



Volunteer Checklist & Timeline

1. Volunteer Application Requirements:

- _____ UCLA Health **Stein Eye Institute** Volunteer Application
- _____ **Online Training Certificates – HIPAA, Ci-Care**
- _____ **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



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.*