



Summary of JSEI Affiliates Volunteer Application & Requirements

All JSEI Affiliates volunteers, including those involved in the Affiliates' community outreach programs, Preschool Vision Screening and VISION In-School, must fulfill the following requirements:

Step I - Forms and Paperwork Completion:

- Υ **UCLA Healthcare Volunteer Application** - Application used by UCLA Medical Center

- Υ **Provide three professional/personal references** - Required by volunteer organizations and employers

- Υ **Check boxes** of areas of interest on **Volunteer Opportunities Form**

Step II - Other UCLA Volunteer Requirements:

- Υ **Forms completed with Cindy Straub in JSEI Human Resources Department:**
 - *HIPPA Workforce Training Questionnaire* – completed through JSEI HR
 - *Volunteer Code of Conduct form* - Outlines acceptable behavior for volunteering with children
 - *Media and Communications Release form* – authorizes JSEI to use photographs of volunteers in Institute publications
 - *Provide copy of valid driver's license*

- Υ **Tuberculosis screening/TB skin test**
 - Required by Volunteer Services at UCLA Medical Center
 - Required by California public preschools and elementary schools

- Υ **Background check and fingerprinting**
 - Required by UCLA
 - Required by organizations such as Girl Scouts, AYSO, and schools

- Υ **UCLA photo ID badge**
 - UCLA Medical Center volunteers are required to wear a photo identification badge on shift
 - Volunteers are required to wear photo identification badges when they are on a school site

Note: All JSEI Affiliates volunteers are covered under a blanket malpractice insurance policy.