



CTS Application Guidelines

Thank you for your interest in volunteering with Zoo Miami Foundation. As a CTS volunteer, you are about to begin an educational experience that will be significant in the preparation of a future career.

Who can be a Zoo Miami Foundation Conservation Teen Scientist (CTS) volunteer?

Anyone in grades 9-12 is welcome to apply. Since space in the program is limited, we cannot guarantee that all applicants will be accepted.

What do Conservation Teen Scientist Volunteers do?

- **Exhibit interpretation:** engage visitors by educating them on the natural history and threats of the animals in the collection and highlighting conservation actions visitors can do to help.
- **Animal encounters:** train on handling animals from the Critter Connection area and engage visitors while providing an educational message
- **Participating in one or several of the Specialist Teams:** Media, Everglades, Gopher Tortoise, Butterfly Exhibit, Animal Science, Information Booth, and Citizen Science
- **Customer service** throughout the zoo
- **Special events:** Easter Egg Safari, Zoo Boo, Spooky Zoo Nights

When can I apply?

*The application and letters of reference are available online throughout the year. **We will begin accepting applications as early as August 21, 2017. All completed forms must be sent as a package (not individually) and received by November 24, 2017 to be considered.** A complete application includes the application, essay, resume, and 2 reference letters. Incomplete applications will not be considered.*

How do I get selected?

After all the completed applications have been received, the selection committee will carefully and methodically evaluate each applicant. Selected applicants will be invited to come to the Zoo for an interview. This is a highly competitive program and only a limited number of applicants will be accepted.

Is there a cost?

*Selected participants are asked to pay a \$45 fee only for the first year of the program. **Please do not send any money with your application.** Fees will be collected during the student/parent orientation.*

Is there any training involved?

The selected students will be required to participate in a total of 8 training sessions on weekends during the school year.

Important Information

You will receive service hours for this program including training. However, in order to be eligible to receive credit for the training hours, **you must complete all the required hours after training through the summer.** If you leave the program before the end of the summer, you will not be eligible to receive credit for the training hours.

Application Materials:



1) Application

When filling out the application form, please use blue or black ink.

2) Reference Letters

Along with your completed application form, we will need two letters of reference. Please choose a non-relative who can attest to your character, capabilities, sense of responsibility and experience. Reference letters are acceptable from teachers, counselors, employers, coaches, or church leaders.

3) Essay

Please describe in two pages or less why you want to join the Conservation Teen Scientist Program at Zoo Miami. Your essay should address what you hope to experience; what skills and strengths you feel you have to offer the Zoo; what experiences you have had that should help you in this position and what you hope to achieve by participating. All essays should be typed, in 12-point Times New Roman font with double spacing and one inch-margins all around.

4) Resume

Please include a one-page resume that includes your education, volunteer work and job history, skills and languages, extracurricular activities, and honor/awards.

Medical Concerns:

Please list any medical concerns (allergies, medical conditions, medications, etc). Please use an additional sheet if needed.

Transportation:

I am the parent/guardian and I commit to transporting my child to and from Zoo Miami to complete their minimum required hours during the school year and summer.

Name of Parent/Guardian: _____

Signature: _____

Please mail complete application package to:

**Zoo Miami Foundation
Volunteer Manager
12400 SW 152nd Street
Miami, Florida 33177**

ZOO MIAMI FOUNDATION CONSERVATION TEEN SCIENTIST (CTS) VOLUNTEER APPLICATION



(Please Print)

GENERAL INFORMATION		
Last Name	First Name	Phone Number
Address		
City	State	Zip Code

Please complete this form, and return, along with two letters of recommendation to:

Zoo Miami Foundation
Volunteer Manager
12400 SW 152 Street
Miami, FL 33177 or
volunteer@zoomiami.org

PARENT / GUARDIAN		
Name of Parent or Guardian	Work/Daytime Phone Number	Home Phone Number
Emergency Contact: _____ Phone #: _____		
Relationship: _____		
In case of emergency, when a parent or guardian cannot be reached, list the name and phone number of an alternate person to be called.		

ADDITIONAL INFORMATION			
E-Mail Address	Age	Date of Birth	Circle One: <u>9</u> 10 11 12 Grade Entering in the Fall

VOLUNTEER UNIFORM	
<p>You will receive a CTS Volunteer T-shirt with your program fee. Please indicate your adult shirt size to the right. Extra shirts may be purchased for \$6.25 each.</p>	<p>Shirt Size: _____ Small _____ Medium Other: _____ Large _____ X-Large</p>

VOLUNTEERING

What are your goals and what do you hope to gain by becoming a volunteer at Zoo Miami?

Do you have any other volunteer experience? If yes, please explain.

Describe the qualities you feel are important to being a good volunteer.

RECOMMENDATIONS

Please include at least two recommendation forms from a teacher, counselor or community leader that is not a relative. The forms are included with this application form for your use. You may make copies if you are including more than two recommendations.

SIGN AND DATE

Please read and sign the following:

Applicant Agreement:

I agree that, if I am accepted into the teen volunteer program, I will attend the parent/student orientation meeting, training sessions, show up on the days that I have been scheduled (unless illness or family emergency prevents me from doing so); will call and notify staff immediately if I am unable to attend on my scheduled day; adhere to the program policies and procedures. I also acknowledge that I am personally offering services to the Zoo Miami Foundation and Zoo Miami solely for civic, charitable or humanitarian reasons, without promise, expectation, or receipt of compensation or benefits.

Signed: _____ Date: _____

Parent / Guardian Agreement:

I understand the conditions under which my child will be volunteering, and I agree to support my child's application for participation in this program. If accepted, I will see that he/she attends the parent/student orientation meeting, training session, and all scheduled work days; and adheres to the program policies and procedures. In case of emergency, when a parent or guardian cannot be reached, I hereby give my permission to Zoo Miami to secure treatment for my child. I also authorize Zoo Miami to use my child's name and photograph as a participant in Zoo programs for publicity / educational purposes related to the Zoo. I understand that no compensation will be provided.

Signed: _____ Date: _____

VOLUNTEER OFFICE USE ONLY

- | | |
|---|---|
| <input type="checkbox"/> Parent/Student Orientation _____ | <input type="checkbox"/> Name Tag _____ |
| <input type="checkbox"/> Training Date _____ | <input type="checkbox"/> Uniform _____ |
| <input type="checkbox"/> Session Date _____ | <input type="checkbox"/> Registration Fee _____ |

ZOO MIAMI FOUNDATION CONSERVATION TEEN SCIENTIST (CTS) VOLUNTEER PROGRAM



Teacher / Counselor / Professional Recommendation Form

Student Name: _____

Organization: _____

The above-named student has applied to become a volunteer at Zoo Miami. The student will be doing exhibit interpretation, working in close proximity to exotic animals, and providing supportive services for the Zoo. We would appreciate your honest evaluation of the applicant in the areas listed below.

Please complete the application and return, along with two recommendation forms to:

Zoo Miami Foundation
Volunteer Manager
12400 SW 152 Street
Miami, FL 33177 or
volunteer@zoomiami.org

How long have you known the above-named student, and in what capacity?

Please evaluate the applicant by circling the appropriate number.

Scale: 1=Outstanding 2=Excellent 3=Good 4=Average 5=Fair 6=Poor U=Unknown

Dependability	1	2	3	4	5	6	U
Punctuality	1	2	3	4	5	6	U
Ability to work & communicate with peers	1	2	3	4	5	6	U
Ability to work & communicate with adults	1	2	3	4	5	6	U
Ability to communicate & interact with children	1	2	3	4	5	6	U
Leadership skills	1	2	3	4	5	6	U
Ability to follow directions	1	2	3	4	5	6	U
Ability to accept constructive feedback	1	2	3	4	5	6	U
Degree of demonstrating proactivity	1	2	3	4	5	6	U
Degree of commitment	1	2	3	4	5	6	U

Please use the space below to comment on any other factors you feel would be helpful in evaluating his or her application. Thank you. (Attach additional sheet if necessary.)

Signature and Title

Date

May we contact you by phone if we have any questions? Yes (Phone #: _____) No

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