

Dear prospective FUN volunteer,

Thank you for your interest in the FUN volunteer program at Fernbank Museum of Natural History. FUN volunteers are essential to many of our educational programs, as well as helping to provide many one on one educational experiences for our visitors. We are currently seeking volunteers to start during **Summer 2010**.

To apply, fill out all parts of this packet and return them by **March 15th, 2010**.

- Application
- 2 copies of each of the reference forms – reference forms must be completed by adults who are not related to you. One adult must be a science teacher or counselor.

Incomplete applications will not be accepted, so please enter your information on all forms carefully.

Return all materials to:

Fernbank Museum of Natural History, Attn: FUN
767 Clifton Rd N.E.
Atlanta, GA 30307

Fax: 404.371.8870

E-mail: fun@fernbankmuseum.org

Once your application is received, we will review all the materials. If you are selected for an interview, you will be contacted directly by a Fernbank Education Staff Member. You must be accompanied by a parent or guardian for your interview. Follow the tips listed in the FAQ section before attending your interview.

Thank you for your interest; we look forward to getting to know more about you soon!

Education Department
Fernbank Museum of Natural History

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Or e-mail fun@fernbankmuseum.org

*All information provided will be kept private and confidential. Please return to Fernbank Museum of Natural History by **March 15th, 2010** to be considered for the 2010 Summer Season.

VOLUNTEER APPLICATION		
Last Name	First	Birthday
Street Address		
City	State	Zip code
Phone	E-mail Address	
Parent/Guardian Name		Phone Number
E-mail Address		
Parent/Guardian Name		Phone Number
E-mail Address		

EDUCATION		
School Name	County	Grade
Are you currently homeschooled?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you currently on a federal lunch plan?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

REASON FOR VOLUNTEERING		
<input type="checkbox"/> Learn about Natural History	<input type="checkbox"/> Learn about Educating Children	<input type="checkbox"/> Conservation
<input type="checkbox"/> Community Service	<input type="checkbox"/> Other: _____	
Are you required by your school to volunteer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you required by another organization or club to volunteer?	Name of Organization:	How many hours?
Do you have any other special skills, interests, or hobbies?		

WORK OR VOLUNTEER EXPERIENCE			
Name of Organization	Length of Service	Position	Description of Role

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AVAILABILITY

Please check all the times you are potentially available:

- | | | |
|---|---|--|
| <input type="checkbox"/> Saturday Morning | <input type="checkbox"/> Sunday Afternoon | <input type="checkbox"/> Weekday Morning- Summertime |
| <input type="checkbox"/> Saturday Afternoon | <input type="checkbox"/> Weekday Afternoon- School Year | <input type="checkbox"/> Weekday Afternoon- Summertime |

REQUESTS

Do you have any allergies, need any special accommodations, or have any other requests that we should know about?

Please explain:

ESSAY

Please submit a one page essay with this application. Essay should include:

- Why are you interested in volunteering in the FUN program?
- Public education is a major component of being a FUN volunteer. Tell us how you feel about helping children and families learn more about natural history.
- Tell us about your communication skills. What are your strengths? What would you like to work on?
- Why do you think you would make a good ambassador for Fernbank Museum?

REFERENCES

Two references are required, please see the attached form. Both references must be from an adult who is not related to you. One of the two references **must** be from a science teacher or guidance counselor.

Name	Title	Phone Number	E-mail
1.			
2.			

DISCLAIMER AND SIGNATURE

Please check the following to show that you have read and understand:

- I understand that there is a onetime \$50 fee to participate in this program that covers training materials. Special activities outside of regular volunteering shifts such as field trips might have additional requirements or fees to participate.
- I understand that an interview will be scheduled in April to help determine if I am accepted into the FUN volunteer program.
- I understand there are mandatory training sessions to attend in order to become a FUN volunteer.
- I hereby grant permission to Fernbank Museum of Natural History to use my photograph(s) for any purposes relating to the Museum, including, but not limited to, promotional or public relations publications or the Museum's Web site. The Museum may use the photograph(s) without further permission from me and without any compensation. Additionally, I acknowledge the Museum's right to alter, crop or treat the photograph at its discretion.

Applicant Signature

Date

Parent/Guardian Signature

Date

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REFERENCE FORM

Interested FUN volunteer applicants should make two copies of this form and have two adults complete them. Note that the form has two pages. Incomplete forms will not be accepted.

- Adults cannot be related to the FUN volunteer applicant.
- One of the two referrals **MUST** be a science teacher or counselor.

Please return to Fernbank Museum of Natural History by **March 15th, 2010.**

Dear Counselor/Teacher/ Adult,

_____ has applied to participate in the FUN volunteer program at Fernbank Museum of Natural History, and has chosen you as a reference. Participants commit to a minimum of 45 hours of service over the course of one year, with a monthly obligation of 4 hours. During the month of June and July they have a monthly obligation of 8 hours of service. As FUN volunteers they will assist Fernbank Museum visitors, provide hands-on activities, offer basic information about science and natural history and help with educational programming offered at Fernbank Museum.

Thank you for taking the time to recommend this applicant. Please fill out the following form to the best of your knowledge. Feel free to attach additional pages if necessary to better describe this applicant. If you have any questions, please e-mail: fun@fernbankmuseum.org

Please use the following scale to rate the applicant.

1= Below Average; 2= Fair; 3= Average; 4= Good; 5= Excellent; 6= Outstanding; U= Unknown

Oral Communication Skills	1	2	3	4	5	6	U
Dependability	1	2	3	4	5	6	U
Maturity	1	2	3	4	5	6	U
Ability to Follow Directions	1	2	3	4	5	6	U
Ability To Be Self- Motivated	1	2	3	4	5	6	U
Ability to Work Well With Others	1	2	3	4	5	6	U
Willingness to Learn	1	2	3	4	5	6	U
Ability to Solve Problems	1	2	3	4	5	6	U

Please tell us why you are recommending this applicant to the FUN volunteer program. Use an example if possible.

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Reference form for _____ .

Please tell us one of the applicant's weaknesses that they could build upon by participating in the FUN volunteer program. Cite an example if possible.

Do you feel the applicant has the ability to balance school, other obligations and the commitment to the FUN volunteer program? Cite an example if possible.

Other comments or concerns:

I recommend this applicant with (circle one):

Serious Reservations

Slight Hesitation

Confidence

Great Enthusiasm

Signature:

Date:

Printed Name:

Title or Relation to Applicant:

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FUN Volunteer FAQ

When can a youth become a FUN volunteer?

We accept applications in the spring for the following summer for new FUN volunteers. New volunteers are only accepted at this time. Not all applicants are accepted into the program.

How old do you have to be to volunteer?

All volunteers must be a minimum of 12 years old, and a maximum of 17 years old. All interested applicants older than 17 may apply to participate in one of our adult volunteer programs.

What type of commitment is required to be a FUN volunteer?

FUN volunteers are required to dedicate a minimum of 45 hours throughout the year, or one shift per month. During June and July FUN volunteers are required to volunteer for a minimum of two shifts. Shifts are generally 4 hours long unless for a special activity. All FUN volunteers must attend a new volunteer training, and additional trainings throughout the year may be required. FUN volunteers must also pay a onetime \$50 fee to participate which helps cover materials and incentives, and will be collected at your initial training.

What kind of benefits do FUN volunteers receive?

FUN volunteers receive ongoing educational experiences and training, a t-shirt and free admission to Fernbank Museum. Educational field trips at various times may also be offered, as well as an end of summer event. In addition, FUN volunteers will work side by side with real Fernbank Museum scientists, gain public speaking and presentation skills and learn about natural history in a unique setting.

Do FUN volunteers have a uniform?

FUN volunteers are required to wear the FUN t-shirt when volunteering which will be provided at training, as well as a FUN volunteer name badge.

I've been selected for an interview, what can I expect?

Plan to dress up to make a good impression. Bring a parent or guardian with you as we'd like to speak to them before or after your interview. Practice interviewing ahead of time with an adult or a friend. Be enthusiastic! If you're unfamiliar with Fernbank Museum learn more about us at www.fernbankmuseum.org.

Also plan to answer the following questions:

- Why do you want to be a FUN volunteer? (more than just "it will be fun")
- Why are you a good candidate to be a FUN volunteer?
- What skills do you expect to learn as a FUN volunteer?
- How do you expect guests will be treated when visiting Fernbank Museum?
- Be able to identify and discuss your strengths and skills.

If you have any additional questions, please e-mail us at: fun@fernbankmuseum.org

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