



Auxiliary Application:

Auxiliary Office

815-625-0400 x5727

CGH Medical Center Auxiliary

Becoming a Volunteer

- ⇒ Desire to give your time and share your abilities in a professional environment
- ⇒ Complete Auxiliary application
- ⇒ Provide two references (non-family)
- ⇒ Pay annual membership donation at interview
- ⇒ Interview with Auxiliary Board Member
- ⇒ Agree to background check
- ⇒ Comply with immunizations and TB testing
- ⇒ Attend mandatory orientation session
 - *Hospital policies and procedures & Standards of Behavior*
- ⇒ Train in department specific area (2-3 sessions)
- ⇒ Commit to a minimum of 2 shifts per month (shifts range from 2 – 4 hours)
- ⇒ Enjoy volunteering at CGH Medical Center

Happiness depends on what you can give. Not what you can get. - Mahatma Gandhi

Don't count the days, make the days COUNT. - Muhammad Ali

Return completed application to the Auxiliary Office at CGH Medical Center, 100 E LeFevre Road, Sterling IL 61081. This office is located off the hospital lobby across from the Auxiliary Gift Shop.

Areas of Volunteer Service

Lobby Greeter: Welcoming and assisting patients and visitors as they arrive and enter the hospital's main entrance. Set the tone for a first impression. Includes opening vehicle doors and wheelchair transportation.

Reception Desk: Greeting visitors and providing information and room numbers as requested. Escort patients and visitors, provide wheelchair transport and run other errands.

Gift Shop: This Auxiliary-run business functions as a service to patients, visitors and staff. Proceeds benefit the hospital and healthcare scholarships.

Floor Workers: While hospital stays are getting shorter, patients continue to receive mail and flowers and look forward to the morning newspaper. Volunteers deliver these items in hopes of adding a bright spot to the patient's day.

Chaplaincy Services: Specially trained *Barnabas* volunteers visit patients to verify church (or other organization) notification and offer prayer, if appropriate. These volunteers offer gentle encouragement for spiritual care.

Pet Therapy: In partnership with the CGH Health Foundation, specially trained canines and their handlers are regular visitors to patients, bringing joy and companionship.

Main Clinic Information Host: Providing directions and escorting patients to their appointments is one of the Auxiliary's newer services. Volunteers also lend a hand with wheelchair transport.

Main Clinic Oncology: A specialty area for the Auxiliary, volunteers enhance a patient's chemotherapy experience through supportive relationships with patients, family members and staff.

Volunteers are also stationed at Blood Drives and the Health Foundation to offer assistance to patients and staff as needed.

Clerical projects are completed and computer support provided by volunteers for various hospital departments. Sewing/craft projects include walker bags and crocheted blankets.

Fund-raising activities, such as the Cookie Caper, Jewelry Sales and Uniform Sales, are just a few of the projects that generate dollars for CGH programs and equipment.

Golf Cart Shuttle: Driving patients and visitors from their car to the clinic entrance is the newest Auxiliary service offered. This service is provided in all kinds of weather.

PERSONAL REFERENCE (not a relative)

Name _____ **Relationship** _____

Phone _____

Name _____ **Relationship** _____

Phone _____

Have you ever been convicted of a criminal offense other than minor traffic violations? No Yes

If yes, please explain: _____

Do you have any special needs or restrictions we should be aware of? No Yes

If yes, please explain: _____

Please indicate the reason you are seeking a volunteer position (Check all that apply)

- Personal fulfillment
- Professional Development
- Family/friends with hospital (name) _____
- Extra Time
- Possible future career
- Requirement for class/degree (# hours required _____)
- Contribute to my community
- Community Service

Is there any particular type of volunteer work in which you are interested in? (Check all that apply)

- Patient Contact
- Greeter
- Patient Transport/Escort
- Chaplaincy Service
- Clerical/filing
- Gift Shop/Retail
- Sewing
- Patient waiting rooms
- Computer Work
- Fund-raising
- Hospitality
- Vendor Sale
- Special Events

Additional skills you would like to use or if opportunities become available:

- Art, Graphic
- Writing
- Auxiliary Board Leadership
- Bookkeeping
- Marketing
- Teaching/Training
- Computers - Proficient in _____
- Social Media - promote Auxiliary events/Gift Shop, etc.
- Other _____

Hobbies:

- Baking
- Piano/Keyboard
- Photography
- Other _____
- Scrapbooking
- Floral Design
- Sewing