



## Summer Junior Volunteer Guidelines

**Program Dates:** 10 weeks from June 3rd to August 9<sup>th</sup> 2019.

**Location:** Applications submitted for the West Campus will be considered for the Texas Children's Hospital located in Katy.

**Commitment:** All volunteers are required to complete up to 96 hours and 8 weeks of service. This is an average of 8 weeks of 12 hours a week.

**Schedule:** Summer Junior volunteers are asked to commit to 4 regular volunteer shifts each week. Shifts are available Monday-Friday 9am -12pm and 1pm-4pm. Most volunteers chose to volunteer 2 full days with an hour lunch break, while others prefer to volunteer 4 mornings or afternoons throughout the summer. Volunteers usually select 3-4 different volunteer assignments. Volunteers will be assigned to a placement at a specific time and are expected to be here to fulfill their scheduled assignments.

**Attendance:** Summer Junior Volunteers are required to volunteer for at least 8 weeks, or 32 shifts over the summer. Volunteers are limited to a maximum of 12 hours a week. If you miss a volunteer shift, you are unable to make up the hours you missed. Volunteers can miss two weeks out 10 and still complete the 96 hour requirement.

The first week, June 3<sup>rd</sup> – 7<sup>th</sup> attendance is mandatory, no exceptions. Volunteers are expected on their scheduled days in order to start so that a routine can be established.

Repeated absences from duty without prior notification to the Volunteer Office will result in termination from the program. Communication and consistency are important.

Recommendation letters, verification of hours and a certificate of program completion will only be provided to volunteers who complete the commitment.

**Expenses:** All Summer Junior Volunteers are required to have a 2019 TB skin test and purchase a TCH volunteer polo for \$13.

**Completion of Program:** Benefits of completing the 96 hours and 8 weeks requirement include a recommendation letter, certificate of completion and have the opportunity to return as Summer Junior in 2020.