Fort HealthCare logo wear T-shirt.) There is no cost to you for the health screening.

Please keep in mind that volunteer opportunities are quite limited during the school year as most of our service areas operate Monday – Friday during daytime hours. There are more opportunities available during the summer months.

Our volunteers find their work here to be fun, challenging and personally satisfying. I look forward to meeting you and getting you started as a volunteer. Please feel free to give me a call at 920-568-5276 if you have any questions about the enclosed materials.

Sincerely,

Kari Behling, Volunteer Services Manager

Enclosures