

Dear Future Volunteer,

Hello and thank you for your interest in volunteering at the Student Health and Wellness Center!

To get started there are a few things that you need to be aware of:

1. We are willing to work with you to complete your hours; however there is no guarantee that we will be able to provide you with large amounts of hours, specifically on short notice.
2. We will be checking work that you were assigned to do outside of this office (i.e. hanging posters). If it is found that you have not completed your work we will not approve your hours.
3. In the event that you will not be able to come in for your scheduled hours please do one of the following:
 - a. Send an e-mail to Dionna Childs (DC637047@wcupa.edu).
 - b. Call the Wellness Center at (610) 436-3276

After you have missed a total of 3 days without notice we will meet to discuss whether or not this relationship is working for both parties.

4. If you need a letter for community service please allow up to 3 business days after completing your hours for this to be available to you. You will receive an e-mail when the letter is ready for you to pick up.

If you are still interested, on the back of this sheet is a blank schedule that you can use to write down your availability. Please fill that out in addition to your contact information and return it to the Wellness Center on the 2nd floor of Wayne Hall. If we have volunteer spots available we will then get in contact with you to set up a schedule.

Thanks!

Name: _____

Student ID: _____

Phone Number: _____

E-mail: _____

Hours needed (if applicable): _____

Completed By: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
8-9:00am					
9-10:00am					
10-11:00am					
11-noon					
12-1:00pm					
1-2:00pm					
2-3:00pm					

There will sometimes be opportunities for evening hours. Please list all weekend and evening availability.

Monday _____ Tuesday _____

Weds. _____ Thursday _____

Friday _____ Saturday _____

Sunday _____