

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 the **summer of 2017**.

To apply, fill out all parts of this packet and return them by **Wednesday, March 1, 2017**.

- Application (including an essay)
- Two reference forms. Reference forms must be completed by adults who are not related to you. One reference must be from a teacher (science teacher preferred) or counselor.

Please read the Frequently Asked Questions, found at the end of the application, before applying. 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

Email: FUN@fernbankmuseum.org

Once your complete application is received, all of the materials will be reviewed. If you are selected for an interview, you will be contacted directly by a Fernbank Education Staff Member through email. You must be accompanied by a parent or guardian for your interview. Read the interview tips listed in the Frequently Asked Questions 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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AVAILABILITY

Please check all the times you are potentially available:

- | | | |
|--|---|---|
| <input type="checkbox"/> Saturday Morning | <input type="checkbox"/> Sunday Morning | <input type="checkbox"/> Weekday Morning (Summertime) |
| <input type="checkbox"/> Saturday Afternoon | <input type="checkbox"/> Sunday Afternoon | <input type="checkbox"/> Weekday Afternoon (Summertime) |
| <input type="checkbox"/> School Holidays (Spring Break, MLK Day, etc.) | | |

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 at Fernbank Museum?
- Public education is a major component of being a FUN volunteer. How do 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 forms. Both references must be from an adult who is not related to you. One of the two references **must** be from a teacher (science teacher preferred) or guidance counselor.

<u>Reference Name</u>	<u>Title</u>	<u>Phone Number</u>	<u>Email</u>
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. This fee is due after being accepted to the program and before new FUN volunteer training. Special activities outside of regular volunteering shifts, such as field trips, might have additional fees or conditions to participate.
- I understand that an interview may be scheduled in April to help determine if I will be accepted into the 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 likeness in photograph(s) or video for any purposes relating to the Museum, including, but not limited to, promotion, public relations, marketing and the Museum's Web site. The Museum may use the photograph(s)/video 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 have two reference forms completed by adults.
 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 from a teacher (science teacher preferred) or counselor

Please return to Fernbank Museum of Natural History by **March 1, 2017**.

Dear Teacher/Counselor/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 3-4 hours during the school year and 6-8 hours during June and July. 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 and cite examples when possible. Feel free to attach additional pages if necessary to better describe this applicant. If you have any questions, please email: 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 this applicant would be a great addition to the FUN volunteer program.

Please return to:
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 767 Clifton Road, N.E. Atlanta, GA 30307
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Reference form for _____

Please tell us how this applicant would benefit from participating in the FUN volunteer program.

Do you feel the applicant has the ability to balance school, other obligations, and the commitment to the FUN volunteer program?

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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Title or Relation to Applicant:

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FUN Volunteer Frequently Asked Questions

When can a youth become a FUN volunteer?

Youth can apply to be a volunteer during spring recruitment. New FUN volunteers are only accepted at this time and not all applicants are accepted into the program. Applicants from previous years that were not invited into the program are welcome to reapply. FUN volunteers accepted into the program begin volunteering in June.

How old do you have to be to volunteer?

All interested FUN volunteers must be a minimum of 13 years old by September 1, 2017 to apply. New volunteers in the FUN program are a maximum of 17 years old. All interested applicants 18 and older may apply to participate in one of our adult volunteer programs.

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

FUN volunteers commit to one year, which runs from June through May of the following year. FUN volunteers are required to dedicate a minimum of 45 hours throughout the year, or one shift per month during the school year and two shifts per month during the summer (June and July). Shifts are generally 3-4 hours long, but can vary for special activities. All FUN volunteers must attend a new volunteer training and additional trainings throughout the year may be required for other opportunities. New FUN volunteers must also pay a onetime \$50 fee to participate, which helps cover materials. This fee will be collected after being accepted into the program and before your initial training.

If accepted, can I volunteer for more than one year?

Once accepted into the program, FUN volunteers can continue volunteering in following years. Every year a recommitment form is sent to all active volunteers. FUN volunteers who are interested in continuing with the program agree to commit an additional 45 hours for the coming June-May year, and return the recommitment form. Those continuing with the program do not have to pay an additional \$50 fee.

Those who turn 18 over the course of the year would age out of the program at the end of May of their senior year of high school. If you age out of the FUN program and would like to keep volunteering with the museum, you may then join one of our adult volunteer guilds, Polaris and Artemis.

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 and social activities may also be offered at various times as well as recognition for achievements. FUN volunteers will work side by side with real Fernbank Museum scientists, gain public speaking skills, presentation skills and learn about natural history in a unique setting. In addition, a few advanced opportunities are only extended to FUN volunteers who have achieved 50 hours or more of service with the museum.

Do FUN volunteers have a uniform?

FUN volunteers are required to wear the FUN t-shirt and name badge when volunteering, which will be provided at training. As FUN volunteers progress in the program, ribbons are awarded and attached to the name badge for every 50 hours of service.

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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 want to be treated when visiting Fernbank Museum?
- Be able to identify and discuss your strengths and skills.

Most candidates who are invited for an interview are accepted into the program. The program is very competitive however and we are unfortunately not able to accept everyone who applies or interviews each year. Candidates who are not accepted or invited for an interview this year are encouraged to reapply next year.

If you have any additional questions, please email us at: FUN@FernbankMuseum.org

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