



College Program—Frequently Asked Questions

When is the application due?

Application Deadlines are as follows:

Fall Semester: August 29 at 5:00p

Spring Semester: November 15 at 5:00p

Summer Term: April 15 at 5:00p

Where can I find the application?

The college application can be found by clicking the “apply now” button on the college program page at www.carle.org/volunteering.

What will I do as a volunteer?

While every department is different, many of the volunteer functions will be similar across units. For more information about individual departments, please view our clinical descriptions document on the college program page at www.carle.org/volunteering.

What is the volunteering commitment?

All volunteers are expected to complete one, three-hour shift per week on a set schedule. Additional hours may be assigned, if available, at the request of the volunteer.

I’m already a Carle volunteer, do I need to reapply for future semesters?

No, returning volunteers will receive an e-mail from Brian at the end of each semester with information on returning for future semesters. If you have questions about receiving this e-mail, please contact Brian.

Who do I contact if I have more questions?

Brian Barnes manages the College, Community, Teen and Career Development programs; he can be reached at brian.barnes@carle.com or by phone at (217) 383-3362.

What is the application process after I submit the online application?

After you submit the online application, Brian Barnes will send out an e-mail **after the application deadline** with more information. Volunteers will be required to complete a short interview with a member of the Volunteer Services team. Students will be required to turn-in their immunization records at that time and to complete a Criminal Background Check. Following the interview process, there will be a five hour general orientation for new volunteers. Information regarding these dates will be sent along with the original e-mail from Brian following the application deadline.

What immunization records are required to volunteer?

Carle Foundation Hospital requires the following immunization records:

- 2 MMRs or individual vaccinations for Measles, Mumps and German Measles.
- Proof of immunity to Varicella (Chicken Pox). This can be attained from either two vaccinations, or a varicella titer.
- A TB test (PPD) current within the past 12 months. If you are a positive responder for the TB-PPD test, results from a chest X-ray and/or a TB Quantiferon test will be required.

Carle Foundation Hospital highly recommends the following for anyone volunteering in a clinical setting:

- Hepatitis-B series vaccination
- Tetanus booster (within the past 10 years)

Can I volunteer at Carle for court-ordered community service hours?

At this time, Carle does not allow volunteering for any court-ordered service hours.

How old do I have to be to volunteer?

All volunteers need to be at least 14 years old at the start of their volunteering commitment.

I've heard that the volunteer program is very competitive. Does my application guarantee placement in the program?

At this time, the college volunteer program has been so popular that we can no longer guarantee placement in the program. Acceptance into the program is based solely upon your interview with the Volunteer Services team. Volunteers not initially placed will be put on a wait-list in the event that there is an open position in the program.

The application asks for my top three department choices, am I guaranteed placement in one of those departments if accepted into the program?

Many departments are extremely popular (Emergency, OB, Pediatrics, Oncology etc), and returning volunteers have the first priority in scheduling for every semester. While we do our best to accommodate the interests of all of our applicants, sometimes, there simply is not space in their requested department. If there are no remaining spaces in your requested department, you will be placed in an alternate department according to the schedule that you provide us during your interview. There is the chance for you to switch your assignment for each semester that you return.

I missed the application deadline, is there anything I can do?

Unfortunately, due to the high demand for the program, and the deadlines associated with orientations and trainings, we cannot accept any applications after the deadline.

Is there a dress code for volunteers?

Yes, volunteers should always be in business casual attire when they are on the Carle campus. Volunteers should not wear jeans, t-shirts, scrubs, shorts etc. We expect our volunteers to exhibit the same level of professional appearance as any of our hospital staff.