

Dear Volunteer Applicant:

Thank you for your interest in volunteering at Stanford Hospital & Clinics.

If you fall between ages 14-18, please contact Auxiliary at 650.723.6636. If you are age 19 or older, to participate as a volunteer, we require a commitment of 3 to 4 hours per week for six months on a regularly scheduled basis.

As a potential volunteer, you will need to complete the process below in the order listed:

- 1) Attend a Hospital Orientation, at which you will receive an application packet and schedule your interview. During the orientation, you will receive a description of each available volunteer opportunity and its responsibilities. At the end of the orientation, you will sign up for the one of the scheduled group interviews. **Everyone is required to attend a hospital orientation before he or she can schedule an interview.**
- 2) Come to the interview on-time and bring your completed application packet.
 - a. Volunteer supervisor determines “good fit” and approves your placement in the program.
 - b. Determine a start date with your volunteer supervisor
- 3) Provide proof of negative TB test results within the last three months or submit to a free blood test with Occupational Health Services.
- 4) Complete online training modules (HealthStream). This must be completed prior to your start date.
- 5) Collect signed ID badge forms from Volunteer Resources and obtain badge from Photo ID.
- 6) Start volunteering.

Your commitment and time here at the Hospital greatly impact our community and Stanford Hospital & Clinics is looking for high-quality people to help serve the needs of our patients and their families and caregivers.

We screen all of our volunteers thoroughly. While becoming a volunteer at SHC can be a long process, we do everything we can to ensure that our volunteer programs work for the benefit of the patients and families of Stanford Hospital & Clinics.

Volunteers are placed as soon as possible in the available positions that meet your interests and skills. If there is not a position immediately available fitting your schedule or interests, your application will be put on file until we find a suitable match.

Volunteers are a vital part of Stanford Hospital & Clinics and we appreciate your interest in joining our team. Volunteering at the hospital does not grant or guarantee a future paid position. Please feel free to call us if you have any questions.

Sincerely,

Angela Cherene
Director, Volunteer Resources
650.723.7424