



January, 2017

Thank you for your interest in the **Z-TEAM Teen Volunteer & Leadership Program** 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!

It is important that you review the requirements carefully to decide if this program is right for you. Z-TEAM Teen Volunteer & Leadership Program job descriptions and qualifications can be found at <http://kidszoo.org/support-the-zoo/teen-volunteers/>.

New applicants must:

1. Complete an on-line application (including essay answers)
2. Print a recommendation form to be completed and returned by mail by 2/28/17.
3. Print, complete and return by mail a request for financial aid form if applicable

Returning volunteers should complete **only** the on-line application form and, if applicable, print, complete and return by mail a request for financial aid form.

All applications and forms must be received by **February 28, 2017**. **No documents will be accepted after this date!** Mail required forms to: Fort Wayne Children's Zoo-3411 Sherman Boulevard-Fort Wayne, IN 46808 Attn: Volunteer Manager

Acceptance to the Z-TEAM Teen Volunteer & Leadership Program is competitive and the number of teens we select is limited. Selection is based on an applicant's submission (by the deadline) of a thoroughly completed application and Recommendation letter, as well as educational experiences, extra-curricular activities, and availability. Participants are expected to attend the entire shift each day of their assigned two week session and to adhere to the code of conduct outlined in their participant contract.

After March 31, 2017 you'll receive 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. The letter will also cover 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 Manager

THE Z TEAM TEEN VOLUNTEER & LEADERSHIP PROGRAM

Recommendation Form 2017



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

Applicant: Please give this form to a person age 18 or over-not related to you. You may wish to provide him/her with a stamped, addressed envelope as a courtesy. Please ask that it be mailed directly to: Fort Wayne Children's Zoo-3411 Sherman Boulevard-Fort Wayne, IN 46808 Attn: Volunteer Manager by the deadline of February 28, 2017.

(Teen's Name) _____ has applied for a volunteer position in the Z TEAM Teen Volunteer & 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 in a timely manner. The deadline for acceptance of submissions is **February 28, 2017**. *Please mail to: Fort Wayne Children's Zoo-3411 Sherman Boulevard-Ft Wayne, IN 46808 Attn: Volunteer Manager.*

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

2. Circle the number that best describes the applicant for the following qualities (1 = never and 5 = always). Please comment as appropriate:

	<u>Never</u>	<u>Sometimes</u>	<u>Always</u>	<u>Comments:</u>		
Will carry out tasks dependably	1	2	3	4	5	
Arrives on time for assignments	1	2	3	4	5	
Listens attentively	1	2	3	4	5	
Follows directions	1	2	3	4	5	
Can be trusted to work without close supervision	1	2	3	4	5	
Dresses neatly & appropriately	1	2	3	4	5	
Shows a positive attitude and is pleasant to be around	1	2	3	4	5	
When working on a team is co-operative and shows leadership	1	2	3	4	5	
Adapts easily to changing circumstances	1	2	3	4	5	
Communicates clearly to both adults and children	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 mail the completed form to: Fort Wayne Children's Zoo-3411 Sherman Boulevard-Fort Wayne, IN 46808 Attn: Volunteer Manager by the deadline of **February 28, 2017**.

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