



Dear Teen Volunteer Applicant,

Thank you for your interest in Zoo Crew, Denver Zoo's teen volunteer program. Please read this page carefully as it contains important information about the program and application process.

- Teens who are at least 13 years of age (as of May 1st, 2010) and no older than a junior in high school may apply.
- Completed applications are due (must be postmarked) by March 1st, 2010. A completed application packet must include the following items:
 - a completed application form
 - answers to the essay questions
 - the signed volunteer agreement
 - two letters of recommendation faxed to us or placed in signed, sealed envelopes by the writers and mailed with the application
- Most Zoo Crew opportunities open to incoming teens involve working with zoo guests, from young children to adults. Therefore, teen volunteers should be comfortable working with and people. Furthermore, it is important for you to take note that first-year teens will NOT have any direct contact with the zoo's animals.
- It is required that teen volunteers be willing to provide a minimum of 25 hours of service per month during the three month commitment, June through August. Most of their hours in the first year will be scheduled with our summer camp for children.
- All first-year teens must be able to commit to three full weeks (Monday through Friday, 4 hour shift each day) of volunteering during the three month season in support of the zoo's summer camp program.
- All teen volunteers are expected to assist with a minimum of one special event each year and to attend two mid-summer training courses.
- Teen volunteer interviews are necessary for acceptance into the program. Interviews will take place in the afternoon/evening on March 16th and 17th, and all day on Saturday, March 20th.
- Teens accepted into the program must submit a \$50 tuition fee on or before May 1, 2010. Scholarships are available. To apply, visit www.denverzoo.org/teen. Scholarship requests are due no later than April 10, 2010.
- Teen volunteers are required to attend three full days of training. This year, the mandatory trainings will be held on Saturday, May 1st, Saturday, May 8th, and Saturday, May 22nd. All three dates are required.
- If you cannot attend ALL THREE training dates or if you will be unavailable for a significant portion of any of the three summer months (June, July, or August; with the exception of schooling commitments) please do not apply at this time.
- Teen volunteers are required to observe Denver Zoo's dress, attendance and behavior codes.
- Upon acceptance, all teen volunteers will be required to submit a medical history form as well as a proof of a negative TB test within the past year (due June 1, 2010). TB tests can be administered at Denver Health Center or by your doctor.
- The Teen Volunteer Program has become quite competitive. There is limited space available each year; therefore, not all applicants will be interviewed.

By applying to this program, you and your parents indicate your commitment as outlined above. You will be sent a postcard notifying you that we have received your application. We will review applications in March and you will be informed of the status of your application (whether or not you were accepted) no later than April 1st. If you have questions about the program requirements or application process, please call us at 303-376-4885 or send an email to teenvolunteer@denverzoo.org.

Sincerely,

Amy Levine, Jen Bahmeier & Beth Curtis

Teen Volunteer Program Staff, Denver Zoo





ASSOCIATION OF ZOOS & AQUARIUMS

TEEN VOLUNTEER APPLICATION FORM



Please read and complete this application carefully. Ask two adults who know you well and are not related to you to complete a letter of recommendation and return it to you in a signed, sealed envelope or to fax/email it as indicated on the form. If your references choose not to fax or email their forms to us, send the signed, sealed letters of recommendation with your completed application. Remember: in order to be considered for a position as a teen volunteer, your completed application (including this application form, your answers to the essay questions, the signed volunteer agreement and two recommendation letters) must be postmarked or received by March 1, 2010. *Thank you for your application!*

Personal information

Name _____ Date _____
Last First Middle Initial

Address _____
Street Address (for example, 222 Elephant Street) City State ZIP

Teen's Home Phone () _____ Teen's Mobile Phone () _____

Teen Email _____ Parent/Guardian Email _____

County _____ School Name _____

Date of Birth ____/____/____ Age (current)* _____ Grade (current) _____
*Denver Zoo reserves the right to request proof of age

Emergency Contacts (Parents/Guardians or other relatives are recommended)

1. Name _____ 2. Name _____

Phone (day) _____ Phone (day) _____

Phone (eve) _____ Phone (eve) _____

Relationship _____ Relationship _____

Experience

Please list any past work or volunteer experience you have had below (i.e. conservation organization leadership, teacher aide, babysitting, pet-sitting, etc...).

Location (company or person for whom you worked) Job/Volunteer Title Dates (most recent first)

<u>Location</u> (company or person for whom you worked)	<u>Job/Volunteer Title</u>	<u>Dates</u> (most recent first)

References

Give us the names, relationships, and phone numbers of the two non-related adult references you have chosen.

Name	Relationship	Email
1. _____		
2. _____		

Essay Questions

Please take the time to fully answer the following questions in your own words. Essay-style answers should be typed or neatly printed on separate sheets of paper.

1. There are many places you could choose to volunteer; why have you chosen Denver Zoo?
2. What do you believe makes you stand out more than other applicants?
3. What do you hope to accomplish by the end of the summer?
4. What experiences do you have teaching to different audiences (children, adults, and other teens) and what skills can you bring to help the zoo spread its animal and conservation messages?
5. Teen volunteers are required to work with adults and other teens. Please share with us any experiences you have had that demonstrate your ability to work as part of a team, especially with teens and adults.

Law Violations

Have you ever been convicted of any law violations? Include any plea of "guilty" or "no contest." Exclude minor traffic violations:
Yes ___ No ___

If yes, give details: _____
(A conviction will not necessarily disqualify an applicant for a volunteer position.)

Training Sessions

There are three required training sessions that will take place from 9:00am until 5:00pm on May 1st, May 8th and May 22nd. If you cannot make it to ALL THREE sessions, we ask that you please not apply at this time.

Will you be <u>present at all three</u> training sessions, May 1 st , 8 th and 22 nd ?	YES	NO	(circle one)
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To Be Completed by a Parent or Guardian

In order for your teen to participate in the Zoo Crew teen volunteer program, we must have your written consent. Please be aware that teens are required to volunteer a minimum of 25 hours per month, June through August and also commit to work 3 full weeks with our summer camp program. Individual shift lengths and start times vary but you will be provided with a schedule each month. It is important that teens are on time for their shifts and have reliable transportation. Teens will only be scheduled to work during times and days identified on their submitted teen availability documents. Availability calendars are due on the 10th day of each preceding month: May, June and July. Please read and sign below.

I give permission for (*name*) _____ to volunteer in the Zoo Crew program at Denver Zoo. I also give my consent for her/him to participate in any field trips and collaborative projects Denver Zoo may coordinate.

Additionally, I will arrange or provide transportation for said teen to be at all three training sessions (i.e. May 1, 8 & 22, 2010) and be on time for all scheduled shifts. I understand that missing training, shifts or repeated tardiness can result in termination from the program.

Denver Zoo reserves the right to request proof of age (i.e. copy of birth certificate, passport, or other official identification) of any teen volunteer.

Please note: Denver Zoo does not administer or dispense medication of any kind. If your teen requires medication, testing or medical monitoring, during any teen volunteer shift, he/she must be able to administer it him/herself.

Signature of Parent or Guardian

Date

Please return this application by March 1st to:

Teen Volunteer Program, Denver Zoo
2300 Steele Street, Denver, CO 80205

Applications may alternatively be sent via email to: teenvolunteer@denverzoo.org.
Please call the program staff with any questions (303) 376-4885. Thank you for your application!

Denver Zoological Foundation

Volunteer Agreement

In consideration for being accepted as a volunteer by the Denver Zoological Foundation (the "Foundation"), I agree as follows:

1. **At-Will Relationship.** Even though I have made a commitment to serve as a volunteer for at least one summer, I understand that my status as a volunteer may be terminated at any time by me, or by the Foundation for any reason, with or without cause.
2. **No Employee Benefits.** I shall not be considered an employee for any purpose, and no health, accident or workmen's compensation insurance, nor any other type of employee benefits, shall be provided for me by the Foundation or the City and County of Denver (the "City").
3. **Training.** I understand that certain volunteer activities require special training. I shall not undertake such activities without the required training. I also understand that my volunteer activities will not qualify me as an animal keeper and will not lead to a paid position.
4. **Rules.** I shall read and abide by all of the Bylaws, Rules and Guiding Policies of the Foundation concerning volunteers.
5. **Auto Insurance.** I shall not operate a personal automobile for volunteer activities unless I have at least the minimum amount of liability insurance required by Colorado law.
6. **Confidential Information.** I understand that information obtained through my work as a volunteer may be considered privileged or proprietary information of the Foundation. I agree to keep all such information confidential except to the extent disclosure of such information is expressly authorized and directed by an official of the Foundation. In particular, I agree to make no statements or release any information about the Zoo or the Foundation to any news media except as expressly authorized by the Foundation.
7. **Assumption of Risk.** I understand that handling Zoo animals is potentially dangerous because they are wild animals whose actions are unpredictable regardless of past behavior. If I should elect to be trained to handle animals, I assume all risks of handling animals including, but not limited to, being bitten, clawed or otherwise injured.
8. **Release from Liability.** I hereby release the City, the Foundation and their respective agents, representatives, trustees, officers, employees and volunteers (the "Released Parties") from any and all liability whatsoever arising out of any damage, loss or injury to me or my property incurred as a result of my volunteer activities for the Foundation. I further agree to indemnify, save and hold harmless the Released Parties from any and all losses, damages and liabilities for indemnities, contribution or otherwise with respect to any and all property damage, personal injury and/or death incurred in connection with my volunteer activities, as might be asserted by a third party (defined as any party other than the Released Parties or me). My estate shall hold harmless the City, the Foundation and their respective agents, representatives, trustees, officers, employees and volunteers from any claims or actions by my relatives or legal representatives based on my death or injury as a result of my volunteer activities.
9. **Permission to Take and Use Photographs.** I acknowledge that the Foundation might from time to time take photographs of its volunteers during various Zoo programs and activities and that such photographs might be used in Zoo brochures and Zoo program advertising (the "Photographs"). I further acknowledge that as a result of my volunteer work and/or presence at the Zoo premises, my image might from time to time be included in the Photographs. I hereby authorize the Foundation and its agents to take, use, display, publish, reproduce and distribute any and all Photographs that include my image and to create derivative works based upon all such Photographs.

Teen Volunteer Signature

Date

Parent/ Guardian Signature

Date

*Please return this signed agreement along with all application materials to
Denver Zoo no later than **March 1, 2010.***

DENVER ZOO
Zoo Crew Letter of Recommendation



To the Recommender:

You are being asked to evaluate a teenager who is interested in Denver Zoo's teen volunteer program, Zoo Crew. We are looking for responsible, outgoing, and motivated teens to volunteer their time and talent to our program. Solid interpersonal communication skills are just as important to this volunteer position as a strong commitment to animal care, welfare and conservation. Thank you in advance for taking the time to evaluate the skill set of this teen. Please return this letter in a **signed, sealed envelope** to the teen volunteer applicant, **fax** it to (303) 376-4839, or **email** a scanned copy to teenvolunteer@denverzoo.org from your email address.

Name of teen applicant _____

How long have you known the applicant? _____

In what capacity do you know the applicant? _____

How well do you know the applicant? ____Very Well ____Well ____Some____ Little

Please rank the teen applicant's skills using the following scale

	Poor	Fair	Good	Excellent	Can't Say
Dependability					
Punctuality					
Demonstrates a passion about animals					
Ability to work and communicate with children					
Ability to work and communicate with peers					
Ability to work and communicate with adults					
Leadership skills					
Ability to work independently					
Ability to accept constructive feedback					
Ability to follow directions					

Denver Zoo's Zoo Crew is a highly competitive program. Any additional comments that might provide insight into the unique nature of this applicant are much appreciated. The information you provide below is often very influential in our decision-making process. Thank you!

Your name: _____ Phone number: _____

Signature: _____ Date: _____



Due March 1, 2010. For more information please contact (303) 376-4885 or teenvolunteer@denverzoo.org.



Zoo Crew Letter of Recommendation



To the Recommender:

You are being asked to evaluate a teenager who is interested in Denver Zoo's teen volunteer program, Zoo Crew. We are looking for responsible, outgoing, and motivated teens to volunteer their time and talent to our program. Solid interpersonal communication skills are just as important to this volunteer position as a strong commitment to animal care, welfare and conservation. Thank you in advance for taking the time to evaluate the skill set of this teen. Please return this letter in a signed, sealed envelope to the teen volunteer applicant, fax it to (303) 376-4839, or email a scanned copy to teenvolunteer@denverzoo.org from your email address.

Name of teen applicant _____

How long have you known the applicant? _____

In what capacity do you know the applicant? _____

How well do you know the applicant? ____Very Well ____Well ____Some____ Little

Please rank the teen applicant's skills using the following scale

Table with 6 columns: Skill, Poor, Fair, Good, Excellent, Can't Say. Rows include: Dependability, Punctuality, Demonstrates a passion about animals, Ability to work and communicate with children, Ability to work and communicate with peers, Ability to work and communicate with adults, Leadership skills, Ability to work independently, Ability to accept constructive feedback, Ability to follow directions.

Denver Zoo's Zoo Crew is a highly competitive program. Any additional comments that might provide insight into the unique nature of this applicant are much appreciated. The information you provide below is often very influential in our decision-making process. Thank you!

Your name: _____ Phone number: _____

Signature: _____ Date: _____



Due March 1, 2010. For more information please contact (303) 376-4885 or teenvolunteer@denverzoo.org.

Zoo Crew Application Checklist



Thank you for your interest in Zoo Crew, Denver Zoo's teen volunteer program. Please use this checklist to make sure your application is complete (you do not need to submit this page along with your application materials). Applications are due March 1, 2010.

- **Carefully review the letter on the first page of the application packet**, especially noting all requirements, expectations and mandatory training session dates.
 - **Complete the application form** (2 pages) – be careful not to skip any required signatures or questions.
 - **Review the Volunteer Agreement** with your parent/guardian and sign the document.
 - **Write your answers to the essay questions** (about 2-3 pages is the perfect length) and be sure to edit your answers!
 - **Identify your references.** Ask two adults (18 years or older) who know you well but who are not related to you to complete the reference forms (at least two weeks before the deadline is recommended). Emphasize the importance of the bottom half of the reference forms. As the application deadline (March 1st) approaches, make sure your references have submitted their forms. Forms mailed along with your application must be sent in sealed envelopes with the references' signatures written across the seal. Forms may also be faxed directly from the adult reference to: Teen Volunteers at (303) 376-4839 or emailed from the reference's email address to teenvolunteer@denverzoo.org. *Reference letters submitted without following these guidelines will not be considered.*
 - **Submit the following application materials:**
 - Completed application form (2 pages)
 - Signed Volunteer Agreement (1 page)
 - Typed or clearly written Essay Answers (2-3 pages)
 - Completed reference forms in signed, sealed envelopes (they can alternatively be faxed or emailed to us directly from the adult reference)
 - **Send your completed application materials to*:**

Mail: Teen Volunteers Denver Zoo 2300 Steele St. Denver, CO 80205	Email: teenvolunteer@denverzoo.org (Note: reference forms must be faxed or emailed from references' fax numbers/ email addresses. These forms may not be included in the teen's submission email.)
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- *We prefer not to receive application materials via fax as occasionally print quality can lead to illegible submissions.*
- **Complete all of the above steps no later than March 1, 2010.** Applications must be postmarked by March 1, 2010 or received at the zoo no later than 4:00pm, March 1, 2010.
 - **Call or email us with questions about program requirements or the application process:** (303) 376-4885, teenvolunteer@denverzoo.org.

Good Luck!