



Dear Student Applicant:

Thank you for your interest in the Student Volunteer Program at Kaiser Permanente Medical Center in Oakland, please complete this application packet and return it as soon as possible with the following:

1. **Personal Statement:** Please include a one paged typed essay describing yourself, explaining why you would like to volunteer at our facility, and what you hope to bring to and gain from the experience.
2. **Reference Letter:** Please include two letters of reference from an adult (not related to you) who is familiar with your character, previous volunteer work, and/or schoolwork. The addressee should include their name, address, and telephone number.
3. **Work Permit:** Please include a work permit form obtained from your high school.

Mail your completed packet to:

Kaiser Permanente Medical Center
Volunteer Services Department
280 West MacArthur Blvd.
Oakland, California 94611

Upon receipt of your packet, Volunteer Services reviews your application. If you qualify, Volunteer Services evaluates you for the program by invitation to our next informational session. These invitation-only sessions are scheduled throughout the year as needed. Please contact me with any question you may have 510.752.7373.

Sincerely,

Aikane Lewis
Student Volunteer Coordinator
Kaiser Permanente Medical Center-
Oakland/Richmond