2020 VOLUNTEEN APPLICATION CHECKLIST

Use this checklist to ensure you have completed all components of the Volunteer Program Application. Remember that all materials must be post-marked, submitted online, or scanned and emailed by Saturday February 1, 2020. 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

☐ Volunteer Program Online Application
  - Found online at www.zooatlanta.org/program/volunteer-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.
  - Your teacher should submit their reference using the Science Teacher Reference Google Form, found here: Science Teacher Reference Google Form

☐ 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!
  - Your recommender should 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 Volunteer Supervisor by phone or email (Tuesday – Saturday) to confirm your application is complete well in advance of the February 1, 2020 deadline. Please allow a few days after submitting your materials for your application to process.

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

Katie Anderson
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Important 2020 Dates to Remember:

November 1: Volunteer Applications Open
December 3 & January 9: Volunteer Preview Night from 5 – 7 PM
February 1: Volunteer Applications Due
March 7 or March 8: Volunteer Interviews (invited applicants only)
March 21 or March 28: Volunteer Orientation (selected candidates only)
June 1 – 5: The Zoo And You Training (selected candidates only)