

# Becoming a TCH-BIG Love Cancer Care Volunteer

1. Complete **B.I.G. Love Application online** at [www.biglovecancercare.org](http://www.biglovecancercare.org).  
A BIG Love representative will contact you **for an interview** or **group orientation**.
  - You may be asked to visit the unit at least once before deciding on the best placement for you.
2. If you will be visiting the cancer unit on a regular basis and a part of our volunteer rotation, please go to [www.texaschildrens.org](http://www.texaschildrens.org) and complete their **TCH online volunteer application**. Be sure to specify on your application that you are a volunteer with B.I.G. Love. Volunteer Services will send you an email once they have reviewed your application. They will also notify B.I.G. Love when your application has been received.
3. Obtain and pay for your own initial **TB test** from your local doctor, health clinic, or pharmacy clinic (Take Care Clinic, e.g.). The shot will need to be looked at and read by a nurse **within 3 days** of receiving it.\*  
During flu season, you will also be required to have **a flu shot**.
4. Once you have had your TB test and the results have been read, please contact Laura at the TCH Volunteer office (832-824-2257) to schedule your **TCH Orientation**.
  - Turn in your TB results (documentation showing your test and results).
  - Be prepared to take a quiz on the orientation video.
  - The 2-sided health history questionnaire will be required
  - Receive service assignment.
5. After receiving clearance and approval from TCH, you will need to visit the Security Service Center at TCH to receive your **Volunteer Photo Badge**. They are located in room A160 (around the corner from volunteer services office).
  - The Security Service Center is open Monday - Thursday from 7 am – 7 pm, and Friday 7 - 5. If one of the staff is sick, the hours are 8 am – 5 pm. Please call on the day that you plan to come in to check their hours—832- 824-5488.
  - Be sure to bring picture I.D; the Security Service Center will not release the badge without it. If you don't have picture I.D., bring your birth certificate.
6. On **Your First Visit** to TCH to begin volunteering:
  - Sign in at the volunteer office with the user name and password with which you created your application. You will be asked to sign in and out on their computer system each time you volunteer. This is to keep track of your volunteer hours.
  - Also, on your first visit, a BIG Love representative and Child Life Partner and/or Volunteer Services Staff will train you. You will need to complete the **TCH training checklists**. Turn in your initialed checklist.
  - **The Dress Code:** The purpose of the volunteer dress code is to maintain a standard that clearly identifies the volunteer status of the person and ensures appropriate representation of Texas Children's to patients, families and visitors.
  - **Female:** BIG Love tshirt with black, white or khaki full-length slacks or at least knee length skirt of the same colors; closed-toe shoes with socks or stockings
  - **Male:** BIG Love T-shirt with black, white or khaki full-length slacks; closed-toe shoes and socks.
  - BIG Love T-shirt - \$5.00.
  - When you are volunteering at the hospital, your parking will be validated by Volunteer Services (valet or garage).

\*NOTE: You will be required to have a TB Test periodically according to the schedule set forth by Volunteer Services at TCH in order to remain a volunteer. However, these TB Tests can be performed for **active** volunteers for **free** by the Employee Health Department at TCH (832-824-2251). They are located in the same building as Volunteer Services on the 5<sup>th</sup> floor of the Abercrombie Building. **Thank you for giving your time to the Cancer Kids at TCH!**