***Department of Veterans Affairs- West Palm Beach VA Healthcare System***

VA Center for Development & Civic Engagement (135) Room BC-244

7305 N. Military Trail, West Palm Beach Fl 33410

[VHAWPBVOLSVC@va.gov](mailto:VHAWPBVOLSVC@va.gov)

**WPBVAHCS Volunteer Process Checklist**

**Step 1:** Contact CDCE/Voluntary Service to schedule fingerprint appointment and to be sponsored at (561) 422-7373. You will need to provide, full name, email, phone number, SSN, and DOB. If in person, fill out the **registration form** and provide it to the Voluntary Specialist assisting you. If via email send back both forms filled out to have fingerprint appointment scheduled along with sponsorship.

**Step2**: You must attend your fingerprint appointment at the PIV office in room # **BA-261**. Bring 2 forms of government ID, one must have a photo and the names must match on both. Documents cannot be expired. Examples include driver’s license, SSN card, birth certificate, passport etc.

PIV Staff Signature of Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Step:3** Contact Employee/Occupational Health, located in room 1A-301 to schedule a blood draw appointment to be a **Regular Volunteer** OR **Volunteer Driver.** Please call Employee Health to schedule at (561) 422-6929. Hours are Monday through Friday 0730-1545 (closed lunch 1130-1230).

* **Regular Volunteer** (Blood testing for TB & Immunity (MMR and chicken pox)).
  + Please bring in copy of immunizations.
* **Volunteer Driver (Car/Van/Golf Cart)** Here are the additional testing/examination **required** for **initial and periodic** volunteer driver physical exam:
* Lab blood draw for: Complete blood count, basic metabolic panel, A1C (diabetes screening)
* Urinalysis – **Drug testing**
* EKG
* Vital signs
* Vision test, distance/near, color, depth (they should be told be bring glasses)
* Hands on physical examination by one of providers.
* Drivers’ paperwork/forms

Employee Health Cleared Medically Yes  No  Date:\_\_\_\_\_\_\_\_\_\_\_

Employee Health Clinical Staff Signature of Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Step 4: Contact the CDCE/Voluntary Service office with questions about orientation which is held once a month. ALL steps must be completed within 30 days. **YOU MUST BRING THIS FORM WITH ALL NECESSARY SIGNTURES IN ORDER TO ATTEND VOLUNTEER ORIENTATION.**  Check into **BC-244** 15 mins prior to the start time. Orientation starts at 10am and last approximately 2 hours. You can expect to complete a volunteer application, review rules and regulations of the West Palm Beach VA Healthcare System, be interviewed for a volunteer assignment, and be assigned to a Voluntary Service Specialist to provide you a start date.

If you have questions, you may reach out to CDCE/Voluntary Service via email at [vhawpbvolsvc@va.gov](mailto:vhawpbvolsvc@va.gov) or call at (561)422-7373. **Please note that most questions can be answered during orientation.**