

Annual Volunteer Agreement

St. Elizabeth Volunteers are passionate about their role in making a positive difference in the patient experience. Volunteer Services is appreciative that you have agreed to share your time and talents with St. Elizabeth Healthcare and our community. Volunteers who serve on committees, boards, or councils, along with the many other volunteer roles in our organization, generously support our organization's mission to provide comprehensive and compassionate care that improves the health of the people we serve.

Thank you for being a part of the St. Elizabeth community and for being a part of our volunteer team. Below are responsibilities expected of a volunteer at St. Elizabeth who serves on a committee, board, or council. Please review these and sign below if you agree to maintain these responsibilities for another year of service at St. Elizabeth Healthcare. Return your signed form to the Volunteer Services office.

St. Elizabeth Volunteer Responsibilities

- Record time served by listing hours served on committee/board/council service record/attendance record; failure to record regular service may result in removal of the volunteer from their respective committee/board/council.
- Wear volunteer ID badge when you are attending a committee/board/council meeting or are providing service at a St. Elizabeth event.
- Notify your department and the Volunteer Services office of any leaves of absence from your service that will last longer than 4 weeks (medical leave of absence, extended vacations, etc.); Volunteer Services maintains volunteer records for 6 months while volunteers are on communicated leaves of absence from their service.
- Review all communications from Volunteer Services and St. Elizabeth Healthcare to ensure awareness of volunteer and organizational news.
- Serve as a representative of St. Elizabeth Healthcare in the community through promotion of organizational initiatives supporting health and wellness, including obtaining an annual influenza vaccine (provided at no cost to St. Elizabeth volunteers).
- Always maintain confidentiality with regards to patient and organizational information that may be learned through volunteer service.

Print Full Name

Signature

Date