



VolunTeen Checklist

The VolunTeen program is for High School students that have a strong interest in health care, serving their community, or creating a meaningful experience that can be used for a CV or college application. Acceptance into the program is limited and dependent on the student's application and interview process.

Applications

- ☐ Application process begins March 10, 2025, and closes April 14, 2025.
- ☐ Application reviews and interview scheduling will be April 7, 2025 – April 18, 2025.
- ☐ Acceptance Letters will go out May 5 – 9, 2025.

Commitment

Duration: 8-week program (excludes the holiday week, June 30 – July 4)

Start Date: Monday, June 9, 2025

End Date: Thursday, August 7, 2025

- ☐ Scheduling is Monday – Thursday, one six-hour shift a week.
- ☐ Minimum of 48 total hours to complete the program.

VolunTeen Tasks

- ☐ Clerical work i.e. scanning, laminating, mail, etc.
- ☐ Delivering patient mail, flowers, and e-cards
- ☐ Assisting in the Gift Shop
- ☐ Assisting in a variety of medical units including Central Supply, NICU/Postpartum, Harris Breast Center and others.

Application Checklist

- ☐ Fill out a VolunTeen application on our website.
- ☐ After your application has been reviewed, you will receive an email requesting the following:
 - Current CV/resume
 - Letter of intent – We want to know why this program is important to you and how it fits into your goals for the future. (400 word minimum)
 - Completed Parent/Guardian Consent form (Participants under the age of 18)
 - Completed background check authorization form.

- A high school transcript showing you are enrolled and have a 2.5 or higher GPA.
- Once all requested documentation has been submitted, the Volunteer Coordinator will reach out to schedule an in-person interview.
- After all VolunTeen candidates have been interviewed, selections will be made. All applicants will receive an email with our decision. If you have been selected, your email will include additional next steps.

Next Steps to Expect

- You will need to schedule a Health Screening with Boone Health. If you are under the age of 18, a parent or guardian will have to attend this appointment with you to sign consent forms. You will need to provide or complete the following for this appointment:
 - Proof of all vaccinations (Childhood, Flu, COVID or a medical/religious exemption)
 - TB test (We do accept TB results that are no older than a year.)
 - Urinary drug screen
 - Employee Health will also review all personal medical history.

Orientation/Schedule Finalization

- Schedule your required orientation – Orientation will be a time for us to review jobs, schedules, expectations, dress code, and hospital protocol.
 - Summer Orientation #1 - Wednesday, June 4, 9:00 a.m. – 10:30 a.m.
 - Summer Orientation #2 – Thursday, June 5, 5:00 p.m. – 6:30 p.m.
- Work with the Volunteer Coordinator to finalize your schedule.
- Sign all acknowledgements and confidentiality agreements.

Volunteer Benefits

- A certificate of completion and hours report.
- Free Boone Health shirt to wear as your uniform.
- 25% discount in the cafeteria and gift shop.
- Free parking.

Thank you for your interest in volunteering with Boone Health! Volunteer Services will be in touch with you throughout the process and prompting you for next steps. If you have additional questions or need clarification, please email the Volunteer Coordinator, Amber.Kneibel@boone.health

Volunteer Services Updated: 03/06/2025