

PHASE ONE: INITIAL INTAKE

1. **Application due by July 26.** Before beginning the application gather two (2) [letters of reference](#) you will need them to submit a complete application. Applications are submitted online by visiting [Volunteer Service Opportunities](#) and looking for SCRUBS. Applications cannot be saved and edited later, and partial applications will not be considered. For more information, please see [Becoming a Volunteer](#).
 2. **Interview.** Once the completed application is received (this includes your character reference letters), applicants will be invited to interview virtually on July 30 (10am-noon), July 31 (1p-3p) or August 1 (10am – noon). Interviews are conducted in a group format. Acceptance letters will be emailed by end of day Monday, August 5.
 3. **Health & Safety.** Applicants accepted into the program will receive an email to proceed with the next steps to be completed no later than August 27:
 - Health Screening.** Accepted applicants will arrange for the following:
 - a. **1st TB Test** – This test is done at your own expense and at a facility of your choice and may or may not be covered by your health insurance carrier. The 1st TB test must include the date/time the test was administered and read, site of where it was administered, the lot #, expiration date, manufacturer and the result must be recorded in mm. This is due no later than your orientation date (August 13).
 - b. **2nd TB Test** – Upon completion of your first TB test notify Enloe Volunteer Services. You will then be given instructions to schedule your 2nd TB test at **Employee Health** during your health screening appointment. This test is done free of charge. *Please note: your 2nd TB test must be administered by Enloe Employee Health.*
 - c. **Immunization Records** – At your health screening appointment be prepared to provide proof of the following immunization records.
 - i. **COVID-19 vaccination 2 shots Pfizer/Moderna or 1 shot J&J/Janssen AND booster, if eligible**
 - ii. **Measles, Mumps, Rubella (MMR) 2 shots OR proof of positive titer unless born prior to 1957**
 - iii. **Varicella (Chickenpox) 2 shots OR proof of positive titer unless born prior to 1957**
 - iv. **Tdap 1 injection since 2010**
- If you do not have proof of immunization for MMR or Varicella, titers will need to be drawn. Titers are blood tests that measure immunity to a given disease(s). *Please note that if your tests show you are not immune, it will take at least a month to complete the immunization process and additional cost may be incurred. If you are not fully vaccinated and boosted for COVID-19 you must complete an Enloe Medical Center exemption form.*

Online Safety Modules- You will receive log-in credentials to complete regulatory training lessons through an online learning management system called OAK. Modules should be completed **no later than August 13.**

PHASE TWO: ORIENTATION, TRAINING & EDUCATION

All new volunteers attend General Volunteer Orientation on August 13 from 9am – noon. This is a course prerequisite. **Please note:** *Instructions on where to go to have your name badge photo taken will be provided by Volunteer Services.*

PHASE THREE: ENROLLING IN CAVE AND COURSE REQUIREMENTS

SCRUBS volunteers are required to enroll in a 1-unit course through CSU Chico’s [Community Action Volunteers in Education](#) (CAVE). Volunteers must be a current Chico State student and be enrolled in a minimum of 6-units. Volunteers are responsible for their own transportation to and from Enloe. CAVE will enroll all approved volunteers in the 1-unit course once pre-requisite volunteer requirements are completed. Below are the course requirements which are due by Sunday, December 15.

- Sign volunteer agreement
- Attend mandatory CAVE orientations on August 26 (M/W) or 27 (T/Th) from 4-5:30pm
- Complete a minimum total of 30 hours of volunteering
- Track hours utilizing CAVE’s approved timesheet
- Complete two volunteer check-ins the week of October 7 and week of November 4
- Submit two volunteer reflection papers due October 6 and December 12
- Attend a Community Engagement Workshop and submit associated reflection paper by December 15
- Comply will all rules and regulations of CAVE, Enloe, and the University

Pre-Volunteer Requirements and Deadlines

Below is a summary of the requirements and deadlines to volunteer in the SCRUBS program.

July 26	Submit application with 2-character reference letters
July 30, 31 or August 1	Participate in assigned virtual group interview with Enloe
August 13	1 st TB test due
August 13 9am – noon	Attend Enloe General Volunteer Orientation (course prerequisite) Online training completed
August 26 or 27 4-5:30pm	Attend CAVE Orientation
September 4	Deadline to submit: <ul style="list-style-type: none"> • Completed Health Screening Authorization Form • Code of Conduct signature page (from online lessons) • 14 days of self-monitoring
M/W Volunteers: Sep 4, 9, 11, 16 from 4-5:30pm T/Th Volunteers: Sep 3, 5, 10, 12 from 4-5:30pm	Attend Enloe Training
M/W Volunteers: Sep 18 from 4-5:30pm T/Th Volunteers: Sep 17 from 4-5:30pm	First Day of Volunteering