



Auxiliary Application:
Auxiliary Office
815-625-0400 x5727
cghmc.com/volunteer

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 \$5 membership dues at interview (these are paid annually)
- ⇒ Interview with Auxiliary Service Board Chairs
- ⇒ 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)
- ⇒ Check out the volunteer opportunities (see reverse side)
- ⇒ 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. This includes opening vehicle doors, wheelchair transportation

Reception Desk: Greeting visitors and providing information and room numbers as requested continues to impact the first impression. The *reception desk courier* works with the *reception desk volunteer* and lobby greeter to escort patients and visitors, provide wheelchair transport and run other errands.

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

Surgical Waiting: Waiting can seem forever . . . As family members and visitors wait for the surgeon's report, the volunteer "hosts" these waiting persons with refreshments and light conversation. Most important, volunteers provide updates as they become available and keep track of families to identify them for the surgeon.

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.

Emergency Department: Volunteers serve as liaisons between patients, their families, and hospital staff. Responsibilities range from escorting visitors to patient rooms to lending comfort in difficult times.

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 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 in the Diagnostic Imaging Department and 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, Book Fair, Jewelry Sales and Uniform Sales, are just a few of the projects that generate dollars for CGH programs and equipment.

**VOLUNTEERS
DO NOT
NECESSARILY
HAVE THE TIME;
THEY HAVE THE
Heart.**

- Elizabeth Andrew



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)

<input type="checkbox"/> Personal fulfillment	<input type="checkbox"/> Professional Development	<input type="checkbox"/> Family/friends with hospital (name) _____
<input type="checkbox"/> Extra Time	<input type="checkbox"/> Possible future career	<input type="checkbox"/> Requirement for class/degree (# hours required _____)
<input type="checkbox"/> Contribute to my community	<input type="checkbox"/> Community Service	

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

<input type="checkbox"/> Patient Contact	<input type="checkbox"/> Greeter	<input type="checkbox"/> Patient Transport/Escort	<input type="checkbox"/> Chaplaincy Service
<input type="checkbox"/> Clerical/filing	<input type="checkbox"/> Gift Shop/Retail	<input type="checkbox"/> Sewing	<input type="checkbox"/> Patient waiting rooms
<input type="checkbox"/> Computer Work	<input type="checkbox"/> Fund-raising	<input type="checkbox"/> Hospitality	
	<input type="checkbox"/> Vendor Sale		
	<input type="checkbox"/> Special Events		

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

<input type="checkbox"/> Art, Graphic	<input type="checkbox"/> Writing	<input type="checkbox"/> Auxiliary Board Leadership
<input type="checkbox"/> Bookkeeping	<input type="checkbox"/> Marketing	<input type="checkbox"/> Teaching/Training
<input type="checkbox"/> Computers - Proficient in _____	<input type="checkbox"/> Social Media - promote Auxiliary events/Gift Shop, etc	<input type="checkbox"/> Other _____

Hobbies:

<input type="checkbox"/> Baking	<input type="checkbox"/> Piano/Keyboard	<input type="checkbox"/> Photography	<input type="checkbox"/> Other _____
<input type="checkbox"/> Scrapbooking	<input type="checkbox"/> Floral Design	<input type="checkbox"/> Sewing	