

## Industry Partner Volunteer Confirmation Email and Next Steps

Hello,

Thank you for volunteering for CareerSpark 2024! We are so excited to participate in this fantastic opportunity to showcase Carle Health and our excellent healthcare career opportunities! This will occur on October 1<sup>st</sup> and 2<sup>nd</sup> from 8:00 am-2:00 pm. We can set up on the afternoon of Monday, September 30<sup>th</sup>.

This email contains a lot of information. I will make sure to highlight the areas that require your response or further action.

- First, you will need to register [HERE](#) . Please email me when you've completed this so I can double-check that all necessary information is complete. Note: You will need to indicate what shifts you are volunteering for. This is very important to ensure coverage for our demonstrations. For those who are volunteering the whole day, please make sure you indicate a lunch option. Lunch is very short (only 20 minutes), and the Civic Center does not allow any outside food. You are able to bring in a water bottle, and last year, coffee/water was available.
- Attire: We can wear Carle-branded clothing (or scrubs) this year! We're also encouraged to wear our name badges so students will know our occupation. If you are not wearing scrubs or your typical work attire, I recommend jeans and comfortable shoes, as we'll be standing most of the time. For those who volunteered last year, you are also welcome to wear the CareerSpark shirt. However, it's not mandatory, as volunteer shirts will not be given out this year.
- Please note the attached four documents. Volunteers need to read the 2024-2025 volunteer conduct standards, digital media policy, and media release and consent policies. Then, you only need to sign and return the Acknowledgement of Volunteer Policies form, which covers all three. Please note that the form must be either physically signed and returned on paper or scanned/emailed to me. Typing a form in a Google Doc or Word file does not constitute a legally defensible digital signature. Completed Acknowledgement Forms may be submitted in person at setup or check-in on the mornings of CareerSpark. \*\*My preference is scanning and returning to me, to ensure there are no issues on the mornings of CareerSpark as copies generally aren't available those days.

Don't hesitate to contact me with any questions, and thank you once again for your participation!