



# 2019 Summer in the Studio Volunteer Information and Availability

This is a great way to earn your service hours! Choose the weeks for which you wish to volunteer below. You will be committing to **every day** and **all day** of the week you choose, Monday through Friday. You must have completed 8<sup>th</sup> grade to volunteer with us for the summer.

We fill volunteer slots on a first come, first serve basis!

Please fill out and return form no later than:

**April 30, 2019**

Name \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Parent/Guardian Phone \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

School \_\_\_\_\_

Graduation year \_\_\_\_\_

I am able to volunteer all day (8:30am-4:30 pm) during the following week(s):

- | Week                        | Dates                  |
|-----------------------------|------------------------|
| <input type="checkbox"/> 1  | June 10-14             |
| <input type="checkbox"/> 2  | June 17-21             |
| <input type="checkbox"/> 3  | June 24-28             |
| <input type="checkbox"/> 4  | July 1 -5 (4 day week) |
| <input type="checkbox"/> 5  | July 8- 12             |
| <input type="checkbox"/> 6  | July 15-19             |
| <input type="checkbox"/> 7  | July 22-26             |
| <input type="checkbox"/> 8  | July 29-Aug 2          |
| <input type="checkbox"/> 9  | Aug 5-9                |
| <input type="checkbox"/> 10 | Aug 12-16              |

I have read the volunteer guidelines and know what is expected of me. If I do not comply in anyway, I understand that I may lose my opportunity to Volunteer at The Coral Springs Museum of Art.

\_\_\_\_\_  
Volunteer Signature / Date

\_\_\_\_\_  
Parent Signature/Date

**IMPORTANT! FL State Statute 409.175** requires all summer camp volunteers to be screened for **Level 2** background check for Florida Department of Children and Families. All volunteers must be screened prior to beginning their summer assignment. This must be done at your own expense. For background check information call 954.340.5000.



## 2019 Art Camp Volunteer Guidelines and Background Screening

Volunteering at the Coral Springs Museum of Art is a stimulating, educational and rewarding experience. Our volunteers play an important role in the "behind-the-scenes" activities of Museum life. You will be able to meet artists, assist the instructors in their classes, assist with camp exhibitions, and help with special events, programs and activities. Available to teens who have completed 8<sup>th</sup> grade +.

**IMPORTANT! FL State Statute 409.175 requires all summer camp volunteers to be screened for Level 2 background check for Florida Department of Children and Families. All volunteers must be screened prior to receiving a summer assignment. You may register your child for screening at <https://www.daontis.com/fl/>. See detail below to assist you**

### GUIDELINES:

**COMMIT TO YOUR SCHEDULE** – Call us right away if you can't come or if you'll be late. We're counting on you!

**EMAIL** - All volunteers will be notified of their schedule by email. Provide your active email address and check your email regularly in case changes occur.

**BE ON TIME** - Come in time to set up and be ready to assist your instructor and campers.

**SIGN IN** – Upon arrival, sign in at the front desk to log your hours. List your time in ¼ hour increments, example – 9:00 is 1 hour, 9:15 is 1.25 hour, 9:30 is 1.5 hour etc. At sign in you will receive your assignment and name tag. Name tags must be worn at all times in the building.

**SERVICE HOURS** – Each volunteer is responsible to bring and maintain service hour forms each day. Service hours are awarded based upon time worked, not time scheduled. Museum staff will sign the forms. Instructors will not sign the forms.

**CELL PHONES** – The use of cell phones is strictly **prohibited** during your shift. This is a zero tolerance policy. Period. Volunteers will be asked to leave if this policy is violated. In the event of an emergency, parents should call the Museum office at (954)340-5000.

**DRESS CODE** - Jeans, shorts, (**no short shorts**). No midriff tank tops. No baggy, low ride pants for boys. You are an example and also represent the Museum. Dress in work clothes you won't mind spattered with paint or other art mediums.

**FIRST AID** - There is a first aid box at the front desk downstairs. First aid is located in the far right drawer in the painting & drawing room upstairs.

**ASSISTING YOUR INSTRUCTOR** – Report to your assigned area and introduce yourself to your instructor. Your instructor will guide you through the help needed. Be sure to follow directions carefully. Always wear your name tag. No cell phone use.

**SET UP** – Assist your instructor with the set-up of the classroom. Kraft paper should be rolled onto the tables and used throughout the week if possible. Replace the paper if it becomes necessary.

**SUPPLIES** – Advise your instructor if you see we are running low on any particular supply.

**RETURN THINGS** – It is your responsibility to return materials to the area they are stored.

**LEAVING YOUR ASSIGNED AREA** – make sure you ask permission if leaving the classroom or assigned area. Advise the instructor where you are going.

ASSISTING CAMPERS IN CLASS - Pay attention to instructor's instructions so you know how to help the campers. Assist and help but do not do their art for them. Never criticize their work. During quiet times – observe, walk around and pay compliments on the campers' work, show enthusiasm and always be positive! No cell phone use at anytime in the classroom.

BREAKS – Campers have a 15/20 minute snack break during their session. Volunteers are required to supervise camper snack breaks. Ask your instructor where campers should have their break. Campers requiring a bathroom break should be escorted to the restroom and returned to the classroom by the volunteer assigned to the classroom. **No cell phone use.**

NOONTIME SUPERVISION LOCATION - Lobby or Courtyard

SNACKTIME/LUNCHTIME SUPERVISION -

Keep a watchful eye for the camper's safety.

Do not allow the campers run wild, misbehave or leave a mess.

All snack wrappers should be thrown in the trash.

There is no jumping on the stairs. Campers may not walk down the sides or play on the stairs.

Assist campers in carrying lunches and snack down stairs, or use the elevator if necessary.

Volunteers should continue to take head counts and know the whereabouts of the campers.

Board games, playing cards and books are available to entertain campers during noontime break.

**Absolutely no cell phone use.**

CLEAN UP – a MUST prior to leaving

Be sure chairs and work area are cleaned.

Empty full garbage containers. Always replace trash bag. Ask instructor for trash bags.

Sweep floors – remove scraps, debris, etc.

Empty pencil sharpeners.

Supplies – scissors, brushes, markers and crayons are cleaned and properly stored.

Markers and Glue Sticks – Caps on and returned to containers.

Brushes must be washed with soap and water and dried before putting away.

Clean sinks and counters with appropriate cleansers and dry.

Remove any debris from drain.

Ceramics volunteers will receive specific instruction in the Clay Room.

DROP OFF, PICK UP AND PARKING - Parents may drop you off in the front. If you are driving, please park in the front lot.

#### **CHILDREN SHOULD BE SUPERVISED AT ALL TIMES:**

INJURIES - Inform the instructor or front desk immediately. Accident reports need to be filled out. First aid kits are located at the front desk and in the upstairs classroom drawer.

SNACK TIME OR RESTROOM TRIPS – Be responsible. Take a head count. Make sure you come and go with the same number of children.

ROLE MODEL – As a Teen Volunteer you are a role model for campers. They look up to you and watch your behavior.

Be sensitive when speaking and joking with campers.

Never touch a camper.

Do not talk about a camper in a negative way to other volunteers.

CAMPER ART EXHIBITION – Volunteers are needed to assist in preparing for the Summer Camp Exhibition. Ask to be on the team if you are interested in learning how to coordinate an exhibition.

THANK YOU! We're looking forward to a fun and successful summer camp. – thank you!