

Thank you for your interest in becoming a JSEI Affiliates volunteer. Enclosed is the JSEI Affiliates *Volunteer Application* packet. Our application forms are a combination of what the UCLA Medical Center, non-profit organizations, schools, and youth organizations require of their volunteers. Every person interested in volunteering for JSEI Affiliates' programs needs to complete the application process prior to participating in our community outreach programs.

Please return the completed application documents to *Judy Smith, 100 Stein Plaza, UCLA, Los Angeles, California 90095*. Once we have your application on file, Valentino in our JSEI Human Resources department will contact you via email to make an appointment. When you meet with Valentino, she will have you complete any additional paperwork, register you for a background check, fingerprinting, and schedule a TB test (if required). Once you are cleared, you will be eligible to obtain your UCLA photo ID Badge and Bruin card.

New volunteers are essential to the continued success of JSEI Affiliates' programs. I look forward to receiving your paperwork and processing you as a JSEI Affiliates volunteer. In the interim, please visit the JSEI Affiliates' website at [www.jseiaffiliates.com](http://www.jseiaffiliates.com) and click on "Volunteer Opportunities". I have also enclosed a copy of our most recent volunteer opportunities calendar for your review. The majority of our programs operate throughout the academic year, and calendars are updated on a regular basis.

If you have any questions, please contact me at 310-206-7128 or via email at [judy.smith@jsei.ucla.edu](mailto:judy.smith@jsei.ucla.edu).

Sincerely,

Judy Smith  
Volunteer Coordinator, JSEI Affiliates