



Youth Volunteer Information and Parental Permission Form

Grand Rapids Children's Museum
22 Sheldon NE
Grand Rapids, MI 49503
www.grcm.org
(616)235-4726 Fax (616)235-4728

Thank you for your interest in our Youth Volunteer Program. Volunteers play a critical part in delivering our mission "to celebrate childhood and the joy of learning by providing an exciting hands-on environment that inspires learning and encourages self-directed exploration". Most importantly, no matter where you volunteer at the Museum, you make a difference in the lives of children!

Here are some frequently asked questions regarding our Youth Volunteer Program. We hope this help!

How old do I have to be to volunteer?

You must be 14 years of age to begin volunteering at the Children's Museum.

What is my overall volunteer time commitment?

We ask that volunteers make a commitment of at least 20 hours per year.

What do I need to do before I start volunteering?

Teens can either submit a Volunteer Application AND a signed Parental Permission form prior to volunteering or bring the forms with you on your first scheduled volunteer shift. Note: If you forget to bring these forms you will NOT be allowed to volunteer.

How many hours can I volunteer each visit?

We suggest a 3 hour shift is the ideal amount of time to volunteer each visit.

How often can I volunteer?

Some volunteers arrange to come on a regular basis every week and other volunteers contact us when their schedule permits, perhaps twice each month. REMEMBER: Each time you would like to volunteer you MUST contact the Museum and schedule a volunteer shift.

What days and times do you need volunteers?

The Museum is open Tuesday, Wednesday, Friday and Saturday from 9:30am – 5pm and also Thursday from 9:30am – 8pm and Sunday noon – 5pm. During the summer the Museum is also open on Mondays. There are certain peak hours when volunteer help is especially needed. Museum staff can discuss these times with you when you call to schedule a volunteer shift.

What if I sign up for a shift to volunteer and later find out I am no longer available?

We realize that things come up and plans do change. We ask that you contact the Museum as soon as you realize you will not be able to make your scheduled volunteer

time. Please contact the Operations Manager or Floor Manager at (616) 235-4726 Ext. 203.

What will I do if I work directly with children?

This volunteer position is called a *Facilitator*. To find out what a facilitator does please refer to the Volunteer home page on our web site under Frequently Ask Questions – *What will I do if I work directly with children?* for a detailed description.

Is there a dress code?

Yes, but don't worry. It's very simple – **Clean Comfortable Casual Clothes**. There are a few things we ask you NOT to wear:

- Shirts – School or GRCM logo T-shirts are okay. Please no other pictures or words on shirts. Keep warm-no bare midribs or tank tops!
- Shorts – No denim or cut-off shorts! Shorts must be an appropriate length.
- Pants – No denim, athletic, nylon, sweat or mesh pants!
- Shoes – No sandals! Closed toed shoes are a must. Athletic shoes or other comfortable shoes are great!

What about iPods and cell phones?

We ask that you not carry an iPod, cell phone and other electronic device while volunteering. This way you can focus your attention on the guests and PLAY! The staff will be happy to show you where these items can be stored.

Can I bring a friend to volunteer with me?

Yes, **BUT** only if your friend has a completed Volunteer Application and signed Parental Permission form. When you call to schedule your volunteer time slot make sure to let us know that you and a friend would like to come at the same time.

Where can I park?

Visit our web site at www.grcm.org under *Plan A Trip* for detailed parking information.

How can I get verification of the hours I have volunteered?

Often schools and other organization require a special form to be completed by the Museum verifying volunteer hours. Please bring this form with you on the day you volunteer so we can sign the form at the end of your volunteer shift.

Youth's Signature _____ Date _____

Parent/Guardian's
Signature _____ Date _____

Your signature indicates your approval for your teen's participation in the Grand Rapids Children's Museum Volunteer Program.