



Dear Applicant,

We are pleased that you are interested in our summer volunteer program at Tanner Health System. The program will run from June 1<sup>st</sup> through August 1<sup>st</sup> and will be hopefully both enjoyable and educational. The qualifications for this program are:

- Be a student between the ages of 15 and 18.
- Have a 3.0 (B) grade point average.
- Return a COMPLETED application with parental/guardian signature and consents by deadline date.
- Provide two letters of recommendation- One from a school counselor with GPA and attendance records included. No disciplinary actions in the last 12 months.
- Must type answers to essay questions on separate sheet of paper.
- Be available 6 weeks of summer.
- Provide a copy of all required immunizations, including COVID-19 vaccination.
- Must complete a TB test and submit with application.
- Parent must review online orientation.

This is a volunteer opportunity and you do not have to be in a healthcare pathway. It is only required that you meet the guidelines above. There will be opportunities to continue volunteer service thru the school year if invited to do so at the end of the summer.

Please feel free to ask me any questions you have about this program.

Sincerely,

Jeanette Wheeler  
Director of Volunteer Services  
Tanner Health System

## Tanner Teen Institute Summer Program

We are excited and want to thank you for your interest in the Tanner Teen Institute. Volunteers contribute in many ways by providing great customer service to our patients and their families as well as supporting the professional staff.

The Tanner Teen Institute Summer Program runs from June 1<sup>st</sup> until August 1<sup>st</sup>. This program is designed to expose students interested in healthcare access to the operations of a hospital. Volunteers will have a chance to interact with clinicians and support hospital staff virtually.

### ***About the Program:***

Health Care Career Exploration Classes are informative educational zoom sessions where students can engage with other medical professionals. Students will also have the opportunity to learn about different healthcare career pathways.

Previous Health Care Career Exploration Classes (included but not limited to):

Public Speaking    HR- How to Create A Resume    HR- How to Interview    Customer Service

Hear from medical professionals in: Pharmacy, Behavioral Health, Emergency Management, Respiratory Therapy, Radiology, Lab, Nursing, Physical Therapy, and Nonprofit Management.

**Onsite Volunteer Assignments:** The student will be assigned to a volunteer service area referenced below. Students are placed in service areas based on the needs of the hospital as well as availability.

Examples of Areas of Service (included but not limited to):

Administrative Offices    Health and Community Wellness    Hospital Nursing Units

Gift Shop    Information Desk    Medical Offices

Tanner Teen Institute Summer Program Commitment: Each student will participate in onsite volunteer opportunities and education days as well as all virtual assignments and opportunities.

Verification of Hours: If the student meets the minimum requirements listed above, they will receive a letter of recommendation from the Director of Volunteer Services at the end of the program.

Thank you for your interest in the Tanner Teen Institute Summer Program!



### Personal Information

Name: _____	Home Phone Number	
Address: _____	( ) _____ - _____	
City: _____ State: _____ Zip Code: _____	Student Cell Phone Number	
Date of Birth: ____/____/____	( ) _____ - _____	
You must be at least 15 years old to volunteer.	Email:	
	_____	
Emergency Contact Information: _____	Relationship to Contact: _____	Emergency Contact Phone Number:
		( ) _____ - _____
T-Shirt Size: _____		

### Education

Name of High School: _____	School Phone Number:
School Address: _____	( ) _____ - _____
City: _____ State: _____ Zip Code: _____	
School Counselors Name: _____	
What grade will you be in Fall of 2023: _____	

### How did you hear about Tanner Teen Institute?

- How did you hear about the Tanner Teen Institute?  
\_\_\_\_\_
- Have you ever volunteered with Tanner Teen Institute before?  
\_\_\_\_\_

### Availability

You must be available a minimum of 6 weeks out of the summer.

You must have access to a computer and have internet access. You must also be available for at least 5 education days.

## References

References should be an adult, not related to you, that you know through school, community, religious institution, or employment.

Name: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

How do you know this person? \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

How do you know this person? \_\_\_\_\_

## Questions:

**Please answer the questions below on separate sheet of paper. The answers must be a typed.**

1. Provide three reasons why you would like to volunteer with Tanner Health System.
2. What does customer service mean to you?
3. Give two examples which demonstrate you are a dependable person.
4. Where do you see yourself in three years?

**As a Tanner Teen Institute Volunteer, I understand I am required to:**

- Be a student between the ages of 15 and 18.
- Have a 3.0 (B) grade point average.
- A COMPLETED application with parental/guardian signature and consents.
- Provide two letters of recommendation-
  - One letter from a school counselor with GPA and attendance documentation included
  - One letter from someone in the community or teacher
  - Returning TTI students will not be required to have two letters of recommendation.
    - Please submit your latest report card.
- Follow Tanner Health System rules and regulations as specified on the attached liability and teen agreement form.
- Be available 6 weeks of summer.
- Attend student orientation.
- Program can be done virtually or combined with some in person volunteer opportunities.

**I have fully completed the Tanner Teen Institute application and have read the above listed requirements.**

**X**\_\_\_\_\_  
Tanner Teen Institute Student Applicant\_\_\_\_\_  
Date**X**\_\_\_\_\_  
Parent or Legal Guardian of Student\_\_\_\_\_  
Date

# Tanner Teen Institute Summer Program Check List

## Application

- Filled out application completely
- Included the essay questions (typed on separate piece of paper)
- Copy of GPA
- Copy of Attendance Record
- Copy of Immunization Records
- Copy of COVID-19 Vaccination Record (required for all hospital volunteers)
- Copy of TB test
- Recommendation Letters (2)
- Signed Parent Medical Liability Release Form

### **Mail application to:**

Volunteer Services Department  
Tanner Medical Center  
705 Dixie Street  
Carrollton, Georgia 30117

### **Applications are due on Friday, April 14, 2023.**

After your application has been received by Volunteer Services it will be reviewed. This review process could take up to three weeks. You will be notified by mail of the status of your application to the Tanner Teen Institute Summer Program.

If you are accepted, you are required to attend a **Student and Parent Virtual Orientation**.