



Dear Future Volunteer,

Thank you for your interest in serving as a volunteer with the UF Health Flagler Hospital Auxiliary. We offer a variety of fulfilling volunteer opportunities for citizens who desire to make a positive difference in our community!

The UF Health Flagler Hospital Auxiliary has a rich history of service to our communities and patient care services. Volunteer opportunities are available in more than 25 departments, from patient transport to gift shop sales to the emergency care center. We make every effort to accommodate your interests and your schedule.

UF Health St. Johns celebrates the service of our volunteers. Volunteers are recognized quarterly for their individual hours of service. As a member of the UF Health Flagler Hospital Auxiliary, you will be a part of a growing, award-winning hospital on the leading edge of advancements in health care and health care technology. Other benefits include complimentary lunches, as well as gift shop and community discount programs offered to UF Health Flagler Hospital Auxiliary members.

In order to qualify as a member of the UF Health Flagler Hospital Auxiliary, individuals will:

- **Complete a Volunteer Application**
- Sign code of conduct and confidentiality statements
- Be 18 years of age or older
- Agree to work a minimum of one four-hour shift, once per week
- Join the UF Health Flagler Hospital Auxiliary organization
- Attend a four-hour hospital orientation and a two-hour auxiliary orientation. Orientations are held bi-weekly at UF Health Flagler Hospital.

Volunteering within this health care setting requires that prospective Auxiliary members also:

1. **Complete an authorization for a background check.** To ensure the safety and security of UF Health St. Johns patients, all volunteers must be cleared for service.
2. Complete a two-step Tuberculosis (TB) Screening Test provided by our Employee Health Office (*provided at no cost to prospective members*).
3. Participate in the UF Health St. Johns mandatory flu protection program.
4. Complete mandated orientation and annual education modules.
5. Purchase and wear an Auxiliary uniform with the UF Health Flagler Hospital Auxiliary's official seal. *Volunteers can select their preferred style from choices that include jackets for women (\$20) and golf shirts for men (\$15).*

**Please note that UF Health St. Johns does not accept court-ordered community service volunteers.*

If you are looking for a highly rewarding volunteer opportunity, we invite you to use your talent in service to our community through membership and participation in the UF Health Flagler Hospital Auxiliary. For additional information or if you have questions, please contact the auxiliary office at 904.819.4411 or send an e-mail to Jane.Taeger@flaglerhealth.org.

Applicant interviews are generally held on Mondays and Tuesdays. After your application is submitted to our Auxiliary Office, we will telephone you to arrange a convenient time for your interview.

I look forward to welcoming you into the UF Health St. Johns family of volunteers!

Sincerely,

Ann McKenna

Ann McKenna

UF Health Flagler Hospital Auxiliary President

VOLUNTEER APPLICATION

Please Print Clearly

Date Application Submitted _____

Applicant Information

Full Name: _____
Last First Middle

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Tel. (cell): _____ Email: _____

Tel. (home) _____

Birthdate: _____ Whom may we thank for referring you to apply? _____
MM/DD/YYYY

Work Preferences

Volunteers agree to a four-hour shift to be worked on the same day each week.

Please indicate your volunteer assignment preference:

PATIENT CONTACT NON-PATIENT CONTACT CLERICAL/OFFICE NO PREFERENCE

AVAILABLE DAYS: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY NO PREFERENCE

TIMES: MORNINGS AFTERNOONS EVENINGS NO PREFERENCE

Background Information

UF Health St. Johns requires that all volunteers receive a background check as part of standard procedure. Falsification or failure to disclose this or any other information on this application is grounds for termination of your application or volunteer status. A conviction does not necessarily disqualify you from volunteer service.

Have you ever been convicted of, had adjudication withheld or plead guilty or no contender (no contest) to a criminal offense, whether misdemeanor or felony? YES NO

If YES, please explain: _____

Have you ever been refused bond? YES NO

If YES, please explain: _____

Have you previously been an employee/volunteer for Flagler Health+ or UF Health? YES NO

If YES, please provide dates of employment/volunteer service, location and name of supervisor: _____

FOR OFFICE USE ONLY

		Background check <input type="checkbox"/>
Interview Scheduled	Service Area Assignment	TB Test #1 <input type="checkbox"/>
NEO Date		TB Test #2 <input type="checkbox"/>

Special Skills & Abilities

Please list any special skills or abilities that may be helpful in your volunteer experience here: _____

Health

Please list any health conditions you would like us to be aware of that may affect your volunteer experience (mobility, etc.): _____

In Case of an Emergency, Please Notify

Full Name: _____ Relationship: _____
Address: _____ Phone: _____

References

Please list two references (local residents preferred, no relatives please).

Full Name: _____ Relationship: _____
Address: _____ Phone: _____

Full Name: _____ Relationship: _____
Address: _____ Phone: _____

Disclaimer and Signature

I certify that the information on this application is true and complete to the best of my knowledge.

If this application leads to a volunteer assignment at UF Health St. Johns, I understand that false or misleading information in my application or interview may result in my release from volunteer service.

ALL VOLUNTEERS MUST CONSENT TO HAVING AN ANNUAL FLU SHOT.

Signature: _____ Date: _____



VOLUNTEER AGREEMENT

Please read carefully and sign below

If accepted into the UF Health Flagler Hospital Auxiliary Program, I agree to:

- Hold confidential all information that I may obtain directly or indirectly concerning patients and staff.
- Become familiar with hospital policies and procedures and uphold the Code of Conduct.
- Honor my commitment to a specific job assignment.
- Donate my services without contemplation of compensation or future employment.
- Be professional, and conscientious and conduct myself with dignity, courtesy and consideration of others.
- Purchase the appropriate volunteer uniform and maintain a well-groomed appearance.
- Attend orientation and in-service training as scheduled.
- Carry out assignments in a professional manner and seek Auxiliary assistance when necessary.
- Discuss any problems, criticisms or suggestions with my chairperson, auxiliary president or volunteer services manager.
- Work a four-hour shift once a week.
- Adhere to the Auxiliary volunteer's sign-in procedure.
- Be punctual and notify my chairperson if unable to work as scheduled.
- I understand that the Auxiliary reserves the right to terminate my volunteer status as a result of (a) failure to comply with the hospital's policies; (b) absences without prior notification; (c) unsatisfactory work, attitude, or appearance; or (d) any other circumstances which, in the judgment of the volunteer services specialist, would make continued services as a volunteer contrary to the best interest of the hospital and its patients.
- I consent to any required pre-volunteer testing/screening.
- I certify that there are no misrepresentations concerning my personal history. I am aware that misstatements of material facts may cause me to be disqualified from holding a volunteer position with the Auxiliary. I have read the above conditions and agree to honor them.

Volunteer Signature _____

Date _____