



Dear Volunteer Applicant:

Thank you very much for your interest in our Volunteer Program. We are glad you chose Virginia Hospital Center and look forward to meeting you.

Volunteers support our mission at Virginia Hospital Center, and patients and their families count on the services provided by volunteers. Given this, the program requires a minimum commitment of four hours, one day per week, for at least six months. We can schedule shifts after school and on weekends for student volunteers.

There are a variety of volunteer opportunities from which you may choose. Information describing these opportunities is available on the Hospital website at [www.virginiahospitalcenter.com](http://www.virginiahospitalcenter.com). Once you enter the home page, click on 'Careers' and then on 'Volunteer Services'.

Please return the Application and Agreement together with a copy of your vaccination record for two MMR shots (Measles, Mumps, Rubella vaccine) if you were born after 1957. Student volunteers under the age of 18 are also requested to provide a parental co-signature on the Agreement. Interviews will not be conducted until all paperwork is received.

New Volunteer Orientations are held in June and October. You will be called for an interview appointment prior to Orientation. Volunteer assignments are discussed at the time of the interview. All information must be in your file before you begin your volunteer assignment.

Thank you again for your interest in Virginia Hospital Center. We are glad you wish to contribute your time and talent here, and I look forward to meeting you very soon.

Sincerely,

Kali Milgate  
Director of Patient Experience and Volunteer Services