Dear Prospective Volunteer:

The Office for the Study of Aging (OSA), housed within the Arnold School of Public Health at the University of South Carolina, is committed to advancing research and education in aging issues. In the coming decades, older adults will reach record numbers in our state and nation. Many of those individuals will face the risks of age-related disease, frailty, and dependence. This growing population presents unique opportunities and challenges in both healthcare and long-term care.

An estimated 50 million people worldwide have Alzheimer’s disease, including 5.8 million in the United States. This number is projected to rise to nearly 14 million by 2050. The South Carolina Alzheimer’s Disease Registry reports that 11% of South Carolinians 65 or over and 45% 85 or over have Alzheimer’s disease or related dementias (ADRD).

Although much research has been conducted on the cause and cure of Alzheimer’s disease, little information is available about hands-on care. Dementia Dialogues® provides the most current and practical information about how to care for people with dementia. This 5-module, evidence-informed nationally registered training course is designed to educate community members and caregivers for persons who exhibit signs and symptoms of ADRD, free of charge. Since 2011, over 21,000 individuals have been trained in at least one module and over 10,000 individuals have completed the entire course.

The OSA is seeking volunteers to teach the Dementia Dialogues® program to the public. If you are interested in becoming a Certified Dementia Dialogues® Instructor, please read the volunteer requirements and complete the enclosed application. Applications may be mailed or e-mailed to the OSA’s Program Coordinator.

If you have any questions regarding the application process, please contact the OSA Program Coordinator at OSAINFO@mailbox.sc.edu. We look forward to welcoming you as one of our newest volunteers.

Thank you for your interest.

Sincerely,

Program Coordinator, Office for the Study of Aging
Arnold School of Public Health
University of South Carolina
VOLUNTEER REQUIREMENTS

Minimum Age: 21

Number of Hours Required:
Certified Dementia Dialogues® Instructors (hereon referred to as “volunteers”) are expected to teach all 5-modules per calendar year, at a minimum. However, the amount of hours may be subject to change depending on the needs of the Office for the Study of Aging (OSA) and the volunteer.

Orientation and Training:
Once the application and interview have been completed, the prospective volunteer must enroll in the required Train-the-Trainer course with the Program Coordinator. Training topics include a general overview of the program, review of the curriculum and best practices for delivering the material, and expectations. The training course is offered in-person or as an interactive webinar. Upon completion of the Train-the-Trainer, the volunteer will receive a certificate of completion and officially become a Certified Dementia Dialogues® Instructor.

Attendance:
Volunteers are required to attend the Train-the-Trainer course and they are expected to attend an annual meeting hosted by the OSA to remain an active volunteer. The annual meeting includes important updates regarding the OSA and the Dementia Dialogues® program, such as curriculum revisions and overall program changes. Annual meetings will be offered in-person and as a webinar.

Evaluation:
All volunteers should demonstrate a good understanding of the program curriculum. The Program Coordinator may schedule monitoring reviews to ensure volunteers are maintaining the program’s fidelity, administering the tools appropriately, exhibiting competency of the material, and utilizing effective presentation and communication skills.

Communication:
Volunteers are expected to maintain ongoing communication with the Program Coordinator and to provide updated information (as appropriate), such as contact information. The Program Coordinator maintains the authority to withdraw a volunteer’s application approval at any time based on the volunteer’s inability to adhere to the program’s requirements and expectations.
# Volunteer Application: Dementia Dialogues®

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Please answer the following questions. Attach additional pages as necessary.

1. Have you ever been convicted of a crime, or are there any pending criminal charges waiting a hearing in a court of law? _____ Yes _____ No

   *If you answered YES, please list all convictions, when they occurred, and the facts and circumstances involved, and information pertaining to rehabilitation.*

   __________________________________________

   __________________________________________

   __________________________________________

2. What attracted you to this volunteer program?

   __________________________________________

   __________________________________________

   __________________________________________
3. What would you like to get out of your volunteering experience?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

4. Do you have experience teaching or training others, either as a volunteer or employee? Please describe your activities and responsibilities.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

5. What have you enjoyed most about your previous teaching/training experience(s)?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

6. What skills and qualities do you feel you have to contribute to the program?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

7. How comfortable are you with public speaking?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Continue to next page.
8. What is the largest group you have presented for? The smallest? How did you handle conflict or debates?

9. What is your experience with technology? Can you quickly troubleshoot basic technical issues, such as the projector not turning on?

10. How would you describe your time management skills when it comes to planning and implementing an education program?

11. How far are you willing to travel to present the program?

12. Do you own or have access to a laptop? One is needed for the program (one will not be provided). _____ Yes _____ No

13. Are you willing to commit to the requirements of the volunteer program? _____ Yes _____ No

14. Did you attach a resume or curriculum vitae which highlights teaching/training experience, education, and employment (required)? _____ Yes _____ No
15. Please provide contact information for two people other than relatives who would be willing to serve as a reference.

**Reference Number 1:**

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**Statement of Understanding:**
I certify that all information is true and has been given voluntarily. I understand that this information may be disclosed to any party with legal and proper interest. I release the agency from any liability whatsoever for supplying such information. Upon being offered a volunteer position, I understand that I may be required to provide additional information pertinent to the volunteer position for which applied.

Applicant Signature

Date

Applicant Printed Name

**FOR OFFICE USE ONLY**

Application Received ____ / ____ / ____

via: ___ Mail ___ E-Mail ___ Other

_____ Accepted _____ Denied – rationale: