



North Alabama
MEDICAL CENTER

2025 TEEN VOLUNTEER PROGRAM

WE ARE LOOKING FOR VOLUNTEENS!

1. Be at least age 14 by May 1st
2. Be actively enrolled in middle/high school.
3. Submit a complete application package, which includes a teacher reference form.
4. Commit to attending the volunteer schedule for which he/she applies.

SERVE~ LEAD~INSPIRE



North Alabama

M E D I C A L C E N T E R

Department of Volunteer Services

2025 Teen Volunteer Program (TVP) Application/Information Packet

NAMC Teen Volunteer Program Purpose & Qualifications

Purpose:

The NAMC Teen Program provides teenage students the opportunity to explore an interest in health careers through direct exposure to health care environments. As a byproduct, students gain the moral satisfaction from constructive community service, thus developing a sense of civic responsibility which is mutually beneficial to the medical community and to the student.

Qualifications:

- 14 years of age by May 1st
- Completed 8th grade by May 31st
- Firm commitment to volunteer full sessions.
- Commitment to arrive on time and stay until end of shift (unless prior approval has been given).

Overview

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| Deadline | Applications (including recommendations and photo) must be received by Volunteer Services no later than 5pm May 5 th to be considered for the program. |
| Submission | Submit Completed applications in one of the following ways: <ul style="list-style-type: none">• Email to sheila.mccord@namccares.com• Drop off packet in sealed large envelope at the Volunteer Services Office. |
| Acceptance | Volunteer Services will send an acceptance letter (by 4pm May 22 nd) via email to the selected applicants and their parent/guardian. A prompt response (no later than 4pm May 28 th) is required to confirm a place in the TVP. This letter will include: <ul style="list-style-type: none">• Volunteer Schedule (chosen by the student during application process)• Orientation Information (date, location, direction, dress code, etc.)• Forms and Required Documents (to be signed and returned at orientation) |

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| Uniform | <ul style="list-style-type: none"> • Official NAMC teen t-shirt • Khaki colored full length pants or scrub pants if assigned to a clinical area • Closed toe shoes (tennis shoes acceptable) • Name badge- provided by Volunteer Services |
| Orientation | Mandatory orientation is held in a group setting. The Volunteer Coordinator will review the program manual, answer questions, provide assigned stations, and provide shirts/badges. Lunch will be provided at orientation. Wear comfortable closed-toe shoes for a walking tour of the medical center. |
| Immunizations | Accepted TV's will need to provide proof of current MMR, TDap, Varicella, and COVID-19 vaccinations. They will also be required to get a one-step TB test which will be conducted at the NAMC Employee Health office. More info will be included in the acceptance packets. |
| Placement | We cannot guarantee placement in specific areas and some departments will only take one volunteer. We ask that you be willing to serve in all areas of NAMC. Please be aware that volunteering is NOT shadowing. Volunteering means providing selfless service to an organization. |
| Commitment | This is highly competitive and for every student accepted there are two that are not. Now is the time to discuss family commitments including summer vacation and other events that may be a scheduling conflict. An honest and realistic look at the ability to firmly commit. |
| Important Dates | <p>Orientation: June 6th from 12pm-3pm</p> <p>Volunteer Session: June 9th – July 18th</p> |



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Teen Volunteer Application Checklist

This checklist is provided as a reference tool to complete the application process. You do not need to return this page with your application.

PART 1: APPLICATION

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| STEP 1 | Complete Application | Completed: Y/N |
| STEP 2 | Obtain signatures by parent/legal guardian. | Completed: Y/N |
| STEP 3 | Provide a printed photo that is a clear head shot to include with application. | Completed: Y/N |
| STEP 4 | Acquire <i>Recommendation Forms</i> from two references. References must include at least one faculty member and may not be a relative. Forms must be sealed in an envelope by the reference completing the form. Forms must be submitted with application. | Completed Reference 1: Y/N Completed Reference 2: Y/N |
| STEP 5 | Submit the application packet to Volunteer Services no later than 5pm May 5, 2025 | Completed: Y/N |

PART 2: ACCEPTANCE

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|--------|--|----------------|
| STEP 6 | Receive Acceptance or Denial email from Volunteer Services by 4pm May 22, 2025 | Completed: Y/N |
| STEP 7 | Confirm or decline your acceptance no later than 4pm May 28, 2025 | Completed: Y/N |
| STEP 8 | Mark your calendar and make plans to attend NAMC Teen Volunteer Program Orientation! | Completed: Y/N |
| STEP 9 | Prepare notes, keep list of questions in prep for orientation. | Completed: Y/N |