

WMU SPPA Undergraduate Volunteering Requirements, Opportunities, and Application
Charles Van Riper Language, Speech, and Hearing Clinic

Application Requirements of Volunteers

Requirements to be completed for application:

- 1. Obtain proof of current negative Tuberculosis (TB) titer from a health care provider.
- 2. Obtain proof of having started the Hepatitis B vaccine series. You may complete a waiver for this (attached).
- 3. Obtain proof of current CPR infant/child/adult certification.
- 4. Attend interview/group meeting with program coordinator.
- 5. Go to <http://wmich.edu/unifiedclinics/orientation/> and complete the student orientation program. **Follow all instructions carefully. Do not send orientation paperwork to the Unified Clinics Orientation Coordinator until after a placement has been made.**

Requirements to be completed after placement:

- 1. Complete ICHAT background check: <https://apps.michigan.gov/ICHAT/Home.aspx>. Print results and turn them in to the volunteer coordinator/clinic assistant at Unified Clinics medical records (third floor).
For a tutorial go to http://www.michigan.gov/msp/0,1607,7-123-1589_1878_8311-108120--,00.html
- 2. Email all previously-completed orientation forms (step 5 of the application requirements) to the Orientation Coordinator - email address listed on the website.
- 3. Report to the clinic for your volunteer position when contacted by the volunteer coordinator/clinic assistant. Submit TB, Hepatitis B, CPR, and background check documents at that time.
- 4. Be prepared to complete additional requirements (e.g., readings) for specific volunteer assignments.

Additional Requirements to be Completed Once Volunteer Assignment is Confirmed

Volunteers must:

- ✓ be able to follow specific directions;
- ✓ love communication with children and adults of all ages;
- ✓ be punctual and dependable; and
- ✓ adhere to the clinic professional dress policy: *Business casual attire is required with no cleavage, midriff, or low back areas showing. The entire clinic attire policy is posted on the student workroom bulletin board on the third floor of the Unified Clinics.*

Volunteer Opportunities in the Charles Van Riper Speech, Language and Hearing Clinic

Job title: Communication partner

Job description: Volunteer will be trained to become a communication partner with an adult who has aphasia. Volunteer will serve as a communication partner in aphasia group therapy settings under the supervision of a faculty member and in collaboration with a graduate student clinician.

Faculty/Staff responsible: Mrs. Glista and Mrs. Koss-Ryan

Hours per week: 2 to 6 from mid-September through November (must be available T/Th mornings)

Job title: Preschool Program Materials Volunteer

Job description: Motivated person who can work independently to ensure cleanliness and order in the preschool environment. Responsibilities include weekly cleaning and maintenance of the toy closet, preschool equipment, and maintenance of the material closets. Will keep track of supplies that are used and assist coordinator in restocking as needed (funds supplied by PLIP supervisor).

Faculty/Staff responsible: Cary K. Cekola, PLIP Coordinator

Hours per week: 2-3 hours. Approximate start date: September 11, 2013 and runs entire fall semester (

Volunteer Application

Name: _____ Year at WMU: _____

Email: _____ Phone: (____) _____

Major: _____ Minor: _____

Tell us why you wish to volunteer and indicate which opportunity interests you the most.

Add anything else we should know about you (e.g., special skills, interests, languages, etc.)?
