



January, 2011

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 **February 28, 2011**. *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 thoroughly completed application by the deadline as well as an applicant's program experience 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, 2011, 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. 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](mailto:volunteer@kidszoo.org).

Sincerely,

Kathy Terlizzi  
Volunteer Coordinator

# THE Z-TEAM VOLUNTEER & LEADERSHIP PROGRAM

## Recommendation Form 2011



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 February 28, 2011.

(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 **February 28, 2011**. *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?

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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? \_\_\_\_\_

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(Continue on next page)

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

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

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

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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 **February 28, 2011**.

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

# THE Z-TEAM VOLUNTEER & LEADERSHIP PROGRAM

## Application 2011



For Internal Use Only	
Please do not write in this box!	
_____ Date application received <input type="checkbox"/> New <input type="checkbox"/> Returning <input type="checkbox"/> Accepted	_____ Years in program _____ Session assigned _____ Position assigned _____ 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 Boulevard, Fort Wayne, IN 46808 or fax it to (260) 427-6820 by **February 28, 2011**.

**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 legibly! We won't be able to contact you if we *can't* read your writing.)**

Full Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (    ) \_\_\_\_\_ Cell Phone: (    ) \_\_\_\_\_

Circle One: **Male** **Female**

We want to communicate with you via Facebook - is that okay (circle one)? **Yes** **No**

Name of School: \_\_\_\_\_ Current Grade: \_\_\_\_\_

**Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_ (You must be 13-17 years old by **June 1, 2011** 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** of which we should be aware (circle one)?

**No** **Yes** - If yes, please explain fully so, should you be accepted, we can best accommodate your needs. Full disclosure will **not** impede your chance to be selected to participate in the Z-TEAM program.

Are you a **new** or a **returning** applicant (circle one)? **New** **Returning** **If returning, skip to part IV.**

**New applicants:** Have you applied before and not been accepted (circle one)? **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.** Recommendation **MUST** be attached to and submitted along with completed application.

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. Participants **MUST** attend full shifts, every day of your assigned session, so choose carefully. Shift start times 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 13 -17 & June 20 - 24      \_\_\_\_\_ **Session 3:** July 11 -15 & July 18 - 22  
\_\_\_\_\_ **Session 2:** June 27 - July 1 & July 4 - 8      \_\_\_\_\_ **Session 4:** July 25 - 29 & August 1- 5

**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. Fee is due after acceptance notification-**please do not send fee with application!** *Refunds for cancellations 2 weeks before session start date are subject to a 10% processing fee. If you cancel less than 2 weeks before session start date, no refund will be issued.* **NOTE:** A limited number of scholarships are available for those demonstrating financial need. **Circle** the following if interested: **YES**-Please send me a request for financial aid form.

**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 \_\_\_\_\_.