



January 2010

Dear Applicant:

Thank you for your interest in **The Z-TEAM! Volunteer and Leadership Program** for teens at the Fort Wayne Children's Zoo. If you're applying for the first time, you'll find that volunteering at the zoo is fun, exciting and a valuable learning experience that you'll use for the rest of your life. If you're a returning volunteer, we welcome you back for another season of adventure at the zoo!

New and returning applicants, it is important that you review the enclosed materials carefully to decide if this program is right for you. Volunteer job descriptions and qualifications can be found at <http://www.kidszoo.org/support/teenvolunteer.htm>.

New applicants must submit a completed application and a completed recommendation form, along with your answers to the application's questions. Returning volunteers should submit **only** the application form. All applications must be received by **March 2, 2010**. *No applications will be accepted after this date.*

Acceptance to the Z TEAM! Volunteer and Leadership Program is competitive and the number of teens we select is limited. Selection is based on an applicant's submission of a complete application by the deadline as well as an applicant's program experience and availability.

After April 30, 2010, we will mail you a letter advising if you've been selected for the program. If selected, we'll tell you which session and position you are assigned. 1st and 2nd year participants are assigned a position, while returning 3rd, 4th and 5th year participants are awarded their 1st or 2nd preference. In this letter, you'll also find out about training sessions and events.

If you have any questions or need more information, please contact the Volunteer Office at (260) 427-6828 or e-mail volunteer@kidszoo.org.

Sincerely,

Kathy Terlizzi
Volunteer Coordinator

THE Z TEAM! VOLUNTEER & LEADERSHIP PROGRAM

Recommendation Form 2010



3411 Sherman Blvd.
Fort Wayne, IN 46808
(260) 427-6828

Applicant: Please give this form to a person age 18 or over who is not related to you. You may wish to provide him/her with a stamped, self-addressed envelope as a courtesy. Please ask that it be returned to you in a timely manner so you can submit it with your application before the submission deadline of March 2, 2010.

(Teen's Name) _____ has applied for a volunteer position in the Z TEAM! Volunteer and Leadership Program at the Fort Wayne Children's Zoo. This will require a commitment of at least ten days throughout the summer. Please answer the following questions as thoroughly as possible and return this form to the teen in a timely manner. The deadline for acceptance of submissions is **March 2, 2010**. *If you do not want the applicant to read this letter of recommendation, please place it in a sealed envelope.*

1. How long have you known and what is your relationship to the applicant?

2. Circle the number that best describes the applicant for the following qualities (1 = not at all and 5 = exceptionally), comment as appropriate:

Comments:

- | | |
|------------------------|-----------|
| Dependable | 1 2 3 4 5 |
| Punctual | 1 2 3 4 5 |
| Attentive | 1 2 3 4 5 |
| Follows directions | 1 2 3 4 5 |
| Responsible | 1 2 3 4 5 |
| Neat appearance | 1 2 3 4 5 |
| Mature | 1 2 3 4 5 |
| Strong teamwork skills | 1 2 3 4 5 |
| Flexible | 1 2 3 4 5 |
| Positive | 1 2 3 4 5 |
| Adaptable | 1 2 3 4 5 |

3. How would you describe the applicant's willingness to learn? _____

4. Is the applicant self-motivated and disciplined? Provide examples if possible.

5. Please describe how the applicant interacts with people in general.

6. What can you tell us about the applicant that might assist us in determining his/her qualifications?

Teen's Name: _____

Your Name: _____

Your Address: _____

Your Phone: _____

Your E-mail: _____

Thank you for your time and assistance. Please return the completed form to the teen in a timely manner so it can be submitted with their application by the deadline of **March 2, 2010**.

Volunteer Coordinator
Fort Wayne Children's Zoo
3411 Sherman Blvd.
Fort Wayne, IN 46808
Tel: (260) 427-6828
Fax: (260) 427-6820

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THE Z TEAM! VOLUNTEER & LEADERSHIP PROGRAM

Application 2010



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For Internal Use Only	
Please do not write in this box!	
_____ Date application received	_____ Years in program
<input type="checkbox"/> New	_____ Session assigned
<input type="checkbox"/> Returning	_____ Position assigned
<input type="checkbox"/> Accepted	_____ Shirt size
	_____ Name on badge

Thank you for your interest in the Z TEAM! Volunteer and Leadership Program at the Fort Wayne Children's Zoo. Please complete this application and mail it to: Zoo Volunteer Office, 3411 Sherman Blvd., Fort Wayne, IN 46808 or fax it to (260) 427-6820 by **March 2, 2010**.

Program Description: Develop leadership and teamwork skills while having fun at the zoo! Volunteer positions as zoo keeper aides, zoo camp aides, and zoo crew members allow teens to explore the many aspects of working in a zoo while developing important lifelong professional skills.

Part I: Information (please print! We'll be unable to contact you if we *can't* read your writing.)

Full Name: _____ E-mail: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Home Phone: () _____ Cell Phone: () _____

Can we share your phone & e-mail information with other teens in the program? Yes _____ No _____

We want to communicate with you via Facebook and Twitter - is that okay? Yes _____ No _____

Name of School: _____ Current Grade: _____

Date of Birth ___/___/___ (You must be 13-17 years old by **June 1, 2010** to participate.)

Shirt Size-these are adult sizes and run large (circle one): S M L XL XXL already have one

How do you want your name to appear on your **name badge**? _____

Do you have any **medical, physical, or behavioral conditions** that we should be aware of?

No _____ Yes _____ If yes, please explain:

Are you a **new** or a **returning** applicant? ___New ___Returning. *If you are returning, skip to part IV.*

New applicants: Have you applied before and not been accepted? Yes _____ No _____

Part II: Short Answer Questions (for new applicants only)

Please answer both questions. Your answers should be no more than 120 words each, typed, and double-spaced. Please submit answers on a separate piece of paper with your application. (Be sure to put your name at the top of the separate paper.)

A. **Why do you want to volunteer at the zoo?**

B. **How would you describe an excellent teen volunteer?**

(Continue on next page)

Part III: Recommendations (for new applicants only)

Who will be providing your recommendation? **He/she must be over 18 and not related to you.**

Name: _____ Relationship: _____
E-mail: _____ Phone: _____

Part IV: Position Preference (for returning applicants only)

What year in the program is this for you?

Please circle one: 2nd year 3rd year 4th year 5th year

Please list the positions that you've held in the past:

_____ 1st year _____ 2nd year _____ 3rd year _____ 4th year

If you are returning as a **3rd, 4th, or 5th year participant** please rank your position preferences from 1 to 3, with 1 being your first preference. Please note: 1st and 2nd year participants will be **assigned** a position.

_____ **Zoo Keeper Aide** _____ **Zoo Crew Member** _____ **Zoo Camp Aide**

Part V: Sessions Available

Please indicate your 1st and 2nd choices for a session. (You will be assigned only one session.) Each session is Monday - Friday for two weeks. You must be available every day of the sessions you indicate. Daily time shifts vary according to the position you are assigned: zoo keeper aides attend from 7:30 - 11:30 a.m., zoo crew members attend from 10 a.m. - 2 p.m., and zoo camp aides attend from 8:15 a.m. - 4:00 p.m.

_____ **Session 1:** June 14 -18 & June 21- 25 _____ **Session 3:** July 12 -16 & July 19 - 23
_____ **Session 2:** June 28 - July 2 & July 5- 9 _____ **Session 4:** July 26 - 30 & Aug. 2 - 6

Part VI: Program Fee

The program fee is \$58 for new participants and \$46 for returning participants. (This fee helps cover the cost of curriculum materials, uniforms, and the Z-TEAM program instructor.) NOTE: a limited number of scholarships are available for those demonstrating financial need. (Please inquire with your application.) Fee due after acceptance notification, **please do not send fee with this application.**

Your Signature: _____ **Date:** _____
Parents Signature: _____ **Date:** _____

We are interested in knowing more about who applies for our teen program. The following questions are completely voluntary and your answers will not be used in the selection process.

1) Ethnicity: please circle one: Caucasian Asian African American Hispanic Other _____.

2) Zoo member: ___Yes ___No. If not, would you like to receive information about membership? ___Yes ___No.

3) How did you find out about the program? Please circle one: web site friend school newspaper / radio / TV
zoo publication other _____.