



VOLUNTEEN PROGRAM

2019 VOLUNTEEN APPLICATION CHECKLIST

Use this checklist to ensure you have completed all components of the Volunteen Program Application. Remember that all materials must be post-marked, submitted online, or scanned and emailed **by Friday February 1, 2019**. Incomplete applications will not be reviewed or if any part of the application is received late you will not receive consideration for this year's program. It is not necessary to submit this checklist; it is only for your use.

Volunteen Program Online Application

- Found online at www.zooatlanta.org/program/volunteen-program/
- Please be sure to double check all contact information, including emails, cell phone, and parent contacts as we will use this information to contact you regarding your application status!
- Carefully and thoughtfully answer all essay questions independently.

Science Teacher Reference Form

- One (1) of your science teachers who knows you best should complete this form. If you are enrolled in homeschool, your parent can complete this form if they are your science teacher.
- To be considered, DO NOT have a teacher of any other subject fill out this form.
- You or your teacher can mail, submit the Science Teacher Reference Google Form, or scan and email this form to the Volunteen Supervisor.

Letter of Recommendation

- Submit one (1) letter written by an adult that knows you well and is **NOT** a family member and is **NOT** one of your teachers.
- Examples of potential recommenders includes coaches, family friends, religious leaders, employers, extracurricular activity leaders or others!
- A Letter of Recommendation must be in letter form (**NOT** the Science Teacher Reference Form). Your recommender can also use the Letter of Recommendation Google Form.

You will be notified via email when all your materials have been received and your application is complete. If you have submitted all components of your application and you do not receive a confirmation email, you are encouraged to contact the Volunteen Supervisor by phone or email (Sunday – Thursday) to confirm your application is complete **well in advance of the February 1, 2019 deadline**. Please allow a few days after submitting your materials for your application to process.

Thank you for your interest in Zoo Atlanta's Volunteen Program. We look forward to reviewing your application, and we wish you luck!

Rachel

Rachel Clark
Volunteen Supervisor

Zoo Atlanta
404-624-5882

teenvolunteer@zooatlanta.org

Important 2019 Dates to Remember:

December 11 & January 17: Volunteen Preview Night from 6 – 7 PM

February 1: Volunteen Applications Due

February 17 or February 23: Volunteen Interviews (invited applicants only)

March 16 or March 24: Volunteen Orientation (selected candidates only)

June 3 – 7: *Why Zoos Matter* Training (selected candidates only)