

# VOLUNTEER SERVICES

## 2024 TEEN VOLUNTEER PROGRAM (TVP) APPLICATION AND INFORMATION PACKET

### UAB Medicine TVP Purpose & Qualifications

**Purpose:**

The UAB TVP provides teenage students the opportunity to explore an interest in health careers through direct exposure to health care environments. As a byproduct, students gain the moral satisfaction from constructive community service, thus developing a sense of civic responsibility which is mutually beneficial to the medical community and to the student.

**Qualifications:**

- 15 years of age by May 31, 2024
- Completed the 9th grade by May 31, 2024
- Firm commitment to volunteer for three weeks without absence Monday, Tuesday and Wednesday from 9 a.m. - 3 p.m. with a lunch break
- Commitment to arrive on time and stay until end of day
- Ability to provide their own lunch

### Overview

**Deadline**

Applications (including recommendations and photo) must be received by Volunteer Services no later than 3 pm on Wednesday, April 2 to be considered for the program.

**Submission**

Submit completed applications in one of the following ways:

- Email PDF to [volunteerservices@uabmc.edu](mailto:volunteerservices@uabmc.edu) (No JPG accepted other than photo)
- Drop off packet in sealed large envelope at the Volunteer Services Office in Spain Wallace W136 (drop box located to the right of door)
- Mail to ATTN: TVP Volunteer Services 619 19th Street South, W136, Birmingham, Alabama 35249

**Interviews**

Once the completed application is reviewed, applicants will receive a **confirmation email** which will include an online link to register for the interview. **Students may register via the link only**; no email or telephone requests will be accepted. Professional attire is required. Interviews will take place:

- Tuesday, April 16      4 p.m. - 7 p.m.
- Wednesday, April 17      4 p.m. - 7 p.m.
- Saturday, April 20      9 a.m. - 1 p.m.

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<p><b>Acceptance</b></p>	<p>Volunteer Services will send an acceptance letter (by 4 p.m. on Friday, April 26) via email to the selected applicants and their parent/guardian. A prompt response (no later than 4 p.m. on Friday, May 3) is required to confirm a place in the TVP. This letter will include:</p> <ul style="list-style-type: none"> <li>• Volunteer session dates (chosen by the student during the confirmation process)</li> <li>• Orientation information (Date, location, directions, dress code, etc.)</li> <li>• Forms and required documents to be signed and returned at orientation</li> <li>• Request for uniform shirt size</li> </ul>
<p><b>Uniform</b></p>	<ul style="list-style-type: none"> <li>• Official TVP kelly green embroidered polo shirt - New teen volunteers will need to purchase this from Volunteer Services for \$20. Former teen volunteers may wear their shirt from a previous year.</li> <li>• Khaki colored, full length pants</li> <li>• Closed toe shoes; tennis shoes acceptable</li> <li>• Name badge (provided by Volunteer Services)</li> </ul>
<p><b>Orientation</b></p>	<p>Mandatory orientation is held in a group setting on the first Monday of your assigned session from 9 a.m. until 3 p.m.. Orientation will be lead by Guest Services Training Specialist and the Volunteer Coordinator.They will review the program manual, answer questions, and provide shirts/badges to participants. Lunch will be provided for orientation. Wear comfortable closed-toe shoes for a walking tour of the medical center.</p>
<p><b>Immunizations</b></p>	<p>Accepted teen volunteers will need to provide proof of current MMR, TDap, and Varicella vaccinations.They will also be required to get a <u>two-step</u>TB Test which can be done at UAB Employee Health, the Health Department, or the clinic of your choice. Additional information will be included in acceptance packets.</p>
<p><b>Placement</b></p>	<p>You will have an opportunity to discuss placement interests during the interview. We cannot guarantee placement in specific areas and most departments only take one volunteer per session. We ask that you be willing to serve in all areas of UAB Medicine. We are <u>unable</u> to place volunteers in any pediatric departments, surgery, dentistry, emergency medicine, or pharmacy. Please be aware that volunteering is not shadowing. Volunteering means providing selfless service to an organization.</p>
<p><b>Commitment</b></p>	<p>The TVP is highly competitive and for every student accepted, there are others that are not. Now is the time to discuss family commitments including summer vacation and other events that may be cause a scheduling conflict. An honest and realistic look at the ability to firmly commit to three weeks without absence is advised and appreciated.</p>
<p style="text-align: center;"><b>2024 TVP Sessions</b></p>	
<p><b>Session I</b></p>	<p>June 3 - June 19 from 9 a.m. until 3 p.m. M/T/W - <b>Required</b> orientation on June 3</p>
<p><b>Session II</b></p>	<p>June 24 - July 10 from 9 a.m. until 3 p.m. M/T/W - <b>Required</b> orientation on June 24</p>

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## UAB TVP APPLICATION CHECKLIST

This checklist is provided as a reference tool to complete the application process. You do not need to return this page with your application.

			Completed
<p><b>Part 1 Application</b></p> <p>It is the responsibility of the applicant to follow up with references and ensure that recommendation forms are submitted with your application.</p>	1	Complete application (incomplete or illegible applications will not be accepted)	
	2	Obtain signatures by parent/legal guardian	
	3	Include a printed photo that is a clear head shot	
	4	Acquire <u>Recommendation Forms</u> from two references  References must include at least one faculty member (teacher, counselor, or coach) and may not be relatives. <b>Forms must be sealed in an envelope by the reference completing the form. Forms must be submitted with the application.</b>	Reference 1
			Reference 2
5	Submit the Application Packet to Volunteer Services no later than 3 pm on Wednesday, April 3, 2024		
<p><b>Part 2 Interview</b></p> <p>Dress for success and put your best foot forward!</p>	6	Use WeJoinIn link to sign up for an interview (See confirmation email for link).	
	7	Evaluate your summer plans, including family vacation, in order to avoid scheduling conflicts. Discuss commitment requirements with parent/guardian.	
	8	Prepare notes, a list of questions, and areas of interest for your interview.	
	9	Research professional attire online. Attend the interview prepared and confident.	
<p><b>Part 3 Acceptance</b></p>	10	Receive acceptance or denial email from Volunteer Services by 3 pm on Friday, April 26, 2024.	
	11	Confirm or decline your acceptance no later than 4 pm on Friday, May 3, 2024 (Include your shirt size).	
	12	Mark your calendar and make plans for packed lunches and transportation to and from UAB Teen Volunteer Program!	