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.