



Return to: 901 North Porter • Norman, OK 73071 • 405.307.1789

PERSONAL INFORMATION

Name: _____
Last First Middle

Home Address: _____ City: _____ Zip: _____

Telephone: _____ Mobile Phone: _____ E-Mail: _____
(Only if checked regularly)

Referred By: _____

Birth Date: _____ Personal Health: _____
(Good or Limited)

EMERGENCY CONTACT INFORMATION (Please provide a local address and phone number)

Name: _____ Relation: _____ Phone: _____

Name: _____ Relation: _____ Phone: _____

Physician's Name: _____ Phone: _____

PREVIOUS VOLUNTEER OR WORK EXPERIENCE

SERVICES IN WHICH I MAY HAVE AN INTEREST IN VOLUNTEERING

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Baby Hats | <input type="checkbox"/> Hospitality House | <input type="checkbox"/> Newspaper Delivery | <input type="checkbox"/> Pastoral Care |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> ICU Waiting | <input type="checkbox"/> Nu-N-Nuf Shop | <input type="checkbox"/> Surgery Waiting |
| <input type="checkbox"/> Gift Shop | <input type="checkbox"/> Information Desk/Escort | <input type="checkbox"/> Office Work | |

DAY OF WEEK PREFERRED

TIME OF DAY PREFERRED

- MON TUE WED THUR FRI Morning Afternoon Evening

BACKGROUND

Have you ever been convicted or received a deferred sentence for a felony offence? No Yes

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Orientation Date: _____ Assignment: _____

Uniform: _____ Dues: _____

TB Test: _____



ENTERING VOLUNTEER SERVICE

THE APPLICATION

Each applicant is asked to complete a written application form. The form must be returned to the Volunteer Services office before volunteer placement can begin. It is important to check any interested service, days and hours preferred, as this information is the basis for placing new volunteers into service.

TESTS

A Tuberculin Skin Test and Rubella Screening is mandatory for all volunteers. The tuberculin test is given annually by the health nurse at no cost to the volunteer. **IF THE RESULT OF YOUR TEST IS POSITIVE, OR YOU ARE A KNOWN POSITIVE REACTOR**, you are required to have a chest x-ray, at the hospital's expense. A one time Rubella screening is done in the hospital laboratory at **NO COST** to the volunteer.

BACKGROUND CHECK

A background check will be done on all volunteers prior to receiving volunteer placement.

TRAINING

Training in procedures for each service is provided to the applicant by an employee or a volunteer chairman.

UNIFORMS

Uniforms are mandatory for all volunteers.

Women - A choice of three styles is available. The artist smock, tunic smock or V-neck smock are worn with a white skirt or slacks. White soft-soled, low heeled shoes are worn with all uniforms. A white tie is optional.
Uniform cost: \$25.00

Men - A choice of three styles is available. The blazer, short sleeved shirt or V-neck smock are worn with white slacks and soft-soled white shoes. A navy tie is optional.

Uniform cost: Blazer- 35.00 - Shirt \$25.00

DUES

Regular membership - \$5.00 per year

BENEFITS

Volunteers are eligible for a free meal on the day service is provided. The volunteer must be in uniform or obtain a special meal pass from the auxiliary office if not in uniform.

AUXILLIARY SERVICES

BABY HATS

Every newborn is given a hand knitted or croched hat. Yarn is furnished to volunteers for this project.

CHAPLAIN

Specially trained volunteers, under the guidance of the Chaplain, visit and minister to hospital patients offering hope, encouragement, faith and love. Chaplain volunteers offer prayer and basic spiritual assistance within 48 hours of admission.

CUSTOMER SERVICE

Volunteer visits newly admitted patients to check on their admission process and if they have experienced any problems.

GIFT SHOP

A service to the patients, employees, and community which provides you the opportunity to be a sales associate and cashier. Hours: 9:00 a.m. – 12:00 noon, 12:00 noon - 3:00 p.m., and 3:00 p.m. - 6:00 p.m. Monday - Friday and Saturday, 12:00 noon - 4:00 p.m.

HOSPITALITY HOUSE

Volunteers register guests, provide information, and are available to support the house guests as needed. Monday – Friday, 8:00 a.m. – 12:00 noon; 12:00 noon – 3:00 p.m.

ICU WAITING ROOM

To be the contact person for family and friends of special care patients and provide them personal assistance as needed. Hours: Monday - Friday, 9:00 a.m. - 12:30 p.m., and 12:30 p.m. - 4:00 p.m..

INFORMATION DESK

Assisting visitors to find their way about the hospital. We escort guests whenever possible. Provide patient room numbers, deliver mail, receive and deliver flowers to patients. Hours: 9:00 a.m. – 12:00 noon, 12:00 noon to 3:00 p.m., 3:00 p.m. to 5:00 p.m. Monday thru Friday.

NEWSPAPERS

Deliver the Norman Transcript to patients in the morning. Monday - Friday, flexible time.

NU-N-NUF SHOP

Our “thrift shop” is a service to the community as well as to the hospital. Hours: 9:00 a.m. - 12:00 noon, 12:00 noon - 3:00 p.m. Monday thru Friday and 9:00 a.m. - 12:00 noon on Saturday.

OFFICE WORK

Provide assistance in departments for alphabetizing, filing, etc.

SURGERY WAITING

To be the contact person between surgery, recovery and families of surgery patients and provide them assistance as needed. Hours: 8:00 a.m. - 11:30 a.m. and 11:30 a.m. - 3:00 p.m.