



## Helpful Tips for Volunteers

### Part I

- 1) Complete the application.
- 2) Titers for Measles, Mumps, Rubella, and Varicella **MUST BE ON AN OFFICIAL LAB REPORT.**
- 3) You must have a PPD test for the **CURRENT YEAR.** The date PPD was administered and the date read must be indicated. The word negative is unacceptable. 0mm or 00mm is acceptable. PPD results on a prescription pad will be accepted but must be dated and signed by the doctor. For a positive PPD, a Chest X-Ray administered within the year will be acceptable.
- 4) You must provide a Professional Letter of Reference.
- 5) Proof of citizenship must include the following:
  - Birth certificate
  - Passport
- 6) Photo identification in the form of:
  - School ID
  - New York State Driver's License.
- 7) A social security card number must be provided in order for you to be processed.  
**\*There will be no exception.**
- 8) Individuals under the age of 18 must have working papers.

### Part II

- 1) Contact the Patient Relations Department/Volunteer Dept. at 718-250-8393 to schedule an appointment. We do not accept walk-ins.
- 2) **PLEASE DO NOT FAX OR EMAIL YOUR INFORMATION.** We will review the originals in person at the scheduled appointment.
- 3) After you are cleared by Patient Relations, you will be sent to Human Resources (HR) for your background check.
- 4) HR will refer you to Employee Health where your titers and PPD will be reviewed for medical clearance.
- 5) When your background check is complete you will be called by HR and will be informed of your status.
- 6) Patient Relations will discuss your start date and you will be assigned to an appropriate area.
- 7) You will be sent to Security to obtain I.D.