

Dear Prospective Volunteer:

Thank you for your interest in the Volunteer Program at Lawrence & Memorial Hospital. Included in this packet is information that will get you started to become part of the program, please read all materials carefully. When you have read the materials and completed all forms, please call our office to schedule an interview. If you already have an interview scheduled, please remember to bring all forms in with you on the day of your interview.

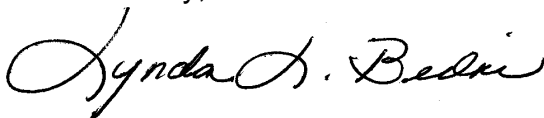
The interview with the Director of Volunteers is a discussion of ways your previous work and volunteer experiences, time availability, talents and interests will be of most value to the hospital. Based on the above criteria and current needs throughout the hospital, you will be placed in a volunteer position. Volunteer positions are categorized as follows: clerical support, patient support and miscellaneous support. Further description of each area will be discussed during the interview process, which takes approximately 20 minutes if all forms are completed prior to your arrival.

To be compliant with hospital policies, all volunteers are required to complete health testing and complete volunteer orientation packet. Health testing involves a two-step TB skin test and blood work to document immunity to the measles virus. Testing will be provided through our Employee Health Department. The volunteer orientation packet is a review of information on topics such as infection control, confidentiality, and hospital fire safety. All volunteers are required to complete a posttest prior to placement.

Due to the time and expense associated with the processing of volunteers, we ask that you carefully consider your volunteer commitment. Our hope is that you will stay with our program for no less than a six-month term. If you have any questions or would like to schedule an appointment, please call us at 442-0711 extension 2475. If you get voice mail, please leave a detailed message; we will return your call as soon as possible.

Thanks again for your interest. I look forward to meeting you.

Sincerely,

A handwritten signature in cursive script that reads "Lynda L. Bedri".

Lynda L. Bedri
Director of Volunteer Services