

### **Who can write my recommendations?**

A teacher or school counselor must write the first recommendation. A mentor, coach, instructor, or adult that knows you outside of school and can speak to your abilities may write the second recommendation. Please politely request your recommendations and follow up accordingly with your references to ensure completion of letters.

### **I applied but I am not getting any emails from Volunteer Resources. Is something wrong?**

CHLA Volunteer Resources will communicate with you via e-mail. Please be sure to use an email address on your application that you have access to and check regularly. Please check your spam filters to ensure our emails are received.

### **When will I know if I am selected?**

We take the selection process seriously and carefully read all applications. Applicants that are selected to continue in the process will receive an invitation to interview in by mid-March. Final selections are made by mid-April so that students have adequate time to complete the necessary health-screening requirements on campus.

### **What happens at the health screening?**

As a minor, a parent or guardian must accompany you to the required health screening. Upon selection, you will receive additional information.

### **Can I miss school to attend?**

No, we will do our best to accommodate to your school schedule (based on availability).

### **When will I know my schedule?**

If selected, scheduling is determined by Volunteer Resources Manager and will be provided to you at Volunteer Orientation.

### **What is the Summer Program schedule like?**

The High School Summer Volunteer Program is a 7-week program. Students will be expected to serve 15 hours per week during the program. The 15 hours can be broken down into 2 full days (9:00 a.m.- 4:30 p.m.) on campus or 4 single shifts either in the morning or afternoon shift.

### **I have a scheduled trip; can I miss scheduled shifts?**

If selected, yes, please inform our office in advance of any trips. Students must be responsible to make-up any service hours missed. Make up days are only possible on Fridays.

**I cannot meet the requirement of 105 hours; can I still apply?**

Please consider your summer schedule and availability carefully and responsibly. We will take your school schedule and vacation schedule into consideration during the selection process. The minimum number of hours necessary to receive a certificate of completion is 90 hours.

**Will transportation be provided?**

Volunteers will need to provide their own transportation to and from CHLA. Parking validations will be provided to participants who drive. Students who do not drive must be dropped off before 9 a.m. and picked up by 5:00 p.m.

**Will lunch be provided?**

No, please be sure to bring your lunch with you. The CHLA HBO Café is also an option and volunteers receive a discount on certain items.

**If I applied and did not get selected, can I submit the same application to be considered for the following year?**

We encourage applicants who have not previously been selected to apply again. However, you will need to submit a new application (you will need to use a new email address) to be considered and similarities to your previous application are up to your discretion.

**I did not learn about the High School Summer Volunteer Program until after the deadline, can I do anything to apply/attend?**

No, you will have to wait until the following year to apply as we do not make any exceptions to our application process.

**If I was selected for the Summer Program this year, will I automatically be included in the program next year?**

No, the program selects 20 new students each year. If you would like to return the following summer, you will be required to submit a different application as a “returning student.” Your previous experience in our program will be taken into consideration for a smaller number of available spots for returning students.

If you have additional questions, please email us at [volunteers@chla.usc.edu](mailto:volunteers@chla.usc.edu).