

# Med Teen Talk Volunteer Information Guide

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## Welcome to Med Teen Talk!

Thank you for your interest in volunteering with Med Teen Talk! We're excited to have you join our mission to raise awareness, educate, and create a lasting impact in the health and medical community. Your contributions help us provide valuable resources and fun activities for teens and young adults interested in healthcare.

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## About Med Teen Talk

Med Teen Talk is a passion-driven project designed to support and educate aspiring medical professionals. We focus on providing engaging content, sharing medical opportunities, and building a strong community where young people can explore healthcare careers.

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## Volunteer Departments & Tasks

### Writing & Research Team

**Purpose:** Produce meaningful content and resources to help teens explore healthcare.

**Tasks:**

- 1. Opportunity & Resource List**

- Research medical internships, scholarships, or volunteer programs for teens.
- Create a 1-page summary with key details and links.
- **Hours:** 1 hr per list

- **Submission:** Google Doc or PDF

## 2. Mini Research Report

- Summarize a trending teen health topic or medical advancement.
- 1–2 pages with references.
- **Hours:** 1–1.5 hrs per report
- **Submission:** Google Doc or PDF

## 3. Optional Featured Writing

- Exceptional pieces may be featured on MTT platforms.
  - **Hours:** 1–2 hrs per submission
  - **Submission:** Google Doc or PDF
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## Creative & Digital Team

**Purpose:** Make digital content that engages and inspires teens.

### Tasks:

#### 1. Infographics / Graphics

- Design visuals explaining teen-friendly medical facts or health tips.
- **Hours:** 1 hr per graphic
- **Submission:** Upload PNG/JPG/Canva link

#### 2. Lip-Sync Videos (Volunteering-Themed, <15 sec)

- Create a short, fun lip-sync video promoting volunteering with MTT or teen health awareness.
- **Hours:** 0.25–0.5 hr per video

- **Submission:** Upload video file or provide Drive/CapCut link
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## Service Hours & Submission

To receive service hours, volunteers must submit their completed work through the Volunteer Work Submission Form. After submission, the work will be reviewed, and hours will be confirmed.

There are no deadlines, volunteers can work at their own pace and submit tasks whenever they are ready.

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## How to Submit Your Work

Follow these steps to ensure your work is submitted correctly and your service hours are properly recorded:

1. **Complete your task** based on your chosen department.
2. **Upload your file to your personal Google Drive, Canva, or CapCut:**
  - Make sure your file is **shareable with anyone who has the link**.
  - For Canva or CapCut, use the “**Share Link**” option.
3. **Name your file properly** using the format:  
`Firstname_Lastname_TaskName_Date`
  - Examples:
    - Infographic: `John_Smith_Infographic_0927`

- Research Report: [John\\_Smith\\_ResearchReport\\_0927](#)
- Lip-sync Video: [John\\_Smith\\_LipSync\\_0927](#)

4. **Copy the shareable link** of your completed work.
5. **Submit the link through the Volunteer Work Submission Form** in the Google Form.
6. **Wait for review & hours confirmation:**
  - Your submission will be reviewed for accuracy and completeness.
  - Confirmed hours will be recorded in our tracking system.

**Optional:** Once approved, your submission may be moved into the official **Med Teen Talk Volunteer Submissions** Google Drive folder for reference.

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## Getting Started

### Step 1: Sign Up

- Complete the Volunteer Registration Form to officially join Med Teen Talk.

### Step 2: Choose Your Task(s)

- Pick any of the available tasks based on your interests and skills.

### Step 3: Submit Your Work

- Once you complete a task, submit it through the Volunteer Work Submission Form to receive service hours.
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## Volunteer Expectations

While there are no deadlines, we do ask that volunteers:

- **Maintain accuracy:** All work should be factual and well-researched.
  - **Be respectful and professional:** Communicate clearly and professionally in all interactions.
  - **Uphold Med Teen Talk's mission:** Contribute with a passion for educating and supporting future healthcare professionals.
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## Volunteer Support & Questions

If you have any questions or need help, feel free to reach out at ***Medteentalkvolunteer@gmail.com*** We're always here to support you!

Thank you for volunteering with Med Teen Talk! Your contributions help make a real impact, and we're excited to have you as part of our team.