Welcome to Shands at UF Volunteer Services Department. We are excited to have you join our team of volunteers. We are pleased that you are willing to make a commitment to the hospital and patients.

<table>
<thead>
<tr>
<th>College</th>
<th>Placement is available at the beginning of each semester and throughout the year.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>Individuals interested in ongoing opportunities and willing to serve for at least 6 months. Placement interview upon request and based on availability.</td>
</tr>
<tr>
<td>Auxiliary</td>
<td>Service organization for senior adults. Auxiliary requires membership.</td>
</tr>
</tbody>
</table>

Instructions for all Volunteers

Placement interviews are scheduled based on availability. For college students, placement interviews are held during the 1st three (3) weeks of the semester. Adult volunteers are placed throughout the year.

Please complete application process in the following order:

1. Visit [www.shands.org/volunteer](http://www.shands.org/volunteer) (click on Shands UF) and read the Orientation Materials.
2. Take the on-line orientation quiz, and print out confirmation email that is sent to your email inbox.
3. Complete the Volunteer Application and review the Service Areas on the website.
4. Schedule a placement interview with Volunteer Service at (352) 265-0360 before picking up forms below.
5. Obtain copies of immunization records (from doctor’s office, health department, or student health) and pick up TB Surveillance and Service Record form from the Volunteer Office (see below for further details).
6. Bring forms listed on checklist (2nd page) to placement interview.

Immunization Records

Obtain a copy of your records from student health or family physician verifying the following:

1. Measles/Mumps/Rubella – Documentation of two (2) measles/mumps/rubella vaccinations OR serological (laboratory testing) proof of immunity to measles and rubella (German measles).
2. Varicella (Chicken Pox) – verification of having Chicken Pox can be noted on Tuberculosis (TB) Surveillance Form OR documentation of two (2) varicella vaccinations.
3. Hepatitis B vaccine series – required for Dental, Emergency Department, and Operating Rooms.

Tuberculosis (TB) Surveillance Form

Every volunteer must be cleared by Shands Occupational Health BEFORE their placement interview.  
1. First, pick up the TB Surveillance Form from Volunteer Services Office (Room 1223).  
   This is a screening form; therefore a test may not be required.
2. Secondly, go the Shands Occupational Health office with forms and immunization records.
3. Occupational Health is located on the 1st Floor of Shands (Room 1004): OPEN from 7:30 – 3:30pm.

Additional Information

<table>
<thead>
<tr>
<th>Uniform</th>
<th>Shands Volunteer blue polo, khaki pants, closed toe shoes, and Shands name badge.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commitment</td>
<td>College volunteers: once a week for at least one complete semester (3 months). Adult &amp; Auxiliary: should be willing to commit to at least 6 months.</td>
</tr>
<tr>
<td>Parking</td>
<td>Parking is controlled by UF. Volunteer Services is not able to reimburse for parking. Adult &amp; Auxiliary volunteers may inquire about parking compensation.</td>
</tr>
<tr>
<td>Placement Interview</td>
<td>All placement interviews are held in the Volunteer Office, Room 1223. For college students: this is a group setting &amp; casual attire is appropriate.</td>
</tr>
</tbody>
</table>

Revised 11/9/2011
Volunteer Application

Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City/ST/ZIP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-Mail Address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Person to Notify in Case of Emergency

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Relation to person</th>
</tr>
</thead>
</table>

Questions (Circle Answers)

1. Have you picked up the TB Surveillance Form & been cleared by Occupational Health?  NO  YES
   Remember: you need to have your immunization records in hand at Occupational Health.

2. Do you need special accommodations?  NO  YES

3. Have you been convicted, pleaded “nolo contendere”, or had adjudication withheld for any crime or offense (excluding minor traffic violations)?  NO  YES
   Please explain any YES answers to questions 2 & 3:

Service Areas: refer to the website for further information about each service area.

Placement interviews available for each area listed below. Volunteer schedules are based on availability.

General Service Areas

- ___ Alz’s Place or Eldercare
- ___ Clinics
- ___ Customer Service
- ___ Emergency Department
- ___ Gift STOP
- ___ Labs
- ___ Nursing
- ___ Pediatrics
- ___ Pharmacy
- ___ Psychiatry/Psychology
- ___ Radiology
- ___ Rehab Services (OT/PT)
- ___ UF College of Dentistry
- ___ Arts in Medicine
- ___ Child Life Program
- ___ Patient Advocate Liaison (PAL)
- ___ Pet Visitation
- ___ No One Dies Alone (NODA)
- ___ Ronald McDonald Family Room
- ___ Streetlights

Placement Interview Checklist:

- ___ Completed application
- ___ Confirmation email verifying completion of online orientation quiz
- ___ Volunteer Service Record
  (provided when you pick up the TB Surveillance Form & signed by Occupational Health)
- ___ Immunization records

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