



## Volunteer Checklist & Timeline

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1. Volunteer Application Requirements:

\_\_\_\_\_ UCLA Health **Stein Eye Institute** Volunteer Application

\_\_\_\_\_ **Provide medical documentation of TWO MMR vaccinations OR**

- Medical documentation of ONE BLOOD TITER indicating immunity to MMR
- Disease history of MEASELS, MUMPS AND RUBELLA will not be accepted

\_\_\_\_\_ **Online Training Certificates – HIPAA, Ci-Care, Safe Patient Handling**

\_\_\_\_\_ **Volunteer Opportunities and Interest Forms**

\_\_\_\_\_ **Provide three professional/personal references**



2. Return all of documents (in one envelope) or scanned to:

*Shirley Egbert*

*Volunteer Coordinator*

*Jules Stein Eye Institute*

*100 Stein Plaza, Rm 1-124*

*Los Angeles, California 90095*

[Egbert@jsei.ucla.edu](mailto:Egbert@jsei.ucla.edu)



3. Other UCLA Volunteer Application Requirements:

Once we receive the above documents, you will be forward to the JSEI Personnel Office. The meeting and signing additional paperwork will take about an hour. Please bring a photo ID with you. At the JSEI Personnel Office, you will complete:



- Volunteer Code of Conduct form – Outlines acceptable behavior for volunteering
- Media and Communication Release form – authorizes JSEI to use photographs of volunteers in Institute publications
- A Background Check and Fingerprinting (free-of-charge to volunteers)
- A Tuberculosis Screening/TB Skin Test \* (free-of-charge to volunteers)



4. Once cleared, you will be eligible to obtain your UCLA Volunteer Photo ID Badge (no charge).

**We look forward to working with you!**

*\*If you have had a negative-result TB test (within the last 2 years), please bring your paperwork with you.*