

This agreement is intended to represent the seriousness with which we treat our volunteers. Its purpose is to assure you of our deep appreciation of your services and to indicate our commitment to do the very best we can to make your volunteer experience with UCLA is productive and rewarding.

UCLA Health

We, Volunteer Services/ Department of Nursing , agree to accept the services of _____
beginning on _____, and we commit to the following:

1. To provide adequate information, training and assistance for the volunteer to be able to meet the responsibilities of volunteer services.
2. To ensure supervisory support and to provide feedback on the volunteer's performance.
3. To be receptive to any comments from the volunteer regarding ways in which we might better accomplish our respective tasks.

The Volunteer

I, _____, agree to serve as a UCLA Health Nursing Volunteer and commit to the Following:

1. To perform my volunteer duty to the best of my ability.
2. To complete all requirements (health and Live Scan) as outlined by Volunteer services/ Department of Nursing before beginning volunteering.
3. To be punctual to those shifts for which I am scheduled. In case of conflict, I will be responsible for notifying a supervisor, and scheduling an alternative shift ahead of time. I will provide advanced notice to my assigned unit/ department and the Department of Nursing in case of a leave of absence.
4. To conduct myself with the utmost professionalism, and to abide by UCLA Health CONFIDENTIALITY Agreement, and HIPAA Privacy Standards.
5. To adhere to Volunteer Services and the Department of Nursing's policies and procedures, including signing in and out, for time commitment (200 hours) and attendance purposes.
6. To observe the guideline of the volunteer dress code. This includes a yellow shirt, khaki pants, closed-toe shoes, and I.D. Badge to be displayed at all times above the waist. **ABSOLUTELY NO JEANS.**
7. To notify the Volunteer Office/ Department of Nursing of any conflicts that may arise.

Volunteer Signature

Date

Volunteer Coordinator Signature

Date