

# VOLUNTEER VOICE

*Published for the Volunteers of Shawnee Mission Health*

## Holiday Service

We all look forward to the holidays—a time to be surrounded by family and friends, sit by a glowing fire, and enjoy delicious food—but the holidays can be an especially difficult time for our patients and visitors. Walking into an empty hospital lobby can be disheartening.

We are looking for a few friendly faces—volunteers who are willing to graciously give a little of their time to greet our customers at the Main Entrance on **Christmas Eve, Christmas Day, New Year's Eve or New Year's Day**. If you . . .

- Love others and have a desire to serve the community,
- Can welcome each visitor with a smile and a warm greeting such as “Happy Holidays. How may I help you?”
- Are willing to verify patient room numbers (by either calling the operator or looking them up on the computer),
- Enjoy helping lost visitors find their destinations,
- Would like to warm the hearts and lift the spirits of others during the holidays,

**then you are needed,  
and you can make a difference!**

If you are regularly scheduled at the Main Entrance for a day on which the holiday falls, please contact the Volunteer Office to let us know whether or not you will be able to volunteer.

If you are not regularly scheduled, but would be willing to sub on a holiday, please add your name to the sign-up sheet on the bulletin board in the Volunteer Office.

In addition, please let us know if you are available to sub on days surrounding the holidays, as there are often last-minute cancellations.

*You will receive triple time for serving at the  
Main Entrance on a holiday.*



## Special Events

Volunteers are needed for the following special events:

- Santé Boutique Inventory, Dec. 13, 8am-11am
- Gift Shop Inventory, Dec. 28, 8am-12pm

If you are interested in helping, sign-up sheets are posted on the bulletin board in the Volunteer Office. Double time will be given.

## Entertainment Books

The Volunteer Office is raising funds by selling the Entertainment Books again this year. Each book contains hundreds of “Two-for-One” discounts for fine dining, family dining, fast food, movies, sports activities, special attractions, and hotels...50% savings on almost everything!

Many of you have supported the Volunteer Office by purchasing the Entertainment Books in the past. We now have the new 2018 issue available. You may purchase books by cash or check made payable to “SMMC Volunteers.” The cost is \$30.

These make excellent gifts. Don’t wait! Stop by and get your Entertainment Book today! Books are valid now through **November 1, 2018**. Thank you for your support!



## *Selection Guidelines for Volunteer of the Year/Outstanding Volunteers*

Although every volunteer is special and very much appreciated, we are only able to specifically honor four at the Awards Luncheon each year. Every effort is made to ensure that the selection process for the Volunteer of the Year and three Outstanding Volunteers is done fairly. Departments have been asked to submit nominations for outstanding volunteer service.

Again this year, we are giving you the opportunity to nominate a fellow volunteer. For your convenience, a nomination form is enclosed with this issue. Additional forms are available in the Volunteer Department.

All nominations must be submitted to the Volunteer Department by **Friday, December 15, 2017, 4:00 p.m.** The Volunteer Advisory Committee will then select a 2018 Volunteer of the Year. Watch for the announcement—it could be you!

The following is a list of the “Guidelines” which the Volunteer Advisory Committee uses to make its selections:

1. Nomination forms are sent to volunteers and all areas which utilize volunteers. Forms are completed by associates/volunteers and returned to the Volunteer Office.
2. All points are considered equally—material written about volunteer, 2017 hours, lifetime hours, and years of service.
3. All nominees must be current (active) volunteers both at the time of nomination and at the time of the selection process.
4. Nominees must have volunteered a minimum of 12 months or a minimum of 208 hours as of the end of December.
5. An individual can be Volunteer of the Year only once.
6. An individual can be one of the Outstanding Volunteers only once.
7. Someone who has been Volunteer of the Year could be an Outstanding Volunteer another year.
8. Someone who has been an Outstanding Volunteer could be Volunteer of the Year another year.
9. The information on the nomination forms is typed by the Volunteer Office staff so committee members do not recognize the handwriting. If more than one nomination form is received on an individual, the information from all forms is combined onto one document.
10. Names and gender of nominees, as well as persons and departments who submitted nominations, are omitted from copies so that the selection will be based on anonymous information only.
11. Each nominee is assigned a number.
12. Each committee member selects his/her top four choices and writes these four numbers on a piece of paper.
13. Committee members are asked to remain quiet if they recognize themselves or another volunteer on a nomination form.
14. The Volunteer Manager collects each committee member’s voting paper and tallies the results.
15. The nominee with the most votes is the Volunteer of the Year.
16. The nominees with the next three highest votes are the three Outstanding Volunteers.
17. The new Volunteer of the Year and the three Outstanding Volunteers are notified by a phone call from the Volunteer Manager.
18. Committee members are asked to keep the names of those selected confidential for at least one week following scheduled selection meeting, to give the Volunteer Manager time to contact each one.
19. All eligible nominees will be listed in “Volunteer Voice” whether or not they are selected.
20. All eligible nominees (not selected for an award) will receive a personalized certificate in the mail.

## Doctor's Release

Volunteers must obtain a return to work slip **before** returning to volunteer in the following situations:

- Any medical condition that prevents you from performing your volunteer duties
- Illness involving infectious disease, rash, sores, fever, jaundice, diarrhea
- Medical leave of absence

If you have not been seen by a physician for the above conditions, contact Employee Health for permission to return to volunteer. If you have seen a doctor, bring a note from the doctor to Employee Health with the following information:

- Diagnosis
- Specific Restrictions (If none, the form should state "no restrictions.")
- Date Volunteer may Return

## Annual Health Review

Just a reminder...Please call the Employee Health Office sometime during the month of your birthday to schedule your annual Employee Health Review. (Be sure to mention that you are a volunteer.)

Help us to better serve you by calling ahead rather than just stopping by as:

- Your annual review can sometimes be completed by phone, saving you time and a trip to the Employee Health Office.
- If you do need to come in, an appointment will ensure that the nurse is available to meet with you and give you the attention you deserve.

The Employee Health Office can be reached by calling (913) 676-2117. Once the recorded message starts playing, touch the # key. You should immediately hear a beep, and then just leave a message.

*Laughter is the sun that  
drives winter from the human  
face.*

*Victor Hugo*

## Annual Christmas Dinner

The annual Associate/Volunteer Christmas Dinner will be held Wednesday, December 13, from 11:00 a.m. to 7:00 p.m. in the Harvest Kitchen, our new cafeteria. As a volunteer, you will receive a free meal, but no tickets will be distributed again this year. Please wear your Volunteer ID badge if one was issued to you. If you are a home-based volunteer and do not have an ID badge, just tell the cashier.

Tickets for family members or guests may be purchased in the Harvest Kitchen at the register on the day of the dinner.

PLEASE NOTE: Breakfast will not be served on December 13.



## Holiday Hours

The Volunteer Office will be closed for the holidays as follows:

**Christmas: December 25<sup>th</sup> & 26<sup>th</sup>**  
**New Year's: January 1<sup>st</sup>**

If you volunteer on a holiday, you will receive double time; but please check with the departments in which you serve to be sure they will have work for you.

## *Our Condolences to the Families of...*

Nancy Comer (11/19/17)

Larry Fencyk (10/27/17)

Retired Volunteer - Judy Medhurst (Fall 2017)

These wonderful volunteers were faithful friends and are greatly missed. We extend our love, comfort, and compassion to their families.



**Congratulations to  
Mr. & Mrs. Larry McCrary  
on the celebration of their  
60th Wedding Anniversary**  
August 23, 2017



**9100 West 74<sup>th</sup> Street  
Post Office Box 2923  
Shawnee Mission, KS 66201**

## *Cell Phone Usage*

Cell phone usage has become a large part of our daily lives. Whether it is for talking, texting, searching the web, or playing games, it is critical that the usage does not distract from the service we are called to do.

Please keep your cell phone on vibrate while volunteering. Cell phones may be used during breaks so long as the cell phone use does not disturb patients or visitors or interfere with work being performed by employees.

*I used to believe in freedom of speech  
until I had to pay my first phone bill.*

