

2023 VolunTEEN SUMMER PROGRAM

Get ready to do something GREAT.



“In a gentle way, you can shake the world.” – Mahatma Gandhi

Erlanger Health System invites high school students ages 15 to 18 years old to be “helpers” this summer during the 2023 Erlanger Health System VolunTEEN Program.

If you’d like to spend the summer with us helping and learning, please carefully read this packet with a parent or guardian. All applicants **must** apply in person during one of the scheduled 30-minute interviews. Applications and supporting documents will not be accepted at other times.

2023 VolunTEEN Program Highlights

- At-home online orientation the week of June 5th
- On-site program dates: **Week of June 12th through the week of July 17th** (six weeks)
- Choose and commit to either Mondays and Wednesdays; **or** Tuesdays and Thursdays.
- Program hours are 10 AM to 3 PM.
- The VolunTEEN Program is a **team concept**. Descriptions of each team may be found in this packet. Teams include:
 - Patient Floor Team
 - Administration & Clinical Support Team
 - Physician Practice Team
 - Patient & Family Support Team
- 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
 - The desire to be part of a team
 - A positive attitude
 - Dedication and commitment to the six weeks
 - Eagerness to learn and help



Complete applications and required documents must be submitted in person during the 30-minute one-on-one interview sessions. Please see page 2, 4, 7, or 8 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 15, 2023. All applicants will receive a letter, which will be mailed on or before May 15, 2023.

2023 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, 2023. Consideration may be made for 14 year olds who are rising-sophomores.
- Participants **must** commit to two days per week for at least five of the six weeks.
- Participants **must** commit to 10 AM to 3 PM on Mondays and Wednesdays; or Tuesdays and Thursdays; Participants may be allowed to add Fridays.
- 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.
- Participants **must** be able to start on the first day of the program during the week of June 12th.
- Applications will not be accepted by mail, e-mail, fax, or during a day and time not listed in this packet.
- Participants **must** submit all health screenings (childhood immunizations, COVID vaccine, and TB skin test) at the time of the interview.
- Participants selected for this summer’s program **must** complete online orientation before the start of the program. Details will be given upon acceptances to the program.
- The only cost associated with this program is the uniform shirt, which is \$20.
- 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		
Location	Day and Date	Times
Chattanooga	Wednesday, April 19th	3:30 PM – 7:30 PM
	Saturday, April 29th	10:00 AM – 2:00 PM
Murphy	Wednesday, May 3	3:00 PM – 7:00 PM
Bledsoe	Thursday, May 4	3:00 PM - 5:00 PM (CST)
Sequatchie	Thursday, May 4	11:00 AM - 12:00 PM (CST)

Application Submission and Interview Location:

Applications and supporting documentation **must** be submitted in person at the interview. Only one 30-minute session is required.

Reserve a 30-Minute Interview Time: <https://signup.com/go/MMTQyrJ>

Locations are listed on the online sign up.



Complete applications and required documents must be submitted in person during the 30-minute one-on-one interview sessions. Please see page 2, 4, 7, or 8 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 15, 2023. All applicants will receive a letter, which will be mailed on or before May 15, 2023.

2023 VolunTEEN SUMMER PROGRAM APPLICATION CHECKLIST



Before Applying, Ask Yourself:

- Can I commit to the six week program? Yes No
- Am I available to volunteer 10 AM to 3 PM either Mondays and Wednesdays or Tuesdays and Thursdays?..... Yes No
- Am I willing to submit required health screenings (childhood immunizations, COVID vaccine, and TB skin test) and complete on-line orientation before the start of the program? 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. Illegible applications will not be accepted.

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

Reread Mahatma Gandhi'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. Recommendation letters will not be accepted at an earlier or later time. It **must** be in the applicant's packet at the time of the interview.

PART V: Immunization Records

All participants are required to have up to date immunization records, plus complete TB skin test. Participants **must** submit documentation for the following records at the time of their interview.

- Varicella (Chickenpox)
 - Two vaccines required or proof of immunity
- COVID Vaccinations
 - Two Pfizer or two Moderna or one Johnson & Johnson
- Mumps, Measles and Rubella
 - Two MMR vaccinations or proof of immunity to measles, mumps, and rubella
- Tdap Vaccine
- TB Skin Test



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2023 VolunTEEN SUMMER PROGRAM APPLICATION CHECKLIST



Continued from page 3.

PART VI: Interview Registration

Register for one of the required 30-minute interview sessions by going to <https://signup.com/go/MMTQyrJ>. 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.

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2023 VolunTEEN SUMMER PROGRAM APPLICATION



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, 2023 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



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2023 VolunTEEN SUMMER PROGRAM APPLICATION



APPLICATION PART II: VolunTEEN Availability & Team Selection

APPLICANT NAME _____

Select Your Service Days

Select the days in June and July that you can commit to below. Number your day preference. Do not select days that you are not available.

_____ Mondays & Wednesdays _____ Tuesdays & Thursdays

If selected, what days can you commit to volunteering 10 AM to 3 PM in June and July? Remember, you **must commit to six weeks.**

If selected, are you interested in adding Fridays?

Select Your Location Preference

What hospital are you applying for? Availability will be limited at each hospital.

- Erlanger Baroness Hospital (downtown Chattanooga)
- Children's Hospital (downtown Chattanooga) *Only select if you will be 18 by June 1, 2023
- Erlanger East (Gunbarrel Rd., Chattanooga)
- Erlanger Bledsoe (Pikeville, TN)
- Sequatchie Valley ED (Dunlap, TN)
- Erlanger North (Morrison Springs Road, Chattanooga)
- Erlanger Western Carolina (Murphy, NC)

Team Selection

Please only apply for a team to which you can commit. If applying for more than one team, please number in order of preference, with 1 being of most interest and 4 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 & Clinical Support** - Members of this team will be assigned to a non-clinical or clinical department. Duties may include assisting with projects or events, helping with mail, answering phones, light computer work, 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: _____

If you would like to be considered for a different position, which department are you most interested in: _____



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2023 VolunTEEN SUMMER PROGRAM APPLICATION



APPLICATION PART II (continued): Commitment Statement

I have thought carefully about my application for the 2023 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 the full six week program. Also, if chosen, I will submit all of the required health screenings on time and will complete on-line orientation on time.

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 Anne Lownes, Service Learning Coordinator, at 423-778-8257 or anne.lownes@erlanger.org.

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APPLICATION PART III: Applicant Essay

Write an original essay on the following topic:

Reread Mahatma Gandhi'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

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