



## Volunteer Checklist & Timeline

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1. Volunteer Application Requirements:

- \_\_\_\_\_ UCLA Health **Stein Eye Institute** Volunteer Application
- \_\_\_\_\_ **Online Training Certificates – HIPAA, Ci-Care, Safe Patient Handling**
- \_\_\_\_\_ **Volunteer Opportunities and Interest Forms**
- \_\_\_\_\_ **Provide three professional/personal references**
- \_\_\_\_\_ **Tuberculosis Screening/TB Skin Test\***



2. Return all of documents to the address below or scanned to [egbert@jsei.ucla.edu](mailto:egbert@jsei.ucla.edu) 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



4. Once cleared, you will be eligible to obtain your UCLA Volunteer Photo ID Badge.

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

*\*If you have had a negative-result TB test (within the last years), please forward your result with your paperwork to [egbert@jsei.ucla.edu](mailto:egbert@jsei.ucla.edu).*