

2025 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, 2025
- Completed the 9th grade by May 31, 2025
- Firm commitment to volunteer for three weeks **without absence** Monday, Tuesday, and Wednesday from 9 a.m. until 3 p.m. with a lunch break
- Commitment to arrive on time and remain until the end of the day
- Ability to provide your own lunch

Overview

Deadline	A fully complete Application packet must be received by Volunteer Services no later than 3 p.m. on Tuesday, April 1 st . Incomplete or late application packets will not be considered. Emailed documents must be in .pdf format. Documents in any format other than .pdf will not be considered.
Required Documents	A fully complete Application Packet consists of the following: <ul style="list-style-type: none"> • Fully complete Application signed by the student and their parent or guardian, including Discussion Questions and Responses • Two Recommendation Forms with attached written evaluations • A printed clear head shot in color (if submitted electronically, photo should in .jpg format)
How to Submit Application Packet	Application Packets should be submitted in one of the following ways: <ul style="list-style-type: none"> • One email attaching all required documents in .pdf format and a clear head shot in .jpg format to volunteerservices@uabmc.edu. The subject line should include "TVP Application Packet" and your name. • Hand deliver Application Packet in a large sealed envelope to the Volunteer Services Office (1st Floor of the Spain Wallace Building, Room W136) between the hours of 9 a.m. and 3 p.m. Place the packet in the box labeled "TVP Application Packets" on the counter to the left of the office door. • Mail Complete Application Packet to: UAB Medicine Volunteer Services SW W130, 619 19th Street South Birmingham, AL 35249-6550

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Interviews	<p>Once an Application Packet is reviewed and accepted, the applicant will receive a confirmation email which will include a online link to register for an interview. Students may register for an interview via the link only; no email or telephone requests will be accepted. Interviews are in person only and professional attire is required. Interviews will take place:</p> <ul style="list-style-type: none"> • Saturday, April 12th 9 a.m. – 12 p.m. • Tuesday, April 15th 4 p.m. – 6 p.m. • Thursday, April 17th 4 p.m. – 6 p.m.
Acceptance	<p>Acceptance Letters will be sent via email to selected applicants and their parent/guardian by 4 p.m. on Friday April 25th. The Acceptance Letter will include the following:</p> <ul style="list-style-type: none"> • Session Assignment (as chosen on application and confirmed during the interview) • Orientation Information (Date, Location, Directions, Dress Code, etc) • Forms and Required Documents to be completed, signed and returned at orientation • Immunization and Health Requirements • Request for Uniform Shirt Size <p>A prompt response (no later than 3:00 pm on Friday, May 2nd) confirming attendance in the program and providing your uniform shirt size is required to hold your place.</p>
Uniform	<p>Uniform Dress Code:</p> <ul style="list-style-type: none"> • Official TVP Green Embroidered Polo New students will need to purchase the polo from Volunteer Services. The costs is \$20 per shirt and you may purchase more than one. Ordered uniform polos will be given out at orientation and full payment is required at that time. Payment should be in the form of cash or check (written to UAB Medicine Volunteer Services). • Khaki colored, full length pants (no leggings, tights, or cropped pants and no scrubs) • Closed toe and closed heel shoes: Tennis Shoes are recommended (No crocs, sandals or flip flops) • UAB Teen Volunteer Badge (provided by Volunteer Services)
Orientation	<p>Mandatory orientation is held in a group setting on the first Monday of each Session from 9 a.m. to 3 p.m. Orientation will be lead by the Guest Services Training Specialist, Program Coordinator, and Volunteer Coordinator. The dress</p>

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	code for orientation is business casual. Students not dressed business casual will be asked to contact their parent or guardian to bring appropriate clothing. Wear comfortable shoes for a walking tour of the medical center. Lunch will be provided for Orientation.
Immunizations	Students accepted into the program must provide proof of current MMR, Tdap, and Varicella vaccinations. They will also be required to get a two-step TB Test which may be done at UAB Employee Health, the Health Department, or the clinic of your choice. Proof of immunizations and testing from outside of UAB must be submitted to UAB Employee Health. They will issue a compliance card which the student will provide to Volunteer Services. <u>Proof of outside immunizations and testing must be submitted to UAB Employee Health NOT to Volunteer Services.</u> Additional information will be included in acceptance letters.
Placement	Students will have an opportunity to discuss placement interests during their interview and those interests will be considered. However, we are a demand-based program and cannot guarantee placement in a specific area. We ask that students be willing to serve in all areas of UAB Medicine. We are unable to place students in pediatric departments, surgery, dentistry, emergency medicine, or pharmacy. Please also remember that volunteering is not shadowing, it is providing selfless service.
Commitment	UAB Medicine Teen Volunteer Program is highly competitive and for every student accepted, there are others who are not. Now is the time to discuss family commitments, appointments, school commitments and other events that may cause a scheduling conflict. An honest and realistic evaluation of the ability to firmly commit to three weeks without absence is strongly advised and appreciated.
2024 TVP Sessions	
Session I	June 2 – June 18 from 9 a.m. until 3 p.m. M/T/W – Required Orientation on June 2
Session II	June 30 – July 16 from 9 a.m. until 3 p.m. M/T/W – Required Orientation on June 30

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UAB TVP Application Checklist

This checklist is provided to assist you with completing the application process. You do not need to return this page with your application packet.

			Completed
Part 1 Application It is the responsibility of the applicant to follow up with references and ensure that recommendation forms are submitted with your application.	1	Complete application (incomplete or illegible applications will not be accepted).	
	2	Obtain signatures by parent/legal guardian.	
	3	Include a printed color photo that is a clear head shot.	
	4	Acquire Recommendation Forms from two references. References must include at least one faculty member (teacher, counselor, or coach) and may not be relatives.	
	5	Submit Complete Application Packet to Volunteer Services no later than 3 p.m. on Tuesday, April 1, 2025.	
Part 2 Interview Professional dress required.	6	Use WeJoinIn link to sign up for an interview (See confirmation email for link).	
	7	Evaluate your summer plans and commitments, including family vacation, in order to avoid scheduling conflicts that may prevent your participation in the program. Discuss commitment requirements with parent/guardian.	
	8	Prepare notes, list of questions, and areas of interest for your interview	
	9	Research professional attire online to be sure you are dressed appropriately for your interview. Attend the interview prepared and with confidence.	
Part 3 Acceptance	10	Receive acceptance or denial email from Volunteer Services by 4 p.m. on Friday, April 25, 2025.	
	11	Confirm or decline your acceptance no later than 3 p.m. on Friday, May 2, 2025. When confirming, also provide your uniform shirt size.	
	12	Contact Employee Health and begin working on vaccination and testing requirements.	
	13	Mark your calendar for your assigned orientation and session dates.	
	14	Plan for uniform requirements, packed lunches and transportation to and from UAB during your session.	