



## Volunteer Checklist & Timeline

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1. Complete Volunteer Paperwork:

\_\_\_\_\_ **UCLA Healthcare** Volunteer Application

\_\_\_\_\_ **Provide three professional/personal references**

\_\_\_\_\_ **Summary of JSEI Affiliates Volunteer Application & Requirements**



2. Return all of these documents (in one envelope) to:

*Shirley Egbert*

*Volunteer Coordinator*

*Jules Stein Eye Institute*

*100 Stein Plaza, Rm 1-124*

*Los Angeles, California 90095*



3. Other UCLA Volunteer Requirements:

Once we receive the above documents, they will be forward to Valentino Manlutac in the JSEI Human Resources department. Val will contact you via email and set-up an appointment. When you come to JSEI to meet with Val, your meeting and paperwork will take about an hour. Please bring a photo ID with you. At JSEI, you will complete:



- The HIPPA Workforce Training (online)
- Volunteer Code of Conduct form – Outlines acceptable behavior for volunteering with children
- Media and Communication Release form – authorizes JSEI to use photographs of volunteers in Institute publications
- A Background Check and Fingerprinting (free-of-charge to volunteers)
- A Tuberculosis Screening/TB Skin Test \* (free-of-charge to volunteers);



\* The next day, you must return to the doctor's office to get your TB skin test read. The doctor will give you a form; return it to Val at JSEI.



4. In about a week, you will be cleared to volunteer. Once cleared, you will be eligible to obtain your UCLA Photo ID Badge (no charge).

**We look forward to working with you!**

*\*If you have had a negative-result TB test (within the last 2 years), please bring your paperwork with you.*