



## GETTING STARTED AS A SCRUBS VOLUNTEER THRU CAVE

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### PHASE ONE: INITIAL INTAKE

1. **Application due by December 5.** Before beginning the application gather two (2) [letters of reference](#) you will need them to complete the 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 December 4 or December 6 2pm – 3:30pm. Interviews are conducted in a group format. Acceptance letters will be emailed by end of day December 8.
  3. **Health & Safety.** Applicants accepted into the program will receive an email to proceed with the next steps to be completed no later than January 30:
    - 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.
      - b. **2<sup>nd</sup> TB Test** – Upon completion of your first TB test notify Enloe Volunteer Services. You will then be given instructions to schedule your 2<sup>nd</sup> TB test at **Employee Health** during your health screening appointment. This test is done free of charge. *Please note: your 2<sup>nd</sup> 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 January 16.**

### PHASE TWO: ORIENTATION, TRAINING & EDUCATION

All volunteers attend General Volunteer Orientation on January 16 from 2pm – 4:30pm and then proceed with training per their specific area of service (dates on page 2). **Please note:** *Instructions on where to go to have your name badge photo taken will be provided by Volunteer Services.*

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**Volunteer Services**  
**Phone:** (530) 332-4575

**Email:** [volunteers@enloe.org](mailto:volunteers@enloe.org)

**Physical Address:** 1465 Esplanade  
**Mailing Address:** 1531 Esplanade

9/13/2023

**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, May 5.

- Sign volunteer agreement
- Attend mandatory CAVE orientations on January 22 (M/W) or 23 (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 March 4 and week of April 8
- Submit two volunteer reflection papers due March 3 and May 5
- Attend a Community Engagement Workshop and submit associated reflection paper by May 5
- 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.

December 5	Submit application with 2-character reference letters
December 4 or 6 at 2pm	Participate in assigned virtual group interview with Enloe
January 5	1 <sup>st</sup> TB test due
January 16 2pm – 4:30pm	Attend Enloe General Volunteer Orientation Online training completed
January 22 or 23 4-5:30pm	Attend CAVE Orientation
January 30	Deadline to submit: <ul style="list-style-type: none"> <li>• Completed Health Screening Authorization Form</li> <li>• Code of Conduct signature page (from online lessons)</li> <li>• 14 days of self-monitoring</li> </ul>
M/W Volunteers: Jan 29, 31, Feb 5, 7 from 4-5:30pm  T/Th Volunteers: Jan 20, Feb 1, 6, 8 from 4-5:30pm	Attend Enloe Training
M/W Volunteers: Feb 12 from 4-5:30pm  T/Th Volunteers: Feb 13 from 4-5:30pm	First Day of Volunteering