



NORTHSIDE HOSPITAL FORSYTH – VOLUNTEEN PROGRAM CHECKLIST FOR APPLICATION

This checklist is to ensure that you are clear as to the requirements for applying to the VolunTeen Program.

1. _____ Check your summer commitments and check with your parents for any conflicting dates with our program.
2. _____ Submit the online application.
3. _____ Download and complete the additional required forms.
4. _____ Ask the people who are filling out your recommendation forms to place the form in a sealed envelope and have them sign across the seal of the envelope. Unsealed envelopes will not be accepted and your application will be considered incomplete. Include the sealed envelopes with your application packet when you submit your application. **Note: please have teachers return the forms directly to YOU for submission with you packet.**
5. _____ Place all forms in an envelope to ensure that all materials stay together. Your packet is complete with the following materials:
 - a. Agreement form with parent and teen signatures
 - b. Absence request form
 - c. Two letters of Recommendation – sealed in an envelope by a teacher
6. _____ **Mail your completed packet to:**
Dianne Baker, Volunteer Coordinator
Northside Hospital – Forsyth
1200 Northside Forsyth Drive
Suite 110
Cumming, GA 30041