

# McLaren College Volunteer Checklist

**Please read carefully: There is a lot of information and many tasks will require considerable time to complete.**

## Complete Online

[D2L Community Engaged Learning Orientation](#) (BTC)

[Criminal Background Check Authorization Form](#)

Register for McLaren Orientation BEFORE registration: [Option One](#) [Option Two](#)

## READ and become familiar with information

[Orientation Manual](#)

[Environment of Care Program](#)

[Patient Rights and Responsibilities](#)

[Volunteer Handbook](#)

## HR Documentation - Read, Sign, and Email\*

[Standards of Conduct - Signature Page](#)

[New Hire Orientation & Environment of Care Program Acknowledgement](#)

[Software Code of Ethics/Signature Page](#)

[Access and Confidentiality Agreement/Signature Page](#)

[Contract Staff and Student](#)

[Volunteer Agreement](#)

## Gather Documentation and Email\*

Provide proof of a negative TB test within the last 12 months.

[TB Test Information](#)

Proof of Immunizations (your parents or doctor will have these records)

COVID-19 Vaccine (2 doses)

Flu vaccination within last 12 months

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 - contact for details

**\*Must submit everything above prior to registering for a position**

Email to: [communityengagedlearning@vps.msu.edu](mailto:communityengagedlearning@vps.msu.edu)