

Massachusetts Society of Radiologic Technologists

Student Volunteer Assignment Request



+ Personal Information

Name E-mail

Mailing Address

School Expected Graduation Date (mm/yy)

Program Director/Faculty Program Contact E-mail

+ Areas of Interest *(please select all that apply)*

1. I would like to volunteer to assist at a MSRT Event. *Interested?* Yes No

A. 1/2 Day Seminar Yes Preferred dates and locations:

B. Annual conference Tuesday Wednesday Thursday

Times Available:

2. I would like to serve on a MSRT Committee. *Interested?* Yes No

My primary area of interest is:

3. I would like to assist the Historical Committee by scanning and cataloguing MSRT historical documents. *Interested?* Yes No

+ Verification

**Upon completion of volunteer service this verification will be emailed to the student and the designated Program Director or faculty member.*

Name of Student Number of Completed Service Hours:

Reflection of volunteer experience received? Yes No Date Received

The above named student assisted the MSRT by:

MSRT Representative

+ MSRT Participation and Volunteer Opportunities for Students

General Information

The MSRT encourages all Medical Imaging and Radiation Therapy students and technologists to actively participate in their professional organization. The MSRT Board of Directors and Committees are composed entirely of volunteers and we welcome the interest and participation of all members. Students who would like to volunteer must complete the *Volunteer Assignment Request*. The request must be received no later than 14 days prior to the event. In most cases students will be notified within 1 week if their requested assignment is available. Any student volunteer who is requesting recognition of community service will be asked to submit a brief reflection of their volunteer experience within one week of the event for possible publication in *The Exposure*. All student volunteers will receive recognition for their service in the summer edition of *The Exposure*.

All students must be current MSRT members at the time of application and participation.

Board Meetings

Student and technologist MSRT members are always welcome to attend MSRT Board meetings. No application or prior notification is needed. Students will be asked to document their attendance and verification of their participation will be e-mailed to their designated program director/faculty member.

1/2 Day Seminar Volunteers

A maximum of 2 volunteers will be accepted for each 1/2 Day Seminar. 5 hours of service will be credited per seminar.

1. The request must be received no later than 14 days prior to the event. Students will be notified within 1 week if their request is available.
2. The student must confirm their intent to participate via email with both the MSRT Operations Administrator and the State Delegate organizing the event 48 hours prior to the event.
3. Volunteer responsibilities at 1/2 Day Seminars include:
 - a. Arriving at the venue no later than 45 minutes prior to the start time to assist with room and food preparations
 - b. Taking photos during the seminar
 - c. Assisting the State Delegate with other activities as needed
 - d. Assisting with room breakdown and clean up

Annual Conference Volunteers

There are numerous volunteer opportunities during the annual conference. All students volunteering at the conference will be required to attend a brief orientation meeting at the start of each conference day. Students not in attendance at the orientation meeting at the designated time will not receive credit for their service. Volunteers will be assigned 2 or 4 hour blocks of time. All assignments will be coordinated by the conference co-chairs or their designee. Students must adhere to the schedule and tasks assigned.

Responsibilities may include:

1. Collecting CE documentation at the end of each lecture
2. Taking photographs
3. Running errands within the hotel to assist with conference functions and communication
4. Collecting lunch tickets
5. Assisting with raffle ticket sales
6. Assisting with room set up
7. Assisting with breakdown & packing of registration area

Historical Committee

The MSRT currently has an abundance of historical documents and photographs that we are attempting to digitize. Students who would like to assist with this process must have access to a Windows based computer, document/photo scanner and software. Materials need to be scanned, cropped, and categorized. Members of the Historical Committee will work with volunteers to establish project assignments and completion specific time expectations.

Other Committees

Student MSRT members are eligible to serve as committee members. Any student who is interested in serving on a committee must complete the service application form indicating their area of interest/expertise. Committee appointments are subject to availability and need and will be made by the Committee Chair in consultation with the MSRT President. Any student who agrees to serve on a committee will be expected to actively participate in all committee activities. The term of service on any committee will conclude at the annual conference.

Reflection Paper

Your reflection paper should follow these basic requirements:

1. Format: 250 - 1000 words, double-spaced, 1-inch margins
2. Content:
 - a. Describe the service you performed and why it was beneficial
 - b. Detail where and when the service took place
 - c. Explain why you chose your particular service activity
 - d. Explain what you learned through your service experience and how it will help you in the future
 - e. Reflect on how you felt when your self was complete
3. Remember: Proofread for spelling and grammatical errors before submitting your paper.

If you have any questions regarding this form, please call the MSRT office at 781.422.3962 or e-mail the MSRT at info@msrt-ma.org