January, 2020

Dear Prospective Junior Volunteer and Parent/Legal Guardian,

Thank you for your interest in the Piedmont Newton Hospital Junior Volunteer Program. It is a volunteer program for rising 10th, 11th & 12th grade students from Newton County schools as well and the children and grandchildren of Piedmont Newton employees and volunteers. The program runs for 7 weeks. Chosen students will attend orientation on the morning of June 4th or the afternoon of June 8th and then students will volunteer one 4-hour shift weekly from the week of June 8 through the week of July 17, 2020.

To participate in this program, you must be available and volunteer a minimum of 20 hours. This is achieved by working one, four-hour shift per week. We ask you to consider carefully whether this time commitment will fit in with family vacations, sports commitments, part/full-time work schedules and any other summer obligations you may have. Your willingness and ability to make a commitment to a volunteer assignment is crucial because the department in which you will be volunteering will be depending on you to be present and engaged. If you can not make the time commitment, please don’t take a spot that should belong to another student.

The next page is a quick overview of the packet with the how, when, where and why to help you complete the application process for the Junior Volunteer Program.
Piedmont Newton 2020 - Junior Volunteer Program

The What, When, How and Why Information Sheet

WHAT: The Junior Volunteer Program is a summer volunteer program at Piedmont Newton Hospital for high school students who will be going into the 10th, 11th or 12th grades when school starts in the fall of 2020.

WHEN: The program runs for 7 weeks: from June 4 - July 19, 2019. (This includes mandatory orientation classes.)

To participate you must be a student in a Newton County School or the child or grandchild of a Piedmont Newton employee or volunteer. You must be available within the time constraints of the program and agree to volunteer a minimum of 20 hours and attend one of the scheduled 3-hour orientation classes.

HOW DO I GET STARTED? The application can be found on our website: Piedmont.org/newton On the left side of the page under RESOURCES, tap on Volunteer Information and slide down towards the middle of the page where you will see the Junior Volunteer Application unlined with orange. Tap on it to open the document link.

Note to Student: Please fill out the application and print neatly. Ask a parent or guardian for information where needed and ask them to review your forms for correctness. When calling or emailing our office we ask that this be done by you, the student, not your parents. Part of this program is learning how to make contacts and how to conduct yourself in an interview and in business situations. We want to help you grow in these skills therefore helping you prepare for job and college interviews.

APPLICATION – To be considered for the program the completed application must be turned in no later than Monday, March 2, 2020

INTERVIEWS – Call the Volunteer Office during the week of March 2nd to schedule your interview. 678.212.7422 Interviews will be scheduled every 15 minutes during the times below. All applicants, new and returning, must interview. Because you are a minor, a parent/legal guardian will need to come with you.

<table>
<thead>
<tr>
<th>RETURNING APPLICANT INTERVIEWS</th>
<th>NEW STUDENT APPLICANT INTERVIEWS</th>
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<tr>
<td>Tuesday, March 10th</td>
<td>Wednesday, March 18th</td>
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<tr>
<td>FROM 3:00 p.m.</td>
<td>FROM 3:00 p.m.</td>
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<td>TO 4:15 p.m.</td>
<td>TO 5:30 p.m.</td>
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<tr>
<td>Wednesday, March 11th</td>
<td>Thursday, March 19th</td>
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All interviews will be held in the Administration Offices located on the 3rd floor of Piedmont Newton Hospital.
PROGRAM ACCEPTANCE – You will receive email notification upon acceptance into the program. Be sure the email address on your application is legible and is one you check often. Due to the limited number of available positions, final placement is determined by lottery when needed. The interview process does not guarantee acceptance. All those who submit a complete application on time will have an opportunity to interview.

AFTER ACCEPTANCE TO THE PROGRAM:
Upon acceptance to the program you will be required to supply a current Tuberculosis screening and a copy of your immunization records. These documents are required of all volunteers and employees.

   a. A current TB test can be done at your Dr.’s office, the Health Department, Walgreens, CVS, etc.
   b. Your Immunization Record can be obtained from your Dr. or Health Department, wherever your immunizations have been given.

Orientation classes will be offered the following days/times:
If accepted into the program, you will need to register by email or phone for one orientation class. In order to participate in the program, you must attend one of these orientations. If you cannot attend Orientation you will not be eligible to participate in the program.

Uniform polo shirts and name badges will be distributed at orientation. A $20 uniform shirt fee will be collected at that time. If you are returning and your shirt from last year is in good condition you will not need to purchase a new shirt.

WHY APPLY TO THE PROGRAM?
The Junior Volunteer Program is a service to Piedmont Newton Hospital and provides an opportunity for students to gain exposure to a hospital environment while contributing to their community. While volunteering with us, you may see your future-self in the healthcare field or you may learn that this is not your calling. While we sometimes want everyone to love the idea of a healthcare career, we know that either way, it is good to have new experiences, know what you are passionate about and start making plans concerning your career path. In short, this is a growth experience.

Also, you will enter your volunteer hours into our tracking software so they are available upon request later when you need them for college applications and for your resume. You will be required to input all your hours into our system. You will also be responsible for communicating any absences to the supervisor in the department where you are assigned.

If you have questions or concerns please contact me using the information below. If you leave a message also leave your first and last name and your phone number, remember to speak clearly and have your voice mail box set up on your phone. Students – please make these needed contacts, don’t ask mom or dad to do this for you.

Lisa Brooks
Auxiliary Services Specialist
678.212.7422
Alecia.Brooks@piedmont.org
5126 Hospital Drive, Covington GA 30014
## Junior Volunteer Dress Code

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<tr>
<td>1.</td>
<td>Black polo shirt with the hospital logo (will be purchased at the orientation). Shirt must be tucked into pants.</td>
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<tr>
<td>2.</td>
<td>Khaki pants - with belt if they have belt loops. NO leggings, cropped, capris, shorts, cargo or baggy pants. No denim of any color.</td>
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<td>3.</td>
<td>Nails must be natural and if painted, not chipped and polish must be a conservative color.</td>
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<td>4.</td>
<td>Piedmont Newton Hospital ID badge must be worn at all times when at the hospital volunteering with the picture and name visible.</td>
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<td>5.</td>
<td>Clean, appropriate color, comfortable shoes (no open-toe shoes or flip-flops).</td>
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<td>6.</td>
<td>Conservative jewelry.</td>
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<td>7.</td>
<td>No perfume.</td>
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<td>8.</td>
<td>Uniform must be neat and clean.</td>
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<td>9.</td>
<td>Cell phone must be kept in pocket (on vibrate) and not visible or on belt holster.</td>
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<td>10.</td>
<td>Act and dress professionally, following the Piedmont Healthcare’s Code of Conduct, Policies &amp; Procedures as well as the Dress Code.</td>
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The following discipline issues will result in immediate termination from the Piedmont Newton Hospital Youth Volunteer Program:

- Theft of hospital, patient, employee, volunteer, or guest property.
- Willful damage of hospital property.
- Fighting or attempting bodily injury to any person on hospital property.
- Public display of affection (PDA) of any type.
- Immoral or lewd conduct.
- Use of cell phone to text, check social media, or make non-emergency phone calls while on duty.
- Refusal to perform assigned task-insubordination.
- Walking off the assigned service without permission or leaving assigned area for extended period of time.
- Sleeping while on duty.
- Harassment of any form.
- Coercing or harassing patients, employees, volunteers or guest.
- Malicious practical joking/horseplay.
- Reviewing, accessing or revealing confidential information.
- Deliberate verbal or physical abuse of a patient, guest, volunteer or employee.
- Willful violation of safety regulations.
- Possession of firearm or weapon on hospital property.
- Consumption or possession of alcohol or drugs on hospital property.
- Falsification of time and attendance records.
- Smoking or vaping on hospital campus. We are a smoke/vape free campus.
- Inappropriate verbal, written or physical conduct of a sexual or threatening nature.