



Dear Volunteer Applicant:

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

The program requires a minimum commitment of four hours, one day per week, for at least six months. We can schedule shifts after school for Student Volunteers and on weekends.

There are a variety of volunteer opportunities from which you may choose. Information describing these opportunities is also on the Web, or you can call the Volunteer Office at 703.558.6194.

Please return the application as soon as possible. New volunteer orientations are held in February, June and October. We begin calling applicants a month before each orientation for interview appointments. Volunteer assignments are discussed at the time of the interview.

When you come in for your interview, please bring a copy of your shot record for proof that you have had either a TB (PPD) skin test or chest X-ray with negative results within the last twelve months and, if you were born after 1957, proof of German Measles (Rubella) vaccine. These tests may be done at the Hospital free of charge. If needed, arrangements will be made at the time of your interview. Student volunteers are also requested to provide a signed parental permission, and a recent photograph. **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,

Carolyn B. McCosh
Director, Patient Relations and Volunteer Services