



Dear Future Volunteer,

Thank you for expressing an interest in volunteering at Research Medical Center. As a volunteer, you have the opportunity to contribute in a variety of clinical and non-clinical areas. Most importantly, you will provide a “special touch” of helpfulness and kindness to our patients, visitors and staff.

There are a few things you will need to complete before you can start volunteering:

- Submit your completed application to [Nandita.Jana@hcamidwest.com](mailto:Nandita.Jana@hcamidwest.com) or fax to (816) 276-3848.
- High school students need to submit one letter of recommendation from a teacher, school counselor or other school professional and a copy of most recent report card.
- Once we receive your application, we will contact you by phone or email to schedule an interview to discuss our volunteer opportunities.
- After the interview, you will be scheduled with employee health to receive a TB test and flu shot.
- Once cleared through employee health you will attend orientation, take a campus tour, learn of departmental placement and receive your uniform and badge.
- Volunteers must be **14 years or older**.
- Commitment: minimum four hours a week for three months.

Please feel free to contact me at (816) 276-4120 or [Nandita.Jana@hcamidwest.com](mailto:Nandita.Jana@hcamidwest.com) with any questions.

We look forward to having you on our team!

**Mission:** Above all else we are committed to the care and improvement of human life.

**Vision:** Together, we will be the *premier* healthcare destination for all we serve.

**Values:** Integrity, Compassion, Always, Respect, Excellence

Sincerely,

*Nandita Jana*

Nandita Jana  
Volunteer Coordinator  
Research Medical Center