

Dear potential volunteer,

Thank you for your interest in MeritCare Volunteer Services. We are grateful to the community members who want to share of their time and abilities in service to our patients and their families.

If you need a paper copy the application is enclosed; please complete it and return to the address listed. Whether you applied on-line or with a paper copy you will be contacted for an interview. During this interview we become acquainted with you, your interests and availability. Please note we do request a minimum of 50 hours of volunteer service over the course of a year. Our positions all include significant involvement with patients and families and most all do necessitate some walking around the building. We occasionally have office projects but these do not happen on a regular basis. Instead most of our work means serving our customers, which of course is a very satisfying experience for the volunteer.

For our **campus students** we require they are available during the school terms listed below and complete 50 hours of volunteer time with us:

- Fall Term 2010 – September 3rd to December 16th – applications due by **September 14th**

The next step after the interview is to attend an orientation session, which you need to attend prior to the first day of volunteering. During your interview you will register for a session and receive instructions as to location and parking information. The agenda for the orientation will include the mission and vision of MeritCare, infection control and safety as well as volunteer policies and procedures including TB skin tests and criminal background checks. All MeritCare volunteers are covered by Worker's Compensation and Safety coverage so you will be asked for your Social Security number during this session. The 2009 calendar is as follows:

2009 Sessions:

January 17	9:00 am -12:00 pm	Downtown hospital campus
January 24	9:00 am -12:00 pm	Downtown hospital campus
March 21	9:00 am -12:00 pm	Downtown hospital campus
May 16	9:00 am -12:00 pm	Downtown hospital campus
June 6	9:00 am -12:00 pm	Downtown hospital campus
June 13	9:00 am -12:00 pm	Downtown hospital campus
September 19	9:00 am -12:00 pm	Downtown hospital campus
September 26	9:00 am -12:00 pm	Downtown hospital campus

We look forward to meeting you and learning about the talents you want to share with our patients and families.

Yours truly,

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