

Dear VolunTeen,

We appreciate your interest in the VolunTeen program at both Cabell and St. Mary's. For the 2025 program we are excited to welcome back returning teens and new teens to join the program!

The purpose of the VolunTeen Program is to extend and enhance services to patients and families; in short, '**To be of service to others**'. We, at Marshall Health Network, welcome VolunTeens as members of our institution, as their service and enthusiasm not only enhance our patient-focused care, but also aid the VolunTeen in gaining and developing insight and responsibility to our community.

Who can become a Volunteer?

- VolunTeens ages are 14-18 years.
- 2025 VolunTeen dates are June 9 to August 1, 2025.
- The minimum commitment is 1 shift weekly; most shifts consist of 4 hours. We understand vacations will occur and vacation requests will occur during self-scheduling

Important dates to remember:

- **New VolunTeen applications open from December 3, 2024 to February 15, 2025**
- **Returning** VolunTeen deadline for intent to return and all paperwork due **March 7, 2025**
- Volunteer Interviews: March 3-6, 2025 (Will be sent communication for scheduling interviews)
- **MUST** attend Orientation Day:
 - **BOTH** Cabell and SMMC Volunteer Orientation Day June 3, 2025
 - **Location will be at the St. Mary's Center for Education**
 - **2853 5th Avenue- Huntington, WV- 25702**

What you will need:

- **At time of applying you will need to make sure you opt in to text messages and how to receive messages answer email on all 3 options given in order for us to communicate with you.**
- Copy of Current Transcript of grades, a minimum GPA of 3.0 is required.
- Copy of Current Immunization records
- Tuberculosis testing completed and on file by May 30, 2025. This can be administered at the Cabell County Health Department. [TB Testing Info with CHH Health Department.](#)
- Signed Confidentiality Agreement
- Signed Consent to participate in program and photo release form.
- COVID Vaccination Documentation (*If received vaccination OR declination form if had not*)
- **ALL PAPERWORK (except TB) due Interview week (March 3-6, 2025).**
- **TB Documentation must be returned by May 30, 2025.**

Returning Teens:

1. Email Lauren Francis, Volunteer Coordinator, your intentions on returning as a Volunteer or declining at Lauren.Francis@mhnetwork.org. In the email please provide the following information:
 - Which facility you are registered as a VolunTeen?
 - What area are you interested in volunteering in this summer?
 - **TELL US ABOVE INTENTIONS BY MARCH 7th, 2025.**

We are so excited to welcome you and meet new teens as part of this wonderful summer. Thank you so much!

Best Regards,

Julie A. Neal
Director of Volunteer Services

Lauren Francis
Volunteer Coordinator