

## SAVE THIS LETTER—IMPORTANT DATES AND INFORMATION!

July 15, 2013

It may only be the middle of summer, but we need to start organizing for the school-year teen volunteer program. In order to do this, we need you to think about your plans! Complete the attached form and return to Family and Volunteer Services by **August 15**. If you have an idea of where and when you would like volunteer, let us know on your form! We will contact you via email. *Even if you are not interested in volunteering this school year, please return the attached form!*

As a current teen volunteer, if you have had good attendance, you will be given first preference for the limited number of volunteer slots available. Please take time to consider your school schedule--this is a weekly commitment for the entire school year.

Assignments and start dates:

- ☺ Staying in your current assignment (same day/same time)? Continue volunteering without a break. You still must return the enclosed form to get on the school-year schedule!
- ☺ Choosing a different assignment or a different day or time? Are you currently on a leave of absence? **You will begin the new assignment/time the week of Tuesday, September 3.** (Due to the Labor Day holiday, Monday volunteers will start September 9.)
- ☺ Please note, new teens just applying to the program, will have a later start date.

Training...In addition to training in a new area, you may need **Patient Interaction Training**. It is for all volunteers who have never been assigned to Art Cart, Activity Group, or a patient unit. PIT will be offered on August 10 from 12:30-2:30 p.m. **or** September 14 from 12:30-2:30 p.m. It will be a mandatory training for new unit and Art Cart volunteers only. Mark your calendars now!

Has it been a year since you had orientation or retraining? If so, *you can retrain online!* Go to [www.NationwideChildrens.org/VolunteerRetraining](http://www.NationwideChildrens.org/VolunteerRetraining). Please call the Volunteer Office at 722-3635 if you have any questions. Annual retraining is a requirement to continue volunteering.

Remember, retraining, handbook, and other forms are available at [www.NationwideChildrens.org/volunteering](http://www.NationwideChildrens.org/volunteering).

Thank you for all you have done to help the patients, families, and staff at Nationwide Children's Hospital! Also, remember you can access your hours, schedule, and update your contact information at [www.nationwidechildrens.org/volunteer-information-center](http://www.nationwidechildrens.org/volunteer-information-center). To log-in use your email address (that we have on file) and your pin # is your password. Please let us know if you have any questions.

Sincerely,

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