

2025 VolunTEEN SUMMER PROGRAM

Get ready to do something GREAT.



“Life’s most persistent and urgent question is what are you doing for others?” – Martin Luther King, Jr.

Erlanger invites high school students ages 15 to 18 years old to be “helpers” this summer during the 2025 Erlanger VolunTEEN Program.

If you’d like to spend the summer with us helping and learning, please carefully read this packet with a parent or guardian. All applicants **must** apply in person during one of the scheduled 30-minute interviews. Applications and supporting documents will not be accepted at other times.

2025 VolunTEEN Program Highlights

- At-home online orientation the week of June 2nd
- On-site program dates: **Week of June 9th through the week of July 14th** (six weeks)
- Choose and commit to either Mondays and Wednesdays or Tuesdays and Thursdays.
- Program hours are 10 AM to 3 PM.
- The VolunTEEN Program is a **team concept**. Descriptions of each team may be found in this packet. Teams include:
 - Patient Floor Team
 - Administration & Clinical Support Team
 - Physician Practice Team
 - Patient & Family Support Team
- Participants selected will be assigned a team **and** a department.
- Applicants will turn in all required documents in person during a one-on-one interview session.
- The Selection Committee will choose a limited number of participants. Characteristics the committee will be looking for during the one-on-one interview and in the written essay include:
 - A passion for helping others
 - The desire to be part of a team
 - A positive attitude
 - Dedication and commitment to the six weeks
 - Eagerness to learn and help



Complete applications and required documents must be submitted in person during the 30-minute one-on-one interview sessions. Please see page 2, 4, 7, or 8 for dates and times. Applicants who do not have all of the required documents at the time of the interview will not be considered. Decisions will be made by May 19, 2025. All applicants will receive a letter, which will be mailed on or before May 19, 2025.

2025 VolunTEEN SUMMER PROGRAM PROGRAM REQUIREMENTS



Requirements

- The VolunTEEN program is for students who are rising-sophomore through rising-college freshman.
- Participants **must** be at least 15 years old by June 1, 2025. Consideration may be made for 14 year olds who are rising-sophomores.
- Participants **must** commit to two days per week for **at least five of the six weeks.**
- Participants **must** commit to 10 AM to 3 PM on Mondays and Wednesdays or Tuesdays and Thursdays.
- Participants **must** turn in all required documents during one of the interview sessions listed. Interviews will be one-on-one with a member of the VolunTEEN Selection Committee. Parents are welcome to attend, but it is not required. In-person interviews only.
- Participants **must** be able to start on the first day of the program during the week of June 9th, no exceptions.
- Applications will not be accepted by mail, e-mail, fax, or during a day and time not listed in this packet.
- Participants **must** submit all health screenings (childhood immunizations) at the time of the interview and agree to a TB test. Information about the TB test will be given at the interview. Do not have a TB test done in advance.
- Participants selected for this summer’s program **must** complete online orientation before the start of the program. Details will be given upon acceptances to the program.
- The only cost associated with this program is the uniform shirt, which is \$20.
- Because participation is limited, no exceptions will be made.
- Applications will only be accepted in person on the following days and times listed below.

Application Submission and Interview Schedule		
Location	Day and Date	Times
Chattanooga	Wednesday, April 9	3:30 PM – 7:30 PM
	Saturday, April 12	10:00 AM – 2:00 PM
Murphy	Wednesday, April 23	3:00 PM – 7:00 PM
	Thursday, April 24	3:00 PM – 7:00 PM
Bledsoe	Wednesday, April 2	3:00 PM - 5:00 PM (CST)
Sequatchie	Wednesday, April 2	11:00 AM - 12:00 PM (CST)

Application Submission and Interview Location:

Applications and supporting documentation **must** be submitted in person at the interview. Only one 30-minute session is required.

Reserve a 30-Minute Interview Time: <https://signup.com/go/uScqVNa>
Locations are listed on the online sign up.



Complete applications and required documents must be submitted in person during the 30-minute one-on-one interview sessions. Please see page 2, 4, 7, or 8 for dates and times. Applicants who do not have all of the required documents at the time of the interview will not be considered. Decisions will be made by May 19, 2025. All applicants will receive a letter, which will be mailed on or before May 19, 2025.

2025 VolunTEEN SUMMER PROGRAM APPLICATION CHECKLIST



Before Applying, Ask Yourself:

- Can I commit to the six week program? Yes No
- Am I available to volunteer 10 AM to 3 PM either Mondays and Wednesdays or Tuesdays and Thursdays?..... Yes No
- Am I willing to submit required health screenings and complete on-line orientation before the start of the program? Yes No
- Am I willing to be a part of a team and show a positive attitude every day? Yes No
- Am I willing to help departments with clerical work, such as filing and phones, helping push patients in wheelchairs or other volunteer duties as assigned? Yes No
- Am I able to attend one of the scheduled interview sessions and have all of my documentation with me? (See dates, times and location on the Program Requirements Page) Yes No
- Am I able to start on time the week of June 9th? Yes No

If you answered yes to each of the above questions, please complete each part of the application and gather all required documents.

PART I: Contact and Background Information

All information **must** be complete and signed by the applicant and his or her parent or guardian. Illegible applications will not be accepted.

PART II: VolunTEEN Availability and Team Selection

Be sure to read the Commitment Statement, and sign with your parent or guardian.

PART III: Applicant Essay

Reread Martin Luther King, Jr.'s quote on the front page of this application packet. What does this message mean to you? How do you apply this thought to your daily life? How does this thought apply to volunteering at Erlanger?

PART IV: Recommendation Letter

Each applicant **must** submit a letter of recommendation from a current teacher, school administrator, coach or youth leader who can address the applicant's leadership abilities and work ethic. Letters **must** be in a sealed envelope and brought by the applicant to the interview. Recommendation letters will not be accepted at an earlier or later time. It **must** be in the applicant's packet at the time of the interview.

PART V: Immunization Records

All participants are required to have up to date immunization records, plus complete TB skin test. Participants **must** submit documentation for the following records at the time of their interview.

- Varicella (Chickenpox)
 - Two vaccines required or proof of immunity
- Mumps, Measles and Rubella
 - Two MMR vaccinations or proof of immunity to measles, mumps, and rubella
- Tdap Vaccine
- **Please do not have a TB test in advance. Information will be given at the interview.**



Complete applications and required documents must be submitted in person during the 30-minute one-on-one interview sessions. Please see page 2, 4, 7, or 8 for dates and times. Applicants who do not have all of the required documents at the time of the interview will not be considered. Decisions will be made by May 19, 2025. All applicants will receive a letter, which will be mailed on or before May 19, 2025.

2025 VolunTEEN SUMMER PROGRAM APPLICATION CHECKLIST



Continued from page 3.

PART VI: Interview Registration

Register for one of the required 30-minute interview sessions by going to <https://signup.com/go/uScqVNa>. Be sure to include your first and last names on the registration. Registering for an interview session is not required, but applicants who have reserved a time in advance will be interviewed first.

PART VII: Interview and Turn in Required Documents

Attend one of the required 30-minute interview sessions. Be sure to register in advance and bring all required documents. Documents will not be accepted at a later time.

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2025 VolunTEEN SUMMER PROGRAM APPLICATION



Contact & Background Information

Please print legibly. Illegible applications will not be considered.

LAST NAME FIRST NAME MIDDLE NAME

HOUSE NUMBER AND STREET NAME APARTMENT #

CITY STATE ZIP

MAILING ADDRESS IF DIFFERENT FROM ABOVE - HOUSE NUMBER AND STREET NAME APARTMENT #

CITY STATE ZIP

CELL PHONE EMAIL

DATE OF BIRTH AGE AS OF JUNE 1, 2025 GRADE IN FALL

SCHOOL SCHOOL CITY & STATE

Have you ever been an Erlanger VolunTEEN? _____ If yes, when? _____

Volunteer and/or work experience and skills: _____

Interests and career goals: _____

NAME OF PARENT OR GUARDIAN EMAIL CELL PHONE

PARENT OR GUARDIAN SIGNATURE DATE

APPLICANT SIGNATURE DATE



Complete applications and required documents must be submitted in person during the 30-minute one-on-one interview sessions. Please see page 2, 4, 7, or 8 for dates and times. Applicants who do not have all of the required documents at the time of the interview will not be considered. Decisions will be made by May 19, 2025. All applicants will receive a letter, which will be mailed on or before May 19, 2025.

2025 VolunTEEN SUMMER PROGRAM APPLICATION



APPLICATION PART II: VolunTEEN Availability & Team Selection

APPLICANT NAME _____

Select Your Service Days

Select the days in June and July that you can commit to below. Number your day preference. Do not select days that you are not available.

_____ Mondays & Wednesdays _____ Tuesdays & Thursdays

If selected, what days can you commit to volunteering 10 AM to 3 PM in June and July? Remember, you **must commit to six weeks**. You must be able to start the program the week of June 9th.

Select Your Location Preference

What hospital are you applying for? Availability will be limited at each hospital.

- Erlanger Baroness Hospital (downtown Chattanooga)
- Children's Hospital at Erlanger (downtown Chattanooga) *Only select if you will be 18 by June 1, 2025
- Erlanger East Hospital (Gunbarrel Rd., Chattanooga)** Only select if you are a returning VolunTEEN.
- Erlanger Bledsoe Hospital (Pikeville, TN)
- Sequatchie Valley ED (Dunlap, TN)
- Erlanger North Hospital (Morrison Springs Road, Chattanooga)
- Erlanger Western Carolina Hospital (Murphy, NC)

**Due to limited availability, Erlanger East is only available to former Erlanger 2024 VolunTEENS.

Team Selection

Please only apply for a team to which you can commit. If applying for more than one team, please number in order of preference, with 1 being of most interest and 4 being of least interest. If there is a team you would not like to apply for, please do not number that team.

- _____ **Patient Floor Team** - Members of this team will be assigned to a Nurses' Station on a Patient Floor. Duties may include passing out ice and water, answering call lights, helping with phones, and clerical duties.
- _____ **Physician Practice Team** - Members of this team will be assigned to a Physician office. Duties may include greeting patients, answering phones, making appointment reminder calls, and clerical duties.
- _____ **Patient & Family Support Team** - Members of this team will be assigned to one of the Information Desks. Duties may include pushing patients in wheelchairs, giving directions, assisting families, walking patients and families to appointments, and clerical duties.
- _____ **Administrative & Clinical Support** - Members of this team will be assigned to a non-clinical or clinical department. Duties may include assisting with projects or events, helping with mail, answering phones, light computer work, and clerical duties.

Returning Volunteers

If you are a returning VolunTEEN, what department or role were you in: _____

Do you want to return to the same position: _____

If you would like to be considered for a different position, which department are you most interested in: _____



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2025 VolunTEEN SUMMER PROGRAM APPLICATION



APPLICATION PART II (continued): Commitment Statement

I have thought carefully about my application for the 2025 Erlanger VolunTEEN Program, as well as my other commitments this summer. If I am chosen, I can fully commit to the days I chose for the full six week program. Also, if chosen, I will submit all of the required health screenings on time and will complete on-line orientation on time.

APPLICANT SIGNATURE

DATE

PARENT OR GUARDIAN SIGNATURE

DATE

Required Interview Session

Applications and all required documents **must** be turned in by the applicant in person during one of the VolunTEEN Interview Sessions listed below. Applications will not be accepted at other times. Nor will applications be accepted by mail, e-mail, or fax. For questions, please call Callie Vandemark, Service Learning Coordinator, at 423-778-8057 or callie.vandemark@erlanger.org.

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APPLICATION PART III: Applicant Essay

Write an original essay on the following topic:

Reread Martin Luther King, Jr.'s quote on the front page of this application packet. What does this message mean to you? How do you apply this thought to your daily life? How does this thought apply to volunteering at Erlanger?

Essays should be typed or neatly written. There is no minimum or maximum length. However, the essay should clearly display your thoughts to the Selection Committee. The essay is required at the time of the interview.

APPLICATION PART IV: Recommendation Letter

Each applicant **must** submit a letter of recommendation from a current teacher, school administrator, coach or youth leader who can address the applicant's leadership abilities and work ethic. Letters **must** be in a sealed envelope and brought by the applicant to the interview. Recommendation letters will not be accepted at an earlier or later time. It **must** be in the applicant's packet at the time of the interview.



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 - Two vaccines required or proof of immunity
- Mumps, Measles and Rubella
 - Two MMR vaccinations or proof of immunity to measles, mumps, and rubella
- Tdap Vaccine
- **Please do not have a TB test in advance. We will provide information at the interview.**

The following must be completed by a a school official:

I certify that _____ is up to date on his/her childhood immunization records as required by the State of Tennessee.

Printed Name and Title of School Official: _____

School Name: _____

Signature of School Official: _____ Date: _____

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