

TO: Future Volunteer

FROM: Jane Bess, Manager
Volunteer Services

SUBJECT: Volunteer Process

Thank you so much for thinking of Atrium Health Union when making your decision to volunteer your valuable time. Our staff and hospital depends on volunteers. We appreciate the caring and sharing you are willing to give our patients and family members. Volunteers make a tremendous difference.

The process in becoming a volunteer is as follows: Please complete the application, reference and background information. You can submit the application online or print and mail in. Please submit or send to Jane Bess. Once your application is received, we will review it and contact you for a phone interview. Following the interview, you will be given an orientation date to attend. Orientations are normally held on Wednesdays at 3:45 pm twice a month. **If not contacted within 2 weeks, please contact us at 980-993-2622.**

Information concerning your shot records is included in this packet, also. Two tuberculosis (TB) tests are required along with your immunization records (if available). You will contact Teammate Health at Atrium Health Union once you have attended orientation. Our teammate health nurse will be in charge of your immunizations in order to begin volunteering.

If you are chosen to attend an orientation after you have completed your interview, **you must dress appropriately for a professional organization. This means no jeans or shorts can be worn to orientation!** You will, also, need your social security number and your driver's license at this time.

Again, please call me at 980-993-2622, if you have not been contacted in 2 weeks after completion of your application. I am very excited about your interest in volunteering with us at Atrium Health Union.

Mail application to: Atrium Health Union
ATTN: Jane Bess, Volunteer Manager
PO Box 5003
Monroe, NC 28111