Name: _______________________________________________ Phone: _______________________

Email (print clearly): ____________________________________________________________

Completion of this form does not guarantee assignment. Service Areas and shifts are subject to change based on staffing needs at time of program start date. Please be sure that you have discussed your summer schedule with your parents and you have transportation on the days you are schedule to work. Your assignment will be confirmed at Orientation.

Please place a check mark next to how many days you want to volunteer and which days and shifts you are available.

<table>
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<tr>
<th>Would you like to work a 2nd day if there is availability?</th>
<th>Day of the Week</th>
<th>Shift 1 (8:00am-12:00pm)</th>
<th>Shift 2 (12:00pm-4:00pm)</th>
<th>Shift 3 (4:00pm-8:00pm)</th>
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SINCE NOT ALL DEPARTMENTS HAVE VOLUNTEER OPENINGS DURING EVERY SHIFT (for example, Neurology may only have an openings on Monday and Friday from 8-12 and most departments do not accept weekend volunteers), we ask that you select three (3) preferred areas, rate on a scale of 1 to 3 with 1 being the most preferred. We will do our best to assign you to one of your preferred areas, but it is not guaranteed.

**Service Area:** (Patient= patient contact, Non-Patient=No hands-on patient contact. NW = No Weekend openings)

- Admissions - NW (patient) - Greet visitors, check-in patients and escort to different departments.
- Clerical Support - NW (non-patient) - Assist in various departments with answering phones, greeting customers, filing and coping.
- Cardiovascular Services - NW (patient) - Answer phones, run errands, stock supplies.
- Customer Service - Information Desks (non-patient) - Greet and escort patient and visitors, look up patient information (minimal computer work), give directions, and other duties as assigned.
- Endoscopy - NW (patient) - Assist staff with making up charts, bring patients and visitors back to department from waiting, area and discharge patients via wheelchair.
- Food & Nutrition Service - (non-patient) - Assist in cafeteria, cleaning tables, wiping trays and restocking supplies.
- Guest Services - NW (patient) - Check in on patients, deliver get well cards, some clerical work.
- Materials Management - NW (non-patient) –deliver supplies and/or equipment to various departments throughout the hospital.
- Medical Floor Service (Cardiac, General Medicine, General Surgery, Neurology) (patient) – Deliver water and linens, stocking, answer cal lights and assist with other duties as requested.
- Patient Transporter (patient) - Taking patients and visitors to rooms, via wheelchair on admission, discharge patients and personal belongings, via wheelchair throughout hospital.
- Surgery Services - NW (patient) - Assist patients after surgery, gather belongings, and help discharge by wheelchair to main entrance.
- Waiting Room Information Desks - NW (CDU, Surgical Waiting, Cardiac Waiting) (patient) - Greet visitors, checking with staff about Patient’s condition, visitation, keep family updated and informed about procedures etc. Other duties as assigned.

OFFSITE LOCATIONS:

WESTLINKS OFFICE (12801 Westlinks Drive, Fort Myers, near Gateway Charter School)

- Clerical Support – NW (non-patient) – Assist department with answering phones putting together educational packets, filing, data entry, making copies, etc.

OUTPATIENT LAB (13601 Plantation Rd. Suite 1, Fort Myers)

- Reception – NW (patient) – Assist department with answering phones, directing patients needing lab work.