

Frequently Asked Questions

Caring Teen Summer Volunteer program

General:

Who is the volunteer coordinator for the Caring Teens program?

Angela Frazier

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Is there a time commitment for the program?

There will be two (2) summer sessions. Time commitments for each session include:

- **Summer 1 (June 3 – July 5)**
(50 hours over 5 weeks)
- **Summer 2 (July 8 – August 9)**
(50 hours over 5 weeks)
- **Summer 1 & 2 (June 3 – August 9)**
(70 hours over 10 weeks)

Volunteer assignments will be the same day/same time each week. Failure to meet this commitment will prevent participation in future Caring Teen Volunteer programs and your volunteer hours will not be verified.

Is there a dress code?

Yes, the teen volunteer uniform is a blue shirt with khaki, blue, black or brown pants and CLEAN closed toe shoes. Teen volunteers who show up for their shift out of uniform (i.e. shorts, short skirts, blue jeans, denim, flip flops, sandals, capri pants, athletic wear and open toed shoes) will not be able to volunteer. Volunteers must wear a volunteer I.D. badge so that patients and staff may identify them.

Application:

Am I automatically accepted, if I apply?

No, the Caring Teens Program is extremely competitive. An application does not guarantee placement in the program.

How will I know if I've been accepted into the program?

Applicants will be notified by email regarding acceptance or rejection into the program by March 31st. Please do not email beforehand to check on status of application.

What are the delivery methods for the application?

The application can be delivered by the following methods:

Hand Deliver

Houston Methodist Hospital,
6565 Fannin Street, Fondren Suite 127
Houston, Texas 77030
Volunteer Services Department

Ask for written receipt.

Mail

Attention: Caring Teen Application
Houston Methodist Hospital
6565 Fannin Street, F127
Houston, Texas 77030

Items must be postmarked by deadline specified on application.

Email

Angela Frazier, ANFrazier@houstonmethodist.org
Subject: Caring Teen Application

I am missing one or more documents, will you accept my application?

No, only complete applications will be accepted. In addition, those who submit incomplete applications will not be notified of what their application is missing. Please read all instructions and double check all requirements prior to submitting.

Who can fill out the recommendation form?

A high school counselor or teacher

Onboarding:

What is the onboarding process to become a Caring Teen volunteer, if accepted into the program?

For everyone:

Submit application → Confirmation email → Acceptance/Rejection → Onboarding

If accepted into the program:

Create profile → Pre-screen Interview → Onboarding → START

Will I need to miss school for the onboarding requirements?

You may need to miss school, we can provide an excuse letter. Although you may schedule during any school breaks, if the clinic has availability. The health screen appointments for the TB skin test and drug test are available during business hours: Monday, Tuesday, Wednesday, and Friday 8:00am-3:00pm. Please note: you may need to return 2-3 days later for a TB skin test reading. Limited after hour's appointments will be available on specific dates and posted once scheduled.

Will students be able to receive a school excuse letter?

Yes, it is the student's responsibility to request a letter at the time of the appointment.

Is a second TB skin test required?

Yes, unless the student has received a blood test. The second TB skin test will need to be completed within 14 days after the volunteers start date.

How will I know if I need a TB blood test?

A TB blood test will be required for those with history of positive TB and/or if you were born in a country that required a BCG vaccine. Please note: If you require the TB blood test, you will be asked to return Monday-Friday to have it drawn during business hours, 7am-3pm.

Assignment:

When would I volunteer?

There are volunteer assignments offered during business hours, Monday-Friday 8am-5pm. We also have limited assignments available on the weekends and during the evening. The typical shift times are: 8am-12pm, 12pm-4pm, or 4pm-7pm, with some room for flexibility.

What if I have a vacation planned and need to miss my volunteer shift?

As a participant in the program you have committed to the completion of a minimum of five (5) consecutive weeks of volunteering. Be sure not to plan vacations during this period or you will fail to meet the program requirements.

What if I have a last minute absence for my volunteer shift?

It is your responsibility to notify your mentor or supervisor in your assigned area if you are going to be late or cannot make your scheduled shift. You are not required to

report to duty on days employees are not required to work (i.e. holidays).

Can I change my assignment if I don't like it?

Volunteers are encouraged to keep their original assignment due to the number of Caring Teens and the limited assignments in the hospital. Caring Teens may be reassigned as appropriate. Contact your coordinator in Volunteer Services to discuss options and procedures for re-assignment.