



**DEPARTMENT OF VOLUNTEER SERVICES**

100 Patriots Rd, Stony Brook, NY 11790-3300

(631) 444-8590

Fax (631) 632-2481

[Susan.Helmus@StonyBrook.edu](mailto:Susan.Helmus@StonyBrook.edu)

Dear Prospective Volunteer:

Thank you for your interest in volunteering at the Long Island State Veterans Home. The Volunteer Department will do everything possible to make your experience meaningful and fulfilling.

**What You Need To Get Started:**

- Volunteer Orientation
- Volunteer Training
- Volunteer Application
- Health Questionnaire
- Medical Reference, including recent PPD [PPD has to be within three months of the orientation you attend or within three months of when you submit the application, which ever is later]. *This form needs to be completed and signed by your physician.*

**To Get Started:**

Call or email to find out about our next Volunteer Orientation.

Or you can simply fill out this application and send it in. And we will send you an invitation to Orientation.

**Regarding the Medical Information:**

State law requires all volunteers to show proof of a recent PPD (Tuberculosis test), no more than 3 months old. As a courtesy, we offer the PPD test to you free of charge at the Veterans Home, however hours may be limited. Your doctor will still need to fill out the first 2 questions on the Medical Reference and sign the form. We protect your confidentiality with all this information.

**To schedule an appointment for the TB test, call the nurse, John Vaughan at 444-8526.**

*Keep in mind when making your appointment; you then need to come back two days later to have the test read.*

**Benefits of Volunteering:**

Learn new skills, learn about what makes a quality nursing home and how it runs, meet interesting people, feel good about helping others, give back to our Nation's heroes, get experience for your future.

**Benefits We Offer You:**

Volunteer support groups, educational workshops, volunteer meal program, holiday and recognition luncheons, quarterly newsletter, reference letters, annual flu shot (optional), training and support.

We look forward to hearing from you and being able to welcome you to our volunteer family. Please contact me with any questions 631-444-8590 or [Susan.Helmus@StonyBrook.edu](mailto:Susan.Helmus@StonyBrook.edu) .

Best wishes,

*Susan K. Helmus*

Susan K. Helmus, MA  
Director of Volunteer Services



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**Volunteer Application (18 years and over)**

Name \_\_\_\_\_ Gender \_\_\_\_\_ Marital Status \_\_\_\_\_  
(Last First Middle Initial)

Address \_\_\_\_\_  
Street Address City State Zip

Phone Number \_\_\_\_\_ e-mail Address \_\_\_\_\_

<i>For SUNY SB Students: Local/Campus Address and Phone</i> _____	<i>School Year</i> _____
<i>Address</i> _____	<i>Phone</i> _____

Present Occupation \_\_\_\_\_ Length of Time: \_\_\_\_\_

Current Employer (or College) \_\_\_\_\_ Phone \_\_\_\_\_

Can you be called at work? \_\_\_\_\_ Regular Work Schedule \_\_\_\_\_

Education (highest grade completed and school attended): \_\_\_\_\_

Previous Volunteer Experience (including dates, location and duties): \_\_\_\_\_

Community Organizations to which you belong: \_\_\_\_\_

Do you have any limitations that might affect your volunteering? If yes, please explain:

<b>IN CASE OF EMERGENCY, contact:</b>		
<b>Name</b> _____	<b>Phone</b> _____	<b>Relationship</b> _____
<b>PHYSICIAN'S NAME</b> _____		
<b>Address</b> _____	<b>Phone</b> _____	

Have you ever been arrested for anything? Please circle: YES NO If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

List the names of employees or volunteers at the Long Island State Veterans Home or University Hospital whom you know:

Name	Department/ facility	Relationship

**REFERENCES: Please Provide Two References Who We May Contact (Not family members):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship: \_\_\_\_\_ How long have you known him/her?: \_\_\_\_\_

Street/ City Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship: \_\_\_\_\_ How long have you known him/her?: \_\_\_\_\_

Street/ City Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**DAYS AND TIMES YOU MAY BE AVAILABLE TO VOLUNTEER**

Monday	Thursday	Sunday
Tuesday	Friday	Number of hours you are interested in volunteering each week _____
Wednesday	Saturday	

The information I provided on this application is accurate and complete to the best of my knowledge. By submitting an application, I understand that I am not obligated to volunteer at the Long Island State Veterans Home, nor is the Long Island State Veterans Home obligated to accept me as a volunteer. I understand I will need an interview and medical clearance before I can be considered for acceptance as a volunteer.

I understand that in the performance of my duties as a volunteer at the Long Island State Veterans Home, I may be required to have access to personal health information of the residents. Or I may be involved in the processing or inputting of resident care data. I understand that I am obliged to maintain the confidentiality of this information at all times, both at work and off duty. I agree that I will not share this information with anyone, including other volunteers and staff, unless required as a part of my volunteer duties. I understand that a violation of this confidentiality may result in disciplinary action.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## Confidential Information

Dear Volunteer Applicant:

Your privacy is important to us. Under no circumstances will the Long Island State Veterans Home share your contact information with any other organization. All medical information obtained from you will be kept locked in confidential files in our Medical offices (not with your volunteer file).

As you notice on this form, we do ask for your Social Security number and date of birth. This is needed to issue you an official Long Island State Veterans Home/Stony Brook University, Volunteer ID Badge. We realize in this day and age people are reluctant to constantly share their SS# and we understand that. In an effort to protect your privacy while meeting our administrative needs, we have removed the Social Security number from the Volunteer Application. We are asking you to fill it out on this separate sheet of paper. This way the number will not be kept in your volunteer file. Instead it will be shredded once we have issued you your official ID badge. The number will not be used as a volunteer ID number and it is not used in the volunteer data system.

We hope this system addresses everyone's concerns regarding their privacy and safety.

Volunteer's Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

This page will be treated as confidential information and will be properly disposed of (shredded) and not maintained with your volunteer file.

***Volunteer: fill out this form yourself and send it in to Volunteer Services.***

Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
(Last First Middle Initial)

Address \_\_\_\_\_  
Street Address City State Zip

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth: \_\_\_\_\_ Marital Status: \_\_\_\_\_

In Case Of Emergency, contact:

\_\_\_\_\_  
Name Phone Relationship

Physician's Name \_\_\_\_\_ Phone \_\_\_\_\_

**MEDICAL HISTORY**

Do you smoke? \_\_\_\_\_ How Much? \_\_\_\_\_ For How Long? \_\_\_\_\_

Do you drink? \_\_\_\_\_ How Much? \_\_\_\_\_

**HAVE YOU EVER BEEN TREATED FOR ANY OF THESE DISEASES? PLEASE CHECK:**

- |  |                         |               |
|--|-------------------------|---------------|
| High Blood Pressure                          | Heart Problems          | Hepatitis     |
| Turberculosis                                | Pneumonia               | Skin Diseases |
| Thyroid Disease                              | Anemia                  | Diabetes      |
| Neurological Problems                        | Seizure Disorder        | Emphysema     |
| Eye or Visual Problems                       | Kidney Problems         | Cancer        |
| Psychiatric or Emotional Problems            | Major Injuries          | Arthritis     |
| Sexually Transmitted Diseases                | Hearing or Ear Problems | Stroke        |
| Ulcers or Gastrointestinal Problems          | Chickenpox/ Shingles    |               |
| Back Problems or Any Muscle or Bone Disorder |                         |               |

Other: \_\_\_\_\_

Please Explain: \_\_\_\_\_

Are you under medical treatment of any kind? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Medications (Current/ Recent):

Allergies: \_\_\_\_\_

Have you ever had any operations? \_\_\_\_\_ If so, please list: \_\_\_\_\_





**MEDICAL REFERENCE**

**To Be Filled Out By Your Physician**

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e-mail: [Susan.Helmus@StonyBrook.edu](mailto:Susan.Helmus@StonyBrook.edu)

Volunteer Applicant's Name:

\_\_\_\_\_

The above individual has applied to become a volunteer at the Long Island State Veterans Home and has given us your name as a medical reference. Please provide us the following information; it will be treated as confidential. You can **fax or mail back** the completed form to the Department of Volunteer Services at the above contact information. Thank you for your assistance.

Sincerely,

*Susan K. Helmus*

Susan K. Helmus, M.A.  
Director of Volunteer Services

**Volunteer; do NOT write below this line. Bring to your Physician and have him/her fill this out.**

1. Does the applicant have any condition or disability that may be of potential risk to patients or personnel at the Long Island State Veterans Home?

Yes       No

REMARKS: \_\_\_\_\_

\_\_\_\_\_

2. Does the applicant have any condition or disability that might interfere with the performance of his/her duties as a volunteer?

Yes       No

REMARKS: \_\_\_\_\_

\_\_\_\_\_

3. Mantoux (PPD) within the past three (3) months:

*[If having his/her PPD done at the Veterans Home, do not fill out this question].*

Date: \_\_\_\_\_ Results: \_\_\_\_\_ CXR: \_\_\_\_\_

**Physician Office  
Stamp and  
License Number  
are Required**

Physician's Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_