

**Application Process for Clinical Volunteers and Interns**

1. Email request for consideration to HUGS’ Volunteer Coordinator KellyL@HeadsUpSavannah.org or call the HUGS’ Office at 912-417-4320.
2. Submit your resume by email and request an interview with HUGS’ Supervisors
3. General Application can be found online: www.HeadsUpSavannah.org
4. Start a folder to include the following to bring to your interview:
5. \_\_\_\_\_ Completed General Application Form
6. \_\_\_\_\_ Copy of ID (Driver’s License & School ID)
7. \_\_\_\_\_ Current Resume
8. \_\_\_\_\_ Copy of Liability Insurance Naming HUGS & Your Supervisor as Insured
9. \_\_\_\_\_ Background Check Authorization
10. \_\_\_\_\_ HUGS’ Policies & Procedures/Contract (Includes TMH Addendum &

Confidentiality Waiver

1. \_\_\_\_\_ Plan for Supervision
2. \_\_\_\_\_ Supervision Contract
3. \_\_\_\_\_ TMH Supervision Consent
4. \_\_\_\_\_ Transcripts from Masters Program/or State License Number if appropriate
5. After Interview and Verbal Acceptance to join HUGS’ Clinical Staff, you will complete the following:
6. \_\_\_\_\_ Sign Contract (Last 3 pages of Policies & Procedures)
7. \_\_\_\_\_ Set up HUGS’ Gmail account (explained in Policies & Procedures)
8. \_\_\_\_\_ Have picture taken for Name Badge
9. \_\_\_\_\_ Attend staff Orientation & Training - Contact Kelly for details