

Dear Parents:

Thank you for your interest in allowing your teen to participate in our Teen Volunteer Program at Dell Children's Medical Center of Central Texas for summer 2012

**We will begin to accept applications March 12, 2012 through March 30, 2012.**

Your teen must be 15 years old by June 1, 2012 in order to participate in our program. We have a limited number of spaces therefore; we encourage your teen to **submit a completed** application promptly. **All applications must include all required documentation (including a current TB skin test within the last year) and submitted to the Volunteer Services Office no later than Friday, March 30, 2012 by 4:00 pm.**

**Late or incomplete applications will not be considered.**

The total cost of the program is \$15 for a white polo shirt **and** \$5 for ID badge (to be paid separately to each office). Both the badge and the uniform must be worn at all times while volunteering. Fees will only apply to those teens who are accepted in to the program, so please **do not** send any money at this time but rather bring it in for orientation.

**Teen uniform will consist of white polo shirt, khaki pants and badge. If your teen is not in compliance with the uniform guidelines when they report for their shift and/or do not have their badge with them, they will not be allowed to report to their assigned unit.**

Your teen will be notified via regular mail no later than the end of April of their acceptance into the program. Please be aware that **if your teen is accepted into the program she or he will be required to attend a general orientation which will be scheduled prior to the first day of volunteering.** The program begins Monday, June 4<sup>th</sup> and runs for 8 weeks with 1 week allowed for vacation (subject to change). Your teen will be notified of their assigned date/s to report to volunteer at orientation.

**Graduation is scheduled for July 26<sup>th</sup>, 2012 and we ask you plan to attend. No certificates of completion will be issued if teen does not or is not able to attend graduation. Only volunteer hour report will be issued.**

The goal of the Teen Volunteer Program is to introduce young adults to the importance of community volunteerism and responsibility by serving our patients and their families. Our patients, families and staff members rely on our teens, so we expect each teen to make an eight week commitment to our program and that includes attending graduation.

**Teens are evaluated daily and are subject to dismissal immediately for any misconduct or inappropriate behavior.**

**Please return all required application forms no later than March 30, 2012 to:**

**Dell Children's Medical Center**

**Attn: Volunteer Services**

**4900 Mueller Blvd.**

**Austin, Texas 78723**

Thank you for your support of our program. If you have any questions or concerns, please feel free to call us at 512.324.0161.

Sincerely,

Marilyn Bostick

Director of Volunteer Services