

Dear VolunTEEN Applicant and Parent / Guardian:

Thank you for your interest in volunteering with Monument Health at Rapid City Hospital. The VolunTEEN program provides rewarding volunteer experience as well as insights into career possibilities in the healthcare field. Your awareness of our program guidelines and your support are important factors to our success.

The VolunTEEN program prerequisites:

- Be 16 – 18 years of age prior to graduation.
- Successful completion of a Monument Health Job Shadow through Monument Health Human Resources Department.
- Complete and return: VolunTEEN Application and this Program Guidelines and Parent Consent. After your application has been processed, you will receive information for the next orientation.
- Commit to one 2 – 4 hour shift on the same day / time per week for 10 – 12 weeks, min. 30 volunteer hours.

The VolunTEEN program requirements:

- Complete online education and forms, attend in person orientations, and future annual educational requirements by due date.
- Complete a background and health screenings, which may change as students advance through the levels. Initially we require proof of immunization status including seasonal Influenza vaccine. Employee Health provides a TB Gold blood draw and a urine drug screen prior to volunteering. We do not provide any immunizations.
- Be able to perform the requirements as described in the applicable VolunTEEN position description. You will be given a description of duties for each area.
- Agree to uphold the organizational policies and standards of Monument Health in matters of confidentiality, ethics, conduct, infection prevention, standards of performance, dress code, etc. Volunteers are part of our team and must always conduct themselves professionally.
- Provide your own transportation.

The VolunTEEN program has 3 sessions, lasting approximately 3 months each, which follow the school calendar:

- Fall session – begins in October, Spring session – begins in February, Summer session – begins in June. Applications are due by the last business day of the month before the session starts in September, January, May.

The VolunTEEN program has 4 levels students can advance through after completing prior sessions. Students do not need to reapply but may need to complete additional health screenings.

- Level 1: 'Seeker' serves 30 hours greeting, wayfinding, assisting staff, errands, stocking supplies, etc.
- Level 2: 'Pathfinder' additional 30 hours patient visitor, provide education on services, rounding.
- Level 3: 'Career Explorer' additional 40 hours as a mentor and in service learning within patient unit.
- Level 4: 'Diplomat' seniors completing 100 hours prior to the April deadline may apply for Auxiliary Scholarship.

Note: Application to the program does not guarantee placement. Volunteer positions and shifts are limited to current hospital needs. Absences and failure to comply with program guidelines may disqualify students.

My signature below indicates my approval of my teenager's application to serve as a VolunTEEN. I have read the literature and hereby release Monument Health, Inc., from any responsibility for injury or accident resulting from participation in the VolunTEEN program.

(PRINT Students Name) _____ has my permission and encouragement to participate in the VolunTEEN program at Monument Health Rapid City Hospital.

I, (PRINT Your Name) _____ have read and understand the guidelines of the program and will help my teen abide by them.

Signature of Parent or Guardian

Date

Time