Dear Trinity Health Oakland Student Volunteer Candidate:

Thank you for inquiring about our Student Volunteer Program at Trinity Health Oakland.

**This application process is not a promise or guarantee of a volunteer assignment at Trinity Health Oakland**

As you consider becoming a Trinity Health Oakland Student Volunteer, we would like you to understand that as a volunteer, you will be **expected** to commit to the following:

**High School/College Students:**

\* One consistent day per week for a minimum of 2-4 hours.

\* Attend all required training and Student Volunteer Orientation

\* Follow the Trinity Health Oakland General Volunteer Core Competencies \* Complete all The Student Volunteer required documents listed below within **two weeks.**

**Please scan and return the following attachments to** **barbara.stephen@trinity-health.org**

**or you may mail the following attachments to:**

 **Trinity Health Oakland Volunteer Department**

 **44405 Woodward Avenue Pontiac, Michigan 48341**

* Volunteer Application
* **ALL** attached paperwork that requires a signature (this paperwork includes The General Volunteer Core Competencies and Role Description, Student Volunteer Agreement Confidentiality and HIPPA forms)
* Proof of a 2-Step TB Test

You may Call our Colleague Employee Health Dept. @ 248-858-3125 to schedule an appointment T-W-Th from 730am-4pm

* Proof of Flu and COVID
* Student Volunteer Agreement.
* Volunteer Service Area of Choice List **We will do our best to accommodate placement in your requested area(s)**
* Copy of your ID (driver’s license or student ID)
* Trinity Health Oakland Security Services Form (in order to obtain your ID Badge)

**Note: The Application and all the above documents must be received and completed PRIOR to being scheduled for Student Volunteer Orientation, which is offered twice a month (2nd and 4th Wednesday of each month from 3-4:30pm in the Main Hospital).**

Once all the required paperwork is submitted to **Barbara.stephen@trinity-health.org**, a Membership Onboarding Specialist from The Volunteer Services Departmentwill contact you by phone/ text or email to set up an interview and schedule your orientation. In the meantime, if you have any questions or concerns at all, please contact The Volunteer Services Department at 248-858-3036.

Thank you. We look forward to hearing from you soon!!