



myriad botanical
GARDENS

Application Packet

VolunTEENS

2017



VolunTEEN Applications must be submitted by Friday, March 10, 2017 at 5:00pm. ALL applications must include a completed Application, Agreement Form, Emergency Contact Sheet and Reference Form. Space in the Myriad Gardens VolunTEEN Program is limited and not all applicants will be accepted into the program.

CONTACT INFORMATION

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Cell Phone Number: _____

Parent/Guardian Name(s): _____

Parent/Guardian Phone Number(s): _____

School: _____ Grade Entering: _____

Why are you interested in the VolunTEEN Program?

What skills or personal characteristics do you have that will contribute to the program?

What are your interests and hobbies? Please list organizations, school groups, and community activities in which you participate.

How did you hear about the VolunTEEN Program?



REFERENCE

Provide the name, phone number and email address of a teacher, counselor, coach, mentor or employer to serve as a reference for you. **This individual must complete the Reference Form (pages 5-6) and submit it to the Myriad Gardens by Friday, March 10, 2017 at 5:00pm.**

Reference Name: _____

Phone Number: _____ Email: _____

APPLICANT AGREEMENT

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that I am making a commitment to attend and actively participate in all required trainings, events and assigned shifts. I have reviewed the schedule to make sure it will not conflict with my current activities.

Applicant (Printed Name): _____

Applicant Signature: _____ Date: _____

Parent/Guardian (Printed Name): _____

Parent/Guardian Signature: _____ Date: _____



The Myriad Gardens VolunTEEN Program requires commitment from the teen and the parent/guardian in order for everyone to have a positive experience. Parents and applicants: please read the contract below that outlines the expectations and requirements for the VolunTEEN Program and sign at the bottom of this page. By signing this document, both the parent/guardian and the applicant state that they understand the requirements and commitment necessary to be part of this program.

As a member of the Myriad Gardens VolunTEEN Program I will:

- Make the VolunTEEN Program a priority by actively participating in **all** trainings and events.
- Be open to learning and practicing new skills.
- Act in a friendly and professional manner with all staff, fellow VolunTEENS and guests at the Myriad Gardens.
- Dress appropriately for the job (comfortable footwear, pants/shorts that follow school dress codes, Myriad Gardens uniform vest/t-shirts when appropriate).
- Respond within 24 hours to emails or phone calls regarding the VolunTEEN Program.
- NOT use any electronic devices, including phones or iPod/mp3 players, while volunteering.
- Give at least 24 hour notice if I cannot complete my regular scheduled shift.
- Agree to use the Myriad Gardens volunteer software for signing up to work activities and events.
- Alert the Volunteer Coordinator if I trade any of my shifts with another VolunTEEN member.
- Arrive 15 minutes before my shift and be checked-in, ready to start when my shift time begins.
- Recognize that I will not be paid or compensated for my participation in this program.
- Give permission to the Myriad Gardens staff to use any photos of me in marketing and social media.

As the parent/guardian of a teenager in the Myriad Gardens VolunTEEN Program I will:

- Make the Myriad Gardens VolunTEEN Program a priority for my teenager’s life.
- Expect my teen to be responsible for their volunteering shifts and training.
- Commit to assisting my teenager in attending all trainings and events.
- Ensure that my teenager is the primary communicator with the Volunteer Coordinator and other Myriad Gardens staff.

VolunTEEN Applicant (Printed Name): _____

Applicant Signature: _____ Date: _____

Parent/Guardian (Printed Name): _____

Parent/Guardian Signature: _____ Date: _____



VolunTEEN Emergency Contact Sheet

VolunTEEN Name: _____

In case of emergency please contact:

1. Name: _____

Phone Number: _____

Relationship: _____

2. Name: _____

Phone Number: _____

Relationship: _____

Please list any allergies or medical conditions that we should be aware of:

If under 18 years of age:

Legal Guardians Name (Printed): _____

(Signature): _____

***Please return your Application packet to the address below by:
Friday, March 10, 2017 at 5:00pm***

Lori Coats, Volunteer Coordinator
Myriad Botanical Gardens
301 W. Reno Ave.
Oklahoma City, OK 73102
Lcoats@myriadgardens.org



The VolunTEEN Program will provide a summer volunteer experience for high school students. Students will work with a variety of guests of the Myriad Gardens in our Children’s Garden and at our events and with our horticulture staff. VolunTEENS will train with Myriad Gardens staff to help them grow as individuals as well as enable them to provide our guests with engaging, interactive experiences.

VolunTEEN Applicant’s Name:

Reference Person Contact Information

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone Number: _____

How long have you known the applicant? _____

How do you know the applicant?

*Please rank the applicant in the following areas, with 1 being the lowest and 5 being the highest.
We appreciate your honest evaluation.*

	Never shows this quality		Sometimes shows this quality		Always shows this quality
Leadership	1	2	3	4	5
Communication Skills	1	2	3	4	5
Commitment	1	2	3	4	5
Responsibility	1	2	3	4	5
Motivation	1	2	3	4	5
Works well with children	1	2	3	4	5



Please tell us more about the applicant's strengths and in what areas the applicant can grow.

Why would the VolunTEEN Program be a good fit for this applicant?

*Thank you for your time and support of this applicant.
Reference Forms must be submitted by:
Friday, March 10, 2017 at 5:00pm*

Please return this form to:
Lori Coats, Volunteer Coordinator
Myriad Gardens
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Oklahoma City, OK 73102
Lcoats@myriadgardens.org