

VolunTeen Program 2026 Information Letter for New Applicants

Dear VolunTeen Applicant,

Thank you for your interest in the 2026 VolunTeen Program at Cabell Huntington Hospital and St. Mary's Medical Center. We're thrilled to welcome new and returning teens for another meaningful summer of service!

The purpose of the VolunTeen Program is simple: "To be of service to others." As part of Marshall Health Network, VolunTeens contribute to our patient-centered care while developing valuable insight, compassion, and responsibility.



Who Can Join?

- Teens ages 14–18 by June 15, 2026
- Must commit to at least 1 shift per week (most shifts are 4 hours)
- Minimum of 28 total hours required for the summer session
- Program Dates: June 15 – August 7, 2026
- Vacations are permitted and can be noted during self-scheduling



Important Dates

- Dec 2, 2025: New VolunTeen applications open
- Feb 15, 2026: New applications close
- March 2–6, 2026: VolunTeen interviews (scheduling instructions will be emailed)
- March 10, 2026: All paperwork due
- June 9, 2026: Mandatory Orientation Day

Orientation Day – Required for All VolunTeens

Date: Tuesday, June 9, 2026

Location: St. Mary's Center for Education
2853 5th Avenue, Huntington, WV 25702



Application Requirements

To complete your application, you must submit the following:

- Opt in to text messages and email alerts during the application process → Be sure to answer all 3 communication method questions correctly

- Current transcript showing a minimum 3.0 GPA
- Current immunization records
- TB Test completed and submitted (can be completed with your physician or at the [Cabell County Health Dept](#)).
- Signed Confidentiality Agreement
- Signed Parent/Guardian Consent Form and Photo Release
- Letter of Recommendation
-  All documents are due during interview week (March 2–6, 2026)



Returning VolunTeens

If you are a returning VolunTeen, you must:

1. Email Lauren Francis at Lauren.Francis@mhnetwork.org
2. In your email, include:
 - Which facility you are registered with (Cabell or St. Mary's)
 - What department or area you would like to volunteer in this summer

 **Deadline** to notify your intent to return: February 15, 2026

 **All paperwork must be completed and submitted by March 10, 2026**

Warm Regards,

Julie Neal
Director of Volunteer Services

Lauren Francis
Volunteer Coordinator