**Volunteer Application & Interview Process**

*Minimum age to requirement to volunteer is 17. Volunteers under the age of 18 are required to complete a “State of Michigan Work Permit” available at all high school offices.*

*Candidates must be 19 years of age or have completed freshman year to volunteer in the Emergency Department.*

*Determinations of placement are based on background check, available openings, ability and interest.*

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**STEP 1: Complete Application Packet**

Application packet includes:
- Application
- Confidentiality Statement
- Background Check Information Permission Form
- Statement of Understanding (2 copies – keep one for your records and sign & return one copy)
- Volunteer Application Questionnaire
- Volunteer Parking Registration form

Return to Volunteer Services: Volunteer Services - MMC - 1105 Sixth St. - Traverse City, MI 49684

**STEP 2: Complete & Return Application Packet**

**Call 935-5129 to schedule an interview.**

Volunteer Services Office
1150 Medical Campus Drive in the Garden Level

- Take Division Street/US 31/M37 to Eleventh Street.
- Turn onto Eleventh Street.
- At the first stop sign, turn RIGHT on to Elmwood Avenue.
- Take the first LEFT onto Medical Campus Drive.
- Follow Medical Campus Drive past the Munson employee parking garage.
- Just past the garage exit, turn right into the visitor parking lot at 1150 Medical Campus Dr.
- Volunteer Services offices are down the stairs in the Garden Level.

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