Short-term College Volunteer Summer Program

**Guidelines**

Applicant must

- be an undergraduate college student
- live locally but attend college out of town/state
- be available to volunteer for a minimum of 25 hours during June, July and August

**How to Become a Volunteer**

We have a multi-step process:

1. Complete the **online volunteer application form**
   *Please review the application schedule at the bottom of our volunteer webpage to find out when this application session will open.*

2. Participate in a **phone interview**
   *Please note: This interview does not guarantee a placement.*

3. **Acceptance notification** sent via email

4. Complete required **immunizations**

5. Complete a **background check** (online)

6. Review our **volunteer handbook** and complete **training quizzes** (online)

7. Create your **photo ID** (this must be complete in order to attend orientation)

8. Attend a mandatory **volunteer orientation**
   *This meeting provides specific volunteer guidelines (infection control, required immunizations, fire safety, personal boundaries, etc.), expectations, and other information you need to be a Vanderbilt volunteer.*

9. Receive your **start date** and **placement**

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Immunizations

Documentation of the following immunizations must be mailed or dropped off to the Vanderbilt Occupational Health Clinic. You may obtain these from your university student health clinic or personal doctor. If you do not have the required immunizations by our deadline, you will not be able to proceed. The deadline to submit your immunization documentation is May 1, 2017.

You may fax your documentation to the Occupational Health Clinic at (615) 936-0966.

Required immunizations:

TB Skin Test
This is a two-step process. If you have already had a TB Skin test, you must have had one within the past year and one within the last 3 months. If you have never received a TB skin test, the requirement is to have two tests at least two weeks apart.

MMR (measles, mumps & rubella)
You must have had one of the following:
   Two vaccines since 12 months of age
   One vaccine after age 18
   Rubella Titer only (if born prior to 1957)

Varicella Titer or Varivax vaccine
You must have documentation of two Varivax vaccines at least one month apart.

TDap
One Tdap vaccine which provides protection from tetanus, diphtheria, and pertussis (whooping cough). After receiving one Tdap vaccine, a regular Tetanus (Td) booster is recommended every ten years.

Hepatitis B series
This is recommended for specific volunteer opportunities.

Flu Vaccine

Training & Placement

Once you are accepted into the program, you are required to attend a two-hour orientation session that will provide specific guidelines (i.e. infection control, fire safety, personal boundaries, etc.), expectations, and other information you need to be a volunteer here at Vanderbilt.

After you complete this orientation session, you are ready for placement and unit specific training. Your start date will be scheduled during your orientation session.

PLEASE NOTE: Failure to complete any of the steps by the given deadlines will result in dismissal from the program.

Contact Information
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