



Welcome Volunteer Applicant,

Thank you for your interest in volunteering at Crouse Health! The procedure to process and clear all volunteers (except people who come in on an occasional basis, such as performers or in kind donators) is:

- ☐ Fill out an application form. This may be completed via Crouse.org website. An option to print the application and mail to: Crouse Health, Volunteer Services, 7 West Tower, 736 Irving Ave., Syracuse, NY 13210 is also available. For college students, the following deadlines apply, September 15 for fall semester, January 30 for spring semester and May 15 for summer semester.
- ☐ Once your application, health information, and references are received and complete, we will call you to come in for an interview and on boarding will be completed. This includes a required background check. This process will take about 45 minutes to one hour. Our offices are located on the 7th floor of the West Tower building.
- ☐ Before you are cleared, you will need to have documentation of a physical within the last year. If you have your childhood immunization record and documentation of a TB test done within the past year, we will need those. Records for college students should be on file at your University Health Office. They can be faxed to: (315) 470-5721. Don't be concerned if you don't have your immunization records, as a blood test that we do here will be sufficient. There is no charge for the mumps titer, if needed.
- ☐ Our health office will give you one or two PPD (TB) tests, free of charge, if you have not received them. These are done one week – 10 days apart. We will escort you to Employee Health for the first PPD which has to be checked within two – three days.
- ☐ When all health office requirements are complete, you will be directed to HR to get your photo badge done.

Please call: (315) 470-7571 for the volunteer coordinator, if you have questions. We look forward to meeting you.

Thank you,

Volunteer Services