

Dear Volunteer Applicant,

Thank you for your interest in volunteering at Cincinnati Children's. The generous gift of time from each of our volunteers truly makes a difference to the children, families and staff at our hospital.

The majority of our volunteer positions involve working with children or families. Working this closely with patients requires thorough screening and training.

1. **Application:** Complete and return the enclosed application to Volunteer Services.
2. **References:** Be sure to include complete information for each reference. Reference forms will be mailed out once our office has received your application. Please ask your references in advance to mail back the forms as soon as possible.
3. **Interview:** After both of your references have been returned, someone from our office will contact you to schedule an interview. If you do not hear from us in a reasonable amount of time, please contact your references and make certain they have submitted their responses.
4. **Medical Requirements:** All necessary medical information will be discussed during the interview. These requirements include but are not limited to:
 - Results of two TB tests within the past six months
 - Copy of two MMR vaccines OR proof of immunity to Measles, Mumps and Rubella
5. **Orientation:** You must attend a mandatory volunteer orientation before you can begin volunteering. Orientations are held once a month and will be discussed during your interview.
6. **Commitment:** We ask for a commitment within one year of at least 100 hours if you are an adult and 50 hours if you are a year round college student.

Though the application and interview process, Volunteer Services hopes to secure a placement that is both beneficial to the hospital and rewarding to the volunteer. If you have any questions, please feel free to contact our office at 513-636-4396.

Thank you for your interest in Cincinnati Children's Hospital Medical Center.

Sincerely,

Volunteer Services Department