



Instrumental Petting Zoo Corps of Volunteers Guidelines
2015/2016

The annual instrumental **petting zoo calendar** shall be set by September each season, to give time for volunteers to check calendars and commit to specific school visits. School visits typically begin in October and end in May. There are typically 2-3 visits per month.

Volunteers shall receive email **reminders** at the beginning of the month they have volunteered to work on a school campus, then again one week prior to the campus visit.

Volunteers agree to give VSO Director of Education **advance notice**, as much as possible, if plans change and they cannot attend a scheduled petting zoo.

Volunteers shall attend a **training session** provided by VSO, to learn how petting zoos are handled, what is expected of them, how to work with instruments, set up, take down, etc.

Interested volunteers should complete and return a **Volunteer application** to the VSO Director of Education.
vsoeducation@sbcglobal.net

All volunteers shall provide their own **transportation** or be responsible to make arrangements with the petting zoo liaison for a ride. Volunteers shall not be reimbursed for mileage. Unless the IPZ liaison specifies otherwise, volunteers are requested to begin and end each petting zoo visit **at the VSO office**.

All volunteers shall agree to a **criminal background check**, at VSO expense.

Volunteers will be asked to wear business casual to each scheduled petting zoo visit. Please be careful to **dress appropriately** to work with young children.

The VSO instrumental petting zoo liaison will be **authorized to supervise** volunteers in all school situations. All volunteers will follow IPZ liaison's directions and requests.

IRS guidelines for volunteers can be found at <http://www.irs.gov/publications/p526/ar02.html>.

Approved volunteers who work with the instrumental petting zoo may receive a concert voucher for 2 free tickets to the September, October, February or April Master Series concerts, based on availability, up to 4 vouchers/year.