

2019 VolunTEEN Summer Program

*"The unselfish effort to bring cheer to others will be the beginning
of a happier life for ourselves." — Helen Keller*

Erlanger Health System's VolunTEEN Program is an **eight-week service learning program**, from June 3rd through July 26th, for high school students **ages 15 to 18 years**.

The 2019 VolunTEEN Summer Program will offer teens exciting and meaningful opportunities to learn about careers in healthcare while learning one of the most important lessons of all – giving of one's self!

All completed applications submitted in person on select days and times will be considered. However, participation will be limited. At the time of application submission, each applicant will be interviewed by a member of the VolunTEEN Selection Committee.

2019 VolunTEEN Program Highlights

- Eight-week Program in June and July. Participants must **commit to at least six of the eight weeks**.
- Choose either Mondays and Wednesdays; Tuesdays and Thursdays; **or** Fridays. Remember, participants must commit to at least six of the eight weeks.
- Program hours are 10 a.m. to 3 p.m. VolunTEEN Academies may take place before or after regular program hours.
- This year's program is a **team concept**. Teams include:
 - Patient Floor Team
 - Administrative Team
 - Physician Practice Team
 - Clinical Support Team
 - Patient & Family Support Team

Descriptions of each team may be found in this packet.

- Participants selected will be assigned a team **and** a department.
- Applicants will turn in all required documents in person during a one-on-one interview session.
- The Selection Committee will choose a **limited number of participants**. *Characteristics the committee will be looking for during the one-on-one interview and in the written essay include:*
 - A passion for helping others
 - Eagerness to learn and help
 - A positive attitude
 - The desire to be part of a team
- In addition to volunteering, participants will also be invited to take part in the Erlanger VolunTEEN Academy throughout the summer. This exclusive opportunity will allow VolunTEENS to take part in projects and learn first-hand from Erlanger physicians, nurses and other healthcare professionals.

Complete applications and required documents must be submitted in person during the 30-minute one-on-one interview sessions. Please see page 2, 4 or 7 for dates and times. Applicants who do not have all of the required documents at the time of the interview will not be considered. Decisions will be made by May 6, 2019. All applicants will receive a letter in the mail.

2019 VolunTEEN Summer Program

PROGRAM REQUIREMENTS



Requirements

- The VolunTEEN program is for students who are rising-sophomore through rising-college freshman.
- Participants must be at least 15 years old by June 1, 2019. Consideration **may be** made for 14 year olds who are rising-sophomores.
- **To volunteer at Children's Hospital, participants must be 18 by June 1, 2019.**
- To volunteer at Erlanger East, participants **must** have successfully served at least one previous summer in the VolunTEEN Program on any campus.
- Participants **must** commit to at least six weeks of the eight-week program.
- Participants **must** commit to 10 a.m. to 3 p.m. on Mondays and Wednesdays; Tuesdays and Thursdays; or Fridays.
- **Participants may not miss the first week of the program.** Orientations will be on the participants' first day during the week of June 3.
- Participants **must** turn in all required documents during one of the interview sessions listed. Interviews will be one-on-one with a member of the VolunTEEN Selection Committee. Parents are welcome to attend, but it is not required.
- Applications will not be accepted by mail, e-mail, fax, or during a day and time not listed in this packet.
- Because participation is limited, no exceptions will be made.
- Applications will only be accepted in person on the following days and times listed below.

Application Submission and Interview Schedule	
Day and Date	Times
Tuesday, April 2	5:00 p.m. – 7:00 p.m.
Wednesday, April 3	5:00 p.m. – 7:00 p.m.
Thursday, April 4	4:00 p.m. – 7:00 p.m.
Saturday, April 6	10:00 a.m. – 1:00 p.m.
Monday, April 8	4:00 p.m. – 7:00 p.m.
Tuesday, April 9	4:00 p.m. – 7:00 p.m.
Wednesday, April 10	4:00 p.m. – 7:00 p.m.

Application Submission and Interview Location:

Erlanger Health System, 975 E. Third St., Chattanooga
Medical Mall, POB Dining Room, First Floor near the B elevators

Only one 30-minute session is required.

Reserve a 30-Minute Interview Time: <http://signup.com/go/LzWhzhS>

Complete applications and required documents must be submitted in person during the 30-minute one-on-one interview sessions. Please see page 2, 4 or 7 for dates and times. Applicants who do not have all of the required documents at the time of the interview will not be considered. Decisions will be made by May 6, 2019. All applicants will receive a letter in the mail.

2019 VolunTEEN Summer Program APPLICATION CHECKLIST



Before Applying, Ask Yourself:

- Can I commit to at least six weeks of the eight-week program from June 3 through July 26? ☐ Yes ☐ No
- Am I available to volunteer 10 a.m. to 3 p.m. either on Mondays and Wednesdays; Tuesdays and Thursdays; or on Fridays? Only two weeks off will be permitted. ☐ Yes ☐ No
- Am I available to attend the first week of the program the week of June 3? Program orientation and department orientation will take place that week. ☐ Yes ☐ No
- Am I willing to be a part of a team and show a positive attitude every day? ☐ Yes ☐ No
- Am I willing to help departments with clerical work, such as filing and phones, helping push patients in wheelchairs or other volunteer duties as assigned? ☐ Yes ☐ No
- Am I able to attend one of the scheduled interview sessions and have all of my documentation with me? (See dates, times and location on the Program Requirements Page) ☐ Yes ☐ No

If you answered yes to each of the above questions, please complete each part of the application and gather all required documents.

☐ PART I: Contact and Background Information

All information must be complete and signed by the applicant and his or her parent or guardian.

☐ PART II: VolunTEEN Availability and Team Selection

Be sure to read the Commitment Statement, and sign with your parent or guardian.

☐ PART III: Applicant Essay

Write an original essay on the following topic:

Read Helen Keller's quote on the front page of this application packet. What does this message mean to you? How do you apply this thought to your daily life? How does this thought apply to volunteering at Erlanger?

☐ PART IV: Recommendation Letter

Each applicant must submit a letter of recommendation from a current teacher, school administrator, coach or youth leader who can address the applicant's leadership abilities and work ethic. Letters must be in a sealed envelope and brought by the applicant to the interview.

☐ PART V: Immunization Records

All participants are required to have up to date immunization records and a recent TB skin test prior to the start of the program. Required immunizations and TB skin test include:

- Varicella (Chickenpox)
 - Two vaccines required or proof of immunity
- Mumps, Measles and Rubella
 - Two MMR vaccinations or proof of immunity to measles, mumps, and rubella
- Tdap Vaccine
- TB Skin Test

Information about where to bring the immunization records and have the TB skin test will be given at the interview. This step should be done **after the interview and in advance of acceptance into the program.**

Complete applications and required documents must be submitted in person during the 30-minute one-on-one interview sessions. Please see page 2, 4 or 7 for dates and times. Applicants who do not have all of the required documents at the time of the interview will not be considered. Decisions will be made by May 6, 2019. All applicants will receive a letter in the mail.

2019 VolunTEEN Summer Program

APPLICATION CHECKLIST (Continued)



Continued from page 3.

☐ **PART VI: Interview Registration**

Register for one of the required 30-minute interview sessions by going to <http://signup.com/go/LzWhzhS>. Be sure to include your first and last names on the registration. Registering for an interview session is not required, but applicants who have reserved a time in advance will be interviewed first.

☐ **PART VII: Interview and Turn in Required Documents**

Attend one of the required 30-minute interview sessions. Be sure to register in advance and bring all required documents. Documents will not be accepted at a later time. All interviews will take place at Erlanger Health System in the POB Dining Room in the Medical Mall.

- The address is 975 E. Third Street.
- Park in the main parking garage off of Central Avenue.
- The POB Dining Room is on the First Floor near the B elevators.
- Interview sessions will be 30 minutes during the days and times below.

Application Submission and Interview Schedule	
Day and Date	Times
Tuesday, April 2	5:00 p.m. – 7:00 p.m.
Wednesday, April 3	5:00 p.m. – 7:00 p.m.
Thursday, April 4	4:00 p.m. – 7:00 p.m.
Saturday, April 6	10:00 a.m. – 1:00 p.m.
Monday, April 8	4:00 p.m. – 7:00 p.m.
Tuesday, April 9	4:00 p.m. – 7:00 p.m.
Wednesday, April 10	4:00 p.m. – 7:00 p.m.

Application Submission and Interview Location:

Erlanger Health System, 975 E. Third St., Chattanooga
Medical Mall, POB Dining Room, First Floor near the B elevators

Only one 30-minute session is required.

Reserve a 30-Minute Interview Time: <http://signup.com/go/LzWhzhS>

Complete applications and required documents must be submitted in person during the 30-minute one-on-one interview sessions. Please see page 2, 4 or 7 for dates and times. Applicants who do not have all of the required documents at the time of the interview will not be considered. Decisions will be made by May 6, 2019. All applicants will receive a letter in the mail.

2019 VolunTEEN Summer Program APPLICATION PART I



Contact & Background Information

Please print legibly. Illegible applications will not be considered.

LAST NAME FIRST NAME MIDDLE NAME

HOUSE NUMBER AND STREET NAME APARTMENT #

CITY STATE ZIP

MAILING ADDRESS IF DIFFERENT FROM ABOVE – HOUSE NUMBER AND STREET NAME APARTMENT #

CITY STATE ZIP

CELL PHONE EMAIL

DATE OF BIRTH AGE AS OF JUNE 1, 2019 GRADE IN FALL

SCHOOL SCHOOL CITY & STATE

Have you ever been an Erlanger VolunTEEN? _____ If yes, when? _____

Volunteer and/or work experience and skills: _____

Interests and career goals: _____

NAME OF PARENT OR GUARDIAN EMAIL CELL PHONE

PARENT OR GUARDIAN SIGNATURE DATE

APPLICANT SIGNATURE DATE

Complete applications and required documents must be submitted in person during the 30-minute one-on-one interview sessions. Please see page 2, 4 or 7 for dates and times. Applicants who do not have all of the required documents at the time of the interview will not be considered. Decisions will be made by May 6, 2019. All applicants will receive a letter in the mail.

APPLICATION PART II: VolunTEEN Availability & Team Selection

APPLICANT NAME _____

Select Your Service Days

If selected, what days can you commit to volunteering 10 a.m. to 3 p.m. in June and July? Remember, you must commit to at least six of the eight weeks.

- ☐ Mondays and Wednesdays ☐ Tuesdays and Thursdays ☐ Fridays

Select Your Location Preference

Availability will be limited on each campus. Children's Hospital is only open to applicants who will be 18 by June 1, 2019. Erlanger East is only open to applicants who have successfully completed at least one summer in the Erlanger VolunTEEN Program.

- ☐ Erlanger Baroness Campus (downtown Chattanooga)
☐ Children's Hospital (downtown Chattanooga) **Only select if you will be 18 by June 1, 2019*
☐ Erlanger East (Gunbarrel Rd., Chattanooga) **Only select if you have successfully completed at least one summer in the VolunTEEN Program.*
☐ Erlanger Bledsoe (Pikeville, TN)
☐ Sequatchie Valley ED (Dunlap, TN)

Team Selection

Please number in order of preference the team you would like to join, with 1 being of most interest and 5 being of least interest. If there is a team you would not like to apply for, please do not number that team.

- _____ **Patient Floor Team** – Members of this team will be assigned to a Nurses' Station on a Patient Floor. Duties may include passing out ice and water, answering call lights, helping with phones, and clerical duties.
- _____ **Physician Practice Team** – Members of this team will be assigned to a Physician office. Duties may include greeting patients, answering phones, making appointment reminder calls, and clerical duties.
- _____ **Patient & Family Support Team** – Members of this team will be assigned to one of the Information Desks. Duties may include pushing patients in wheelchairs, giving directions, assisting families, walking patients and families to appointments, and clerical duties.
- _____ **Administrative Team** – Members of this team will be assigned to a non-clinical department. Duties may include assisting with projects or events, helping with mail, answering phones, light computer work, and clerical duties.
- _____ **Clinical Support Team** – Members of this team will be assigned to a clinical department. Duties may include delivering small clinical equipment to another area, stocking supplies, checking inventory, answering phones, and clerical duties.

Returning Volunteers

If you are a returning VolunTEEN, what department or role were you in: _____

Do you want to return to the same position: _____

Complete applications and required documents must be submitted in person during the 30-minute one-on-one interview sessions. Please see page 2, 4 or 7 for dates and times. Applicants who do not have all of the required documents at the time of the interview will not be considered. Decisions will be made by May 6, 2019. All applicants will receive a letter in the mail.

APPLICATION PART II (continued): Commitment Statement

I have thought carefully about my application for the 2019 Erlanger VolunTEEN Program, as well as my other commitments this summer. If I am chosen, I can fully commit to the days I chose for at least six full weeks of the eight week program. Also, if chosen, I can participate the first week of the program (orientation week), which is the week of June 3.

APPLICANT SIGNATURE

DATE

PARENT OR GUARDIAN SIGNATURE

DATE

Required Interview Session

Applications and all required documents must be turned in by the applicant in person during one of the VolunTEEN Interview Sessions listed below. Applications will not be accepted at other times. Nor will applications be accepted by mail, e-mail, or fax. For questions, please call Emilia Jones, Director of Volunteer Services, at **423-778-7892**.

Application Submission and Interview Schedule	
Day and Date	Times
Tuesday, April 2	5:00 p.m. – 7:00 p.m.
Wednesday, April 3	5:00 p.m. – 7:00 p.m.
Thursday, April 4	4:00 p.m. – 7:00 p.m.
Saturday, April 6	10:00 a.m. – 1:00 p.m.
Monday, April 8	4:00 p.m. – 7:00 p.m.
Tuesday, April 9	4:00 p.m. – 7:00 p.m.
Wednesday, April 10	4:00 p.m. – 7:00 p.m.

Application Submission and Interview Location:

Erlanger Health System
975 E. Third St., Chattanooga
Medical Mall, POB Dining Room, First Floor
near the B elevators

Only one 30-minute session is required.

Reserve a 30-Minute Interview Time:
<http://signup.com/go/LzWhzhS>

APPLICATION PART III: Applicant Essay

Write an original essay on the following topic:

Read Helen Keller's quote on the front page of this application packet. What does this message mean to you? How do you apply this thought to your daily life? How does this thought apply to volunteering at Erlanger?

Essays should be typed or neatly written. There is no minimum or maximum length. However, the essay should clearly display your thoughts to the Selection Committee. The essay is required at the time of the interview.

APPLICATION PART IV: Recommendation Letter

Each applicant must submit a letter of recommendation from a current teacher, school administrator, coach or youth leader who can address the applicant's leadership abilities and work ethic. *Letters must be in a sealed envelope and brought by the applicant to the interview.*

Complete applications and required documents must be submitted in person during the 30-minute one-on-one interview sessions. Please see page 2, 4 or 7 for dates and times. Applicants who do not have all of the required documents at the time of the interview will not be considered. Decisions will be made by May 6, 2019. All applicants will receive a letter in the mail.

APPLICATION PART V: Immunization Records

All participants are required to have up to date immunization records and a recent TB skin test prior to the start of the program. Required immunizations and TB skin test include:

- Varicella (Chickenpox)
 - Two vaccines required or proof of immunity
- Mumps, Measles and Rubella
 - Two MMR vaccinations or proof of immunity to measles, mumps, and rubella
- Tdap Vaccine
- TB Skin Test

PART VI: Interview Registration

Register for one of the required 30-minute interview sessions by going to <http://signup.com/go/inSGQvc>. Be sure to include your first and last names on the registration. Registering for an interview session is not required, but applicants who have reserved a time in advance will be interviewed first.

APPLICATION PART VII: Interview and Turn in Required Documents

Attend one of the required 30-minute interview sessions. Be sure to register in advance and bring all required documents. Documents will not be accepted at a later time. All interviews will take place at Erlanger Health System in the POB Dining Room in the Medical Mall. For interview and drop off times, please refer to the chart on page 7.

Application Submission and Interview Schedule	
Day and Date	Times
Tuesday, April 2	5:00 p.m. – 7:00 p.m.
Wednesday, April 3	5:00 p.m. – 7:00 p.m.
Thursday, April 4	4:00 p.m. – 7:00 p.m.
Saturday, April 6	10:00 a.m. – 1:00 p.m.
Monday, April 8	4:00 p.m. – 7:00 p.m.
Tuesday, April 9	4:00 p.m. – 7:00 p.m.
Wednesday, April 10	4:00 p.m. – 7:00 p.m.

Application Submission and Interview Location:

Erlanger Health System, 975 E. Third St., Chattanooga
Medical Mall, POB Dining Room, First Floor near the B elevators

Only one 30-minute session is required.

Reserve a 30-Minute Interview Time: <http://signup.com/go/LzWhzhS>

Complete applications and required documents must be submitted in person during the 30-minute one-on-one interview sessions. Please see page 2, 4 or 7 for dates and times. Applicants who do not have all of the required documents at the time of the interview will not be considered. Decisions will be made by May 6, 2019. All applicants will receive a letter in the mail.