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| **McLaren College Volunteer Checklist** | |
| **READ THOROUGHLY! THERE IS A LOT OF INFORMATION AND MANY TASKS THAT NEED ACTION THAT REQUIRE AMPLE TIME TO COMPLETE** | |
| **READ and become familiar with information** | |
|  | [Orientation Manual](https://www.mclaren.org/Uploads/Public/Documents/Lansing/Employment/caregiver_orientation_manual.pdf) |
|  | [Environment of Care Program](https://www.mclaren.org/Uploads/Public/Documents/Lansing/Employment/eoc_manual.pdf) |
|  | [Patient Rights and Responsibilities](https://www.mclaren.org/main/patients-rights-and-responsibilities) |
|  | [Volunteer Handbook](https://www.mclaren.org/Uploads/Public/Documents/lansing/employment/mgl_volunteer_handbook.pdf) |
| **HR Documentation - Read, Sign, and Email\*** | |
|  | [Standards of Conduct](https://www.mclaren.org/Uploads/Public/Documents/corporate/mhcstandardsofconduct.pdf) - [Signature Page](https://michiganstate-my.sharepoint.com/personal/hought17_msu_edu/Documents/Desktop/mhcstandardsofconduct.pdf) |
|  | [New Hire Orientation & Environment of Care Program Acknowledgement](https://www.mclaren.org/Uploads/Public/Documents/Lansing/Employment/eoc_orientation.pdf) |
|  | [Software Code of Ethics/Signature Page](https://www.mclaren.org/Uploads/Public/Documents/lansing/employment/studentcontractsoftwarecode.pdf) |
|  | [Access and Confidentiality Agreement/Signature Page](https://www.mclaren.org/Uploads/Public/Documents/lansing/employment/studentcontractaccessagreement.pdf) |
|  | [Contract Staff and Student](https://www.mclaren.org/Uploads/Public/Documents/lansing/employment/contractstaffappform.pdf) |
|  | [Volunteer Agreement](https://www.mclaren.org/Uploads/Public/Documents/lansing/employment/volunteer_agreement.pdf) |
| **Gather Documentation and Email\*** | |
| **Provide proof of a negative TB test** within the last 12 months. | |
|  | [TB Test Information](https://communityengagedlearning.msu.edu/upload/TB%20Test%20Information.docx) |
| **Proof of Immunizations** (your parents or doctor will have these records) | |
|  | COVID-19 Vaccine (2 doses) |
|  | Flu vaccination within last 12 months (Flu shots will be available in early October) |
|  | 2 MMR vaccines or positive titers (labs) for Rubella, Rubeola, and Mumps |
|  | 2 Varicella vaccines (Chickenpox) or positive titer for Varicella, or positive history of having the Chickenpox disease. |
|  | Tdap (within 10 years) |
| *\*Individuals who request an exemption (medical contraindication or religious accommodation) must complete a Declination Statement – Please contact Tina for details* | |
| **Complete Online** | |
|  | [D2L Community Engaged Learning Orientation](http://apps.d2l.msu.edu/selfenroll/course/1241423) (BTC) |
|  | [Criminal Background Check Authorization Form](https://msu.co1.qualtrics.com/jfe/form/SV_8lciajJ4Ryj7Md7) |
|  | [Register for McLaren Orientation](https://msu.co1.qualtrics.com/jfe/form/SV_6FELJLq9jijk5Dg) |
| **\*Submit everything above prior to registering for a position** | |
| **EMAIL** | [**communityengagedlearning@vps.msu.edu**](about:blank) |
| **DELIVER** | **Community Engaged Learning Office, Student Services Building, Suite 101** |