

# NMMC Student Volunteer Program-2018

for students 15 years of age by June 1 through graduating seniors  
Keep this sheet for dates and information.

**Please read this information before you submit an application.**

Each summer North Mississippi Medical Center opens its doors to students who are interested in helping their community. This is an opportunity to work with staff and patients in numerous areas throughout the NMMC campus.

**The deadline for submission is March 30, 2018.**

Please submit your application as early as possible, it will help your chance of acceptance. Pay close attention to your application. This is how we will select candidates. Give us a phone number where you can be reached during the day or where we can leave a message to set up an interview. **Please remember to attach a copy of your cumulative (all high school years) and year-to-date grade report. This is mandatory.** When your application is complete and you have three references, please return application, references and grade report in the enclosed flat envelope. **PRINT NEATLY.** Complete applications let us know you follow directions well.

**Before you apply you should be aware of the following:**

- **Incomplete applications or applications written in pencil will not be accepted. Applications postmarked or received after the deadline will not be accepted. We will not interview everyone who submits an application.**
- The number is based on need and availability. The program dates are May 29-June 22, and June 25-July 20.
- **If you are selected for an interview, it will be based on your application.** If you have a conflict with the interview time and call to let us know that you can't attend, we will schedule **one** additional interview. If you do not come, or if you cancel the second interview, you will be disqualified as a candidate for the program.
- **Three references are required.** For your references, please use a **minimum of two teachers** who have **taught you within the last two years.** You may use **employers, ministers, etc. for the remaining reference.** All references must be adults, **no students.** **References cannot be related to you.** If you give a relative as a reference, you will be **automatically disqualified from the 2018 program.** If the references are **unsealed** without the signatures on envelopes, **we will not process** your application.
- **Cell phones may only be used during your break or at lunch.** If it's discovered that you are using your cell phone while volunteering, you will be issued a warning the first time and dismissed from the program the second time. You are welcome to contact your parents using our hospital phones.

- **You will have a set schedule.** If you are selected and have a part-time job, we will do our best to accommodate you, but there is a possibility that we will not be able to do so. Volunteers help only two-half days a week for a total of eight hours. If you plan to be absent, volunteers are expected to call in. Volunteers must have **reliable transportation. Volunteering is a commitment, and volunteers are expected to keep their schedules with the exception of sickness or vacation. Absences should not exceed one week, and we ask that you make this time up. If you will be out more than one week we ask that you not apply.** You may or may not be in a patient area. Volunteers may be asked to help with clerical duties and running errands, and this will be the case in every area.
- Volunteers are not permitted to participate in any form of direct patient care (shots, blood pressure checks, etc.)
- **If you are selected for this program you will be required to submit proof of your childhood immunizations.** Volunteers will also **submit to a TB Skin Test** prior to volunteering. **Copies of your immunization records will be required before orientation.**
- You will be required to complete part of your orientation via the internet. **You will need internet access and a printer.**
- **Student volunteers are required to attend orientation.** This will take several hours, and you will also be given your TB test on the day of orientation. **The orientation date for the first session is May 21, for the second, June 18.** Please make sure that you will be available on the applicable date. **If you will be unavailable on this day, please do not submit an application.**
- **There is a dress code.** Volunteers are required to wear a provided volunteer polo and khaki/twill pants. **No jeans are permitted.**
- **Conduct-**If your conduct is inappropriate you will be dismissed from the program, and you will not be allowed to reapply.
- **Keep this sheet for dates and information.**
- **Make sure that you regularly check the email address that you list on the application.**

**We look forward to receiving your application!**

**For questions, please call 377-3131 or email [jvaughn@nmhs.net](mailto:jvaughn@nmhs.net).**

