**The Canandaigua VAMC & Rochester VA Outpatient Clinic Values our Volunteers!**

**We recognize the worth of our Volunteers as they share their time, talents and energy. Every day Volunteers help us provide the highest quality of care to our Veterans.**

**For more information, call Voluntary Service at (585) 393-7761.**

**Volunteer Assignments:**

**There are multiple assignments for Volunteers at the Canandaigua VA, including the Rochester Outpatient Clinic. Areas include: escorting Veterans to appointments, clerical, recreational activities, friendly visits and more. Please indicate your assignment preference(s) on the Volunteer Application. Ensure 2nd page of application is signed by appropriate parties for any volunteers under age 18! We love Youth Volunteers!**

**Requirements to Volunteer:**

1. **It is preferred that all new Volunteers attend one of our weekly Orientations held Thursdays at 10:00 am at the Canandaigua VAMC, Building 7, Room 19. Fingerprints will be taken at this time. Allow yourself 1.5 hours. Orientations at Rochester VA Outpatient Clinic are by appointment only. Call (585) 393-7761 (Canandaigua) or 393- to reserve your spot today!**
2. **New Volunteers have the option of printing and completing the below documents at home and mailing/e-mailing them to Voluntary Service or bringing them on Orientation day. Hard copies are provided and can be completed at that time.**

**Complete the following documents:**

1. **Fill out and sign** [**Volunteer Application**](http://www.visn2.va.gov/visn2/vet/voluntary/docs/application.pdf) **(Please provide e-mail address if you would like notification on volunteer needs/updates)**
2. **Sign the Statement of** [**Commitment of Understanding**](http://www.visn2.va.gov/visn2/vet/voluntary/docs/HIPPA.doc)
3. **Read the** [**Orientation Packet**](file:///C:\Internet\2017%20Docs\Canandaigua_Volunteer_Orientation_%2011_01_16.docx)**, print and sign the front page**
4. **Completely fill out the** [**Fingerprint Background Check/ID Badge**](http://www.visn2.va.gov/visn2/vet/voluntary/docs/fingerprint.doc) **form**

**3. Prior to volunteering, VA requires a fingerprint background check and a Tuberculosis (TB) test for individuals ages 18 or older. Please refer to page 12 of the Orientation packet for more information. Both of these can be done at the Canandaigua VAMC or the Rochester VA Outpatient Clinic. After fingerprints are taken, Voluntary Service will notify you when your lab has been ordered. At that time you can go get your TB Test during designated walk-in hours.**

*Remember: Please allow up to two weeks for Background Checks to be completed.*

**Volunteer Drivers:**

**Are you interested in becoming a Volunteer Transportation Network Driver to help our local Veterans get to their appointments? If so, please review the** [**Health Screening Checklist**](http://www.visn2.va.gov/visn2/vet/voluntary/docs/checklist.pdf) **and if you qualify, contact the Voluntary Service Office to discuss additional requirements below.**

**Note: Drivers operate vans donated by the Disabled American Veterans (DAV) for this purpose and are insured and fueled by VA – there are no expenses to the Volunteer driver.**

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| **ADDITIONAL REQUIREMENTS FOR DAV DRIVERS** | | |
| DAV Driver Physical | Call for appointment after meeting with Voluntary Service regarding additional training requirements and assignment details.  \*All physicals are held at The Canandaigua VAMC and must be done by our Employee Health Physician. | Canandaigua: (585)393-7803 |
| Police License Check | Following Orientation | Completed by Voluntary Service |
| Valid Driver’s License | Prior to Driving (VAVS must always retain current copy) | Copy to Voluntary Service |
| Insurance | Prior to Driving (VAVS must always retain current copy) | Copy to Voluntary Service |
|  | Prior to Driving | Signed Copy to Voluntary Service |
|  | Prior to Driving (will be mailed to you annually) | Signed Certificate of Completion to Voluntary Service |
|  | Prior to Driving | Read and Reference, as needed |

**Contact Voluntary Service at (585) 393-7761 with any questions or concerns. We appreciate your patience as we continue to meet mandated requirements to safeguard our Nation’s Heroes!**

Revised 08/26/15