



Dear Applicant:

Thank you for your inquiry about volunteer opportunities at Hennepin County Medical Center. I am enclosing an application form as well as a copy of *Where Help is Needed*, which contains information about current volunteer positions. We ask for a minimum time commitment of 80 service hours from all adult volunteers, which is usually completed by volunteering one (3-4) hour shift per week.

Please complete the application and return it to the Service League Office at your earliest convenience. I will then contact you to set up an appointment to discuss our program and your interests in more detail.

I look forward to hearing from you!

Sincerely,

Anita Bilden
Volunteer Coordinator



For Office Use Only
Interview letter date:
Interview date:
HEICS:

SERVICE LEAGUE VOLUNTEER APPLICATION

PLEASE PRINT CLEARLY!

Last Name _____ First Name _____ MI _____
Address _____ Apt. # _____
City _____ State _____ Zip Code _____
Home Phone _____ Work Phone _____ Cell Phone _____
E-mail Address _____ Date of birth (month/day only) _____
In an emergency call _____ Phone #1 _____
Phone #2 _____ Relationship to you _____
Are you currently an employee of HCMC? Yes No
Your employer _____ Occupation _____

We will use the following information **only** to track demographic statistics. Providing this information is voluntary and will be kept private.

Birth year: _____ Gender: M F Ethnicity: _____ Disability: _____

Education (circle highest level completed): High School 1 2 3 4 GED College 1 2 3 4 5 6

Please check all skills you possess:

- Accounting/bookkeeping
- Answering phones
- Art collecting/history
- Business operations
- Crafts/Needlework
- Customer Service
- Desktop computer skills
- Drawing/painting
- Filing/clerical
- Fund raising
- Healing touch (certified)
- Health care professional
- Legal knowledge
- Marketing/Advertising skills
- Massage (certified)
- Photography
- Play instrument: _____
- Retail operations
- Sewing
- Speak these languages:
_____ (fluent)
_____ (fluent)
- Teaching adults
- Teaching children
- Writing/editing

Previous work experience _____

Previous volunteer experience _____

(over)

Are you willing to occasionally substitute in a position for which you are trained? Yes No

Are you willing to be called occasionally to help with a special project (ex: mailings, surveys, conference registration, and hospitality at special events)? Yes No

Place an "X" in every box when you are available to volunteer.

	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Morning							
Afternoon							
Evening							

As you look over the list of volunteer positions, please indicate what interests you most:

Please list any skills you are hoping to learn or improve upon by volunteering:

How did you hear about our volunteer program? _____

Have you ever been convicted of any violation of the law other than parking tickets? Yes No

If yes, please explain _____

VOLUNTEER APPLICANT REFERENCE

The Service League requires two references for each volunteer applicant. **Your references may not be family members or anyone related to you.** Please fill your name in at the top, give your references the Volunteer Applicant Reference sheet included in this packet and have them return it to our office at the address listed at the bottom. You may also have your reference complete the form and give it to you in a sealed envelope for you to drop it off at the Service League Office. Two reference sheets have been included in this packet, one for each of your required references. You must have at least one reference returned to the Service League Office before you can begin volunteering.



I authorize the Service League of HCMC to accept any pertinent information they may receive regarding this application and me as an applicant as from references of my choice. The Service League may perform any necessary criminal record background checks as required by law.

I verify that all of the information above is true and I understand that if it is not, I am disqualifying myself for a volunteer position.

Applicant's signature _____ Date _____

Applicant's name (please print) _____

This application should be returned to: The Service League HCMC
701 Park Avenue
Minneapolis, MN 55415-1829

WHERE HELP IS NEEDED AT HCMC?

*Indicates positions with evening and/or weekend assignments. These are just some of the volunteer positions available at HCMC.

* **Activity Cart** - Distribute craft project kits & recreation supplies to hospital patients; restock cart, assist with kit assembly.

Arts Program – Help with photography and data entry to catalog and maintain art collection inventory.

Book Buddy - Read to young patients and their siblings in Pediatric Clinic waiting rooms or Emergency Room areas.

Box Office - Provide information and sell discount tickets, bus passes, etc. to employees and volunteers.

Clothing Room - Volunteers receive, sort, size and organize donated clothing for distribution to patients by staff.

* **Emergency Room** - Provide hospitality to Emergency Department visitors in waiting room. Assist in placing patients in cubicles, providing comfort and encouragement to family members, and transporting patients by wheelchair.

Gift Shop - Assist customers with selection and purchase of merchandise, operate cash register, and restock shelves.

Historical Museum - Assist museum staff with data entry and photography to catalog collections.

***Information Desk/Escort** - Assist patients & visitors with finding their way around our large, busy campus. Some wheelchair transport. Volunteers provide a welcome and information to patients, visitors, callers, and deliver flowers to patient rooms.

Library Cart - Offer reading material to patients and family members.

Magazines - Visit all public waiting areas and lounges in the hospital, distributing donated magazines for patients and visitor use.

Medicine Clinic - Provide clerical support for staff, escort assistance for patients in busy hospital clinic..

Office Support - Utilize basic office support skills to assist hospital staff with filing, collating, answering phones, photocopying, etc. Some positions require data entry skills.

* **Pediatric/Team Center** - Assist Pediatric Team Center staff with greeting visitors, answering phones, clerical tasks, transporting discharged patients, restocking supplies, playing games with patients, etc.

Special Projects - Work on assorted mailings, projects, and clerical tasks during time blocks staff schedules with you around the needs of a current project.

Surgery Family Waiting Room - Provide a comfortable waiting space and assist family members of surgical and intensive care unit patients. Interact with Intensive Care and Surgical Staff to provide information to those waiting.

Transportation – Support transportation staff by answering phones, assisting waiting patients, and occasional assistance to wheelchair patient.

VOLUNTEER APPLICANT REFERENCE

Applicant's Name _____

Reference Name _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Relationship to Applicant _____

Years Acquainted with Applicant _____

This applicant listed above has applied to be a volunteer at Hennepin County Medical Center. Would you please take a few moments to tell us about your experiences with this volunteer applicant who has named you as a reference? It will help us to evaluate the applicant's abilities and suitability for this kind of volunteer work if you will answer the following questions. A volunteer does not necessarily need to excel in all categories to be successful; different positions require different skills and abilities. Your comments will assist us in making an appropriate placement. Thank you for your cooperation. Feel free to contact us if you have any questions or concerns.

Check the column that most accurately describes this person:

	<i>Above average</i>		<i>Average</i>		<i>Below average</i>
Dependable					
Able to communicate clearly and effectively					
Flexible					
Able to follow instructions carefully					
Honesty/Trustworthiness					
Able to deal with the public appropriately					
Able to work independently					
Able to work with a group					
Helpful attitude					

Would you recommend this person to work with children?

Can this person deal with sensitive human issues?

Please make any additional comments you believe would be beneficial (use back if needed):

Please return this form within five days to:
Or give to applicant in a sealed envelope

Service League of HCMC
701 Park Avenue
Minneapolis, MN 55415

Questions or concerns please call:

(612) 873-2512

