

# Corps of Volunteers Guidelines

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## **JOIN US!**

Interested volunteers should complete and return a volunteer application to the VSO Director of Education: [education@victoriasymphony.org](mailto:education@victoriasymphony.org)

The application form may also be completed online at: <https://forms.gle/RCrdDqMRDQVE6DGZ8>

All volunteers must agree to a criminal background check, completed at VSO expense.

## **TRAINING**

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, and how to set up, take down, etc.

## **SCHEDULING**

Corps of Volunteers members will be notified via email of upcoming instrument petting zoo volunteer opportunities. Each school year, classroom visits typically begin in October and end in May. There are usually no more than 3 petting zoo visits per month.

Volunteers can expect to receive email reminders prior to each instrument petting zoo they have committed to working.

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

## **TRANSPORTATION/ATTIRE**

All volunteers are responsible for providing their own transportation, or making arrangements for a ride if needed. Volunteers will not be reimbursed for mileage. Unless otherwise specified, volunteers are requested to begin and end each petting zoo visit at the VSO office.

Volunteers will be asked to wear casual clothing to each scheduled petting zoo visit. If sizes are available, we will provide each volunteer with a VSO t-shirt to wear on campus visits. Please be careful to dress appropriately to work with young children.

## **ADDITIONAL INFORMATION**

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

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

For additional questions, please contact:

Kathryn Myers | VSO Director of Education | [education@victoriasymphony.com](mailto:education@victoriasymphony.com) | (361) 576-4500