



August 19, 2011

Dear Junior Volunteer:

It's time to sign up for your next **Volunteer Assignment!** Anyone wishing to continue volunteering must return the Assignment Request Form included in this email by **Monday, September 12, 2011**. This assignment request is for the 2011-2012 Winter/Spring session and will run from December 5th, 2011 through June 3rd, 2012.

REMINDER - REVISED ASSIGNMENT SCHEDULE: As in previous years, you will be able to select and change your volunteer assignment twice per year. However, instead of a school year schedule and a summer schedule, **you will remain in each assignment for 6 months (December – June & June – December)**. You may select a new department or request to stay in your current one. In either case the request form must be completely filled out & returned promptly.

REQUESTING A LEAVE OF ABSENCE (LOA): If you request to take a leave of absence and would like to return to volunteering mid-session, please note the following guidelines:

1. Mid-Session LOA's are granted upon request with a 2-week written/e-mailed notice for sports and other extracurricular activities.
2. An LOA is permitted for no less than a 3-month period (half of the session).
3. If taking an LOA during the first 3 months of the session only, you will not receive an assignment at this time but will be required to contact the volunteer manager once you plan to return. *You will then be placed as our schedule and your availability permits.*

HOW ARE REQUESTS PROCESSED?

Completed requests are processed in the order they are received, and with a combination of the following:

1. Longevity (how long you have been a Jr. Volunteer)
2. Graduation Year
3. Your Availability

* NOTE: Assignment requests returned incomplete will not be processed when received. **(Failure to follow directions and meet the requirements in this packet will result in the delay of placement priority).**

IMPORTANT REMINDERS

1. You Must Return this Assignment Request Form! Taking a Leave of Absence? You must still return this form!
2. If Assignment Request Form is not returned, you will be unable to volunteer & your service will terminate.
3. If we are unable to place you in one of your top three choices, we will contact you to help you select an assignment that fits your schedule.
4. You will be emailed your new assignment and start date by the end of October, 2011.
 - **Note: The week of November 28th marks the last week for your current assignment.**
 - **Your new Winter/Spring Assignment begins the week of December 5th.**
5. If your assignment requires a training class, you will be notified. You may not begin your new assignment until you have received the necessary training. (In some cases you may be able to continue in your current assignment until you have received training for your new assignment).
6. **Should you wish to leave the program prior to completing your one year / 100 hour commitment, you will forfeit your ability to request a recommendation letter, and your status in our program will be documented as incomplete.**

KEEP IT CURRENT – PERSONAL CONTACT INFORMATION

It is your responsibility as a Junior Volunteer to keep your personal contact information up to date in the Student Volunteer Office. **Your Email Address is a primary contact source and must be kept current at all times.**

(See attached "Personal Contact Information Change Form" for your use throughout the year).

Any Questions?: Contact the Student Volunteer Office.

Pomona Valley Hospital Medical Center: 1798 N. Garey Ave., Pomona, CA 91767
Student Volunteer Manager: Tiffany Gomez * (909) 865-9788 * tiffany.gomez@pvhmc.org

2011-2012 Winter/Spring REQUESTS DUE:Monday - September 12th, 2011!

INSTRUCTIONS:

1. Fill out this form **completely**.
2. You **MUST** complete & return this form to continue volunteering for the Summer/Fall Session. You will not keep your current assignment automatically.
3. Forms must be received by deadline whether mailed, e-mailed or hand-delivered.

Name: _____		Cell Phone #:	
Address: _____		Home Phone #:	
E-Mail Address: _____@_____.			
School:		Graduation Year:	

SELECT ONE OF THE FOLLOWING BY CHECKING THE APPROPRIATE BOX:

<input type="checkbox"/>	Yes, I want to continue volunteer service this Winter/Spring Session: (December 5th, 2011 through June 3rd, 2012)	<p><i>If you are taking a leave of absence this winter, please check the appropriate box, fill out the top portion of this form and return to the Student Volunteer Office!</i></p>
<input type="checkbox"/>	No, I will not volunteer this Session, please put me on a Leave of Absence. I want to return for the Summer/Fall Session: (June 4th through December 3rd, 2012).	
<input type="checkbox"/>	I would like to request a Leave of Absence (LOA) for WINTER 2011-12, and would like to return SPRING 2012.	
<input type="checkbox"/>	No, I will no longer be volunteering at PVHMC. Why?	

SUMMER/FALL ASSIGNMENT SELECTION:

We will make every attempt to assign you a combination of your Assignment and Availability selections.

ASSIGNMENT: Please select your top Three (3) Service Areas.		
1 _____ <input type="checkbox"/> New Assignment: Training Required <input type="checkbox"/> Current Assignment <input type="checkbox"/> Past Assignment	2 _____ <input type="checkbox"/> New Assignment: Training Required <input type="checkbox"/> Current Assignment <input type="checkbox"/> Past Assignment	3 _____ <input type="checkbox"/> New Assignment: Training Required <input type="checkbox"/> Current Assignment <input type="checkbox"/> Past Assignment
<p>Availability: Rank the Day & Time options below in the order of your availability. (1=best, 11=worst, X=Not Available)</p> <p>*Most Monday – Friday shifts are from 4-7pm **Gift Shop and PACU shift times vary.</p>		
<p>___ M ___ Tu ___ W ___ Th ___ F ___ Sa 8-11 ___ Sa 11-2 ___ Sa 3-6 ___ Su 8-11 ___ Su 11-2 ___ Su 3-6</p>		
<p>EXTRA-CURRICULARS SCHEDULE: (In the space below, please list any sports/clubs/teams etc... you are involved in that may conflict with your volunteer service this session Ex. Basketball: Dec. –Feb..)</p> <hr/>		
<p>I am carpooling with:</p>		



JUNIOR VOLUNTEER SCHEDULE of SERVICE AREAS 2011-2012 WINTER/SPRING

Patient Care Volunteers: Direct Patient Contact

- Interact with the nursing staff and with patients in various departments such as *LDRP, DOU3, NICU, etc.*
- Duties may include: Visiting patients, answering call lights, helping with meal set-up and tray delivery, running errands to the lab and pharmacy, answering phones and helping with clerical projects.

ASSIGNMENT AREA	SHIFTS AVAILABLE
PATIENT FLOORS ▪ DOU3 ▪ 3-South ▪ 4 th Floor ▪ 5 th Floor	M – F: 4 -7pm Weekends: 3-6pm Patient Care Class Required for All Areas.
▪ Pediatrics	Monday thru Friday Shifts: 4-7pm Weekends: 8am-11am, or 3-6pm
▪ LDRP (Maternity) <i>Help out with our newborn babies.</i> Ladies Only: Class required	Monday thru Friday Shifts: 4 -7pm Weekends: 8am-11am, 11-2pm or 3-6pm
▪ Maternity Stores Ladies Only	Monday thru Friday Shifts: 4pm-7pm Weekends: 8am-11am
▪ NICU (Neo-Natal Intensive Care Unit) Class required	Monday thru Friday Shifts: 4pm-7pm Weekends: 8am-11am, or 3-6pm
• PACU: (Surgery Recovery Room) Special Training Required	Mon., - Fri. Only: 4:30 pm-7:30 pm
• Room Service - <i>Menu Teams</i> Patient Care Class Required	M – F: 4pm - 7pm * Weekends: 3-6pm (New Time) *

Patient Care Areas: Limited Patient Contact

- *Gift Cart, Musical Gifts*
- Run errands/make deliveries to Patient Care Areas - observe patient activity without direct physical contact.

Gift Cart - One Team per Day Only!! *The gift cart is a two volunteer assignment, sign up with a friend!	Monday-Friday: 4pm - 7pm Weekends: 10 am - 1pm, 11am - 2pm, 12pm - 3pm.
▪ Musical Gifts Program *Interested? - Call Tiffany!	<i>This is for those of you who are musically talented and would be interested in playing your musical instrument for patients, visitors and staff around the hospital.</i>

Non-Patient Care Areas: Possible Patient Contact

- Gift Shop, Information Desks, Medical Records, etc...
- Duties may include: answering phones, running errands, copying, computer input, filing etc...

Information Desks: Greet and give directions to all visitors, answer and transfers calls for patient room, escort visitors who need wheelchair assistance to their location.

▪ Admitting/Radiology Reception Desk	Saturday: 8 -11am or 11am – 2pm
▪ Main Lobby Information Desk Class Required	Monday through Friday: 4pm-7pm Weekends: 8am-11am, 11am-2pm, 2pm-5pm
▪ Women’s Center Information Desk Class Required	Monday through Friday: 4pm-7pm Weekends:8am-11am, 11am-2pm, 2pm-5pm

Gift Shop: Note- The Tender Touch Gift Shop is a business.

Volunteers must understand that to work here you must be on time and dependable.

Absences must be covered by a substitute.

Sunday	11:45 a.m. to 4:15 p.m. – 2 people Every Week
Monday	4:45 p.m. to 8:15 p.m. – 2 people Every Week
Thursday	4:45 p.m. to 8:15 p.m. – 2 people Every Week
Friday	4:45 p.m. to 8:15 p.m. – 2 people Every Week
Saturday	9:45 a.m. to 1:15 p.m. OR 12:45 p.m. to 4:15 p.m. 2 people per shift Every Week

PVHMC OFF SITE VOLUNTEER OPPORTUNITY!

Clerical assistance: copying, filing, putting together patient information packets.

Pomona Valley Health Center at Chino Hills 3110 Chino Ave #150 B Chino Hills, CA 91709 (Near Harkins Theater)	Monday-Friday: 4pm – 7pm Weekends: 9 – 11:30am, 11:30am - 2pm
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**PERSONAL CONTACT INFORMATION
CHANGE FORM**

NAME: _____ Date: _____

EMAIL ADDRESS:

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MAILING ADDRESS:

CELL PHONE: () _____ - _____

HOME PHONE: () _____ - _____

COMMENTS:

