Dear Trinity Health Oakland Volunteer Candidate:

Thank you for inquiring about our Volunteer Program 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:

\* One consistent day per week for a minimum of 3-4 hours (this may vary depending on assigned area.)

\* Complete all the Volunteer required documents listed below within **two weeks.**

**Please scan the following attachments to** [**barbara.stephen@trinity-health.org**](mailto:barbara.stephen@trinity-health.org)

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

**Trinity Health Oakland Volunteer Department**

**44405 Woodward Avenue Pontiac, Michigan 48341**

* Application & all signed paperwork (including Confidentiality and HIPPA form, Volunteer Core Competencies & photo release)
* Proof of a 2-Step TB Test

You may Call our Colleague Employee Health Dept. @ 248-858-3125 to schedule an appointment.

* Proof of Flu vaccine during flu season (October-April)
* Proof of any COVID Vaccines that you may have received.
* 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)

**Note: The Application and all the above documents must be received and completed PRIOR to being scheduled for 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**](mailto:Barbara.stephen@trinity-health.org), a **LEAD Volunteer** responsible for onboarding of all new Volunteers will be contacting you either via text or email to set up an interview and schedule 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!!

Trinity Health Oakland Volunteer Department Team