

MEMORANDUM

To: All Staff, Physicians and Volunteers

From: Sandra Smith, Director People Practice
Susanne Henseleit, Acting Manager, Volunteer Resources
Henrietta De Wolfe, Volunteer Resources

Date: March 13, 2008

Re: Student Volunteers – Summer Program Update

As summer 2008 approaches we are preparing to recruit students to fill schedule gaps, supporting our adult volunteers in taking a well deserved break.

The official kick off for summer 2008 is Wednesday, July 2nd and we are excited to share our evolved program highlights with you. A comprehensive review of the student volunteer program has been completed and we are implementing some changes to the program. The following criteria have been established to support patient programs in a more consistent manner and supports students to have a rewarding volunteer experience!

Application Process:

“New” Age Requirement

- 16 to 18 years of age

“New” Commitment

- Available to volunteer 4 consecutive weeks; either July 2nd - August 3rd **and/or** August 4th – 29th
- 1 – 3 hour shift a day, Monday to Friday **or** 1 shift Saturday and Sunday morning

Orientation & Training

- Available to attend a mandatory information session in May, and orientation and service training in June
- If selected, volunteers will be required to complete a 2 step Tuberculosis test

To Apply:

- Submit a completed application form along with two reference forms to the Volunteer office - forms can be downloaded and printed from www.trilliumhealthcentre.org
- Applications will be received at West Toronto or Mississauga Volunteer office March 1st – April 30, 2008

Watch for more updates as the summer approaches. If you have any questions please call the volunteer office at x7276.

Thank you.