

# Youth Volunteer Parental Consent Form

In order for your child to become a volunteer with the Bata Shoe Museum, we need your consent and your involvement in helping them have a meaningful experience. A parental consent form is required for all youth volunteers under 18 years of age. A description of the volunteer position is located on the back of this form.

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Street address, apartment number

\_\_\_\_\_  
City Postal Code

\_\_\_\_\_  
Youth Volunteer's Email Address

(\_\_\_\_\_)\_\_\_\_\_  
Youth Volunteer's Cell Phone Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Health Card Number

\_\_\_\_\_  
Name of Parent/Guardian 1

\_\_\_\_\_  
Name of Parent/Guardian 2

Cell (\_\_\_\_\_)\_\_\_\_\_  
Parent/Guardian's Phone Number

Cell (\_\_\_\_\_)\_\_\_\_\_  
Parent/Guardian's Phone

Work (\_\_\_\_\_)\_\_\_\_\_  
Parent/Guardian's Phone Number

Work (\_\_\_\_\_)\_\_\_\_\_  
Parent/Guardian's Phone

I, the undersigned parent/guardian of \_\_\_\_\_, who is at least age fourteen but not yet age eighteen, do hereby authorize my child to participate in volunteer activities with the Bata Shoe Museum. I understand that he/she will be provided with orientation and training necessary for the safe and responsible performance of his/her duties and that he/she will be expected to meet all the requirements of the position, including regular attendance. I understand that he/she will be volunteering his/her time and will not receive monetary compensation for the services contributed. I release the Bata Shoe Museum from any and all liabilities related to or arising from my child's service as a volunteer.

By checking this box you consent to the use of the photograph(s) taken by the Bata Shoe Museum of your child. The photograph(s) may be used by the media, in a future issue of the museum's e-news, on social media platforms, and in publications, internal and external, promoting the museum's programs, activities and workshops.

This parental consent form shall remain effective for a period of one year from the date signed below.

I have read, understood and accept these terms.

Parent/Guardian (print name): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

*Please contact us if you have any questions about this form or volunteering at the Bata Shoe Museum. We would be happy to answer any questions you may have.*

*Andrea Field: [andrea@batashoemuseum.ca](mailto:andrea@batashoemuseum.ca) or (416) 979-7799 x242*

# Youth Volunteer Position Description

Have fun and help others, be part of Toronto's most unusual museum, and get your community service hours!

**Volunteer Position:** Activity Leader

**Description:** Youth Volunteers help make the museum fun and interactive for kids of all ages. Volunteers greet kids and parents and lead children's crafts and activities. The museum offers four family programs annually: Halloween, Christmas, Family Day Fun, and a March Break Program (with a new theme every year!). Youth Volunteers may volunteer for one of these events, or all four!

Halloween 2017: Saturday, October 28<sup>th</sup> 9:30am-4pm; Sunday, October 29<sup>th</sup> 11:30am-4:30pm

Christmas 2017: Sunday, December 17<sup>th</sup> 11:30am-4:30pm

Family Day 2018: Monday, February 18<sup>th</sup> 9:30am-5pm

March Break 2018: Saturday, March 10<sup>th</sup> – Saturday March, 18<sup>th</sup> 9:30am-4:30pm daily; Sunday March 19<sup>th</sup> 11:30am-5pm

**Skills and Requirements:**

- age 14-17
- enjoy arts & crafts and working with people
- want to volunteer in a museum
- like working in a busy environment
- punctual and reliable
- experience with children (i.e. Babysitting)
- courteous and respectful
- have lots of energy and enthusiasm!

**Orientation and Training:** Orientation and training will be provided for all youth volunteer positions. Youth Volunteers will be trained and supervised by Sheila Knox and/or Andrea Field.

**Time Commitment:** Youth Volunteers are asked to commit to at least one full day for Halloween, Christmas, and Family Day events, and a minimum of four days over March Break.

**Benefits:** Why Volunteer? Meet new people, gain skills and experience, help your community, and get your community service hours required for graduation.

**Expectations for Volunteer Involvement:**

**Personal Appearance:** Please remember that you are representing the museum when you volunteer. This means that you should be dressed appropriately for this role. Jeans and sneakers are okay, but please do not wear ripped jeans or articles of clothing meant for mature audiences. We encourage volunteers to dress in 'child-friendly' costumes or holiday themed clothing for Halloween and Christmas events.

**Name Badge:** All volunteers are required to wear a name badge when volunteering at the museum.

**Cell Phones:** Cell phones and other electronic devices should not be visible during your volunteer service. All devices must be turned to silent when you enter the museum.

**Valuables:** We do not have a secure place for valuables so please leave tablets, electronics and other items of value at home. The museum is not responsible for lost or damaged valuables.

**Attendance:** Commitment is essential. We cannot run the events without you! This means following through with the commitment that you have made and arriving on time.

**Community Service Hours:** Hours sheets will be signed at the end of the last shift of each event.

**Food:** The museum does not sell food, so you should bring a lunch or plan to purchase your lunch offsite. Snacks will be provided. Please notify the supervisor of any allergies or medical conditions that we should be aware of after you have been selected to volunteer. Please note that the museum is not a nut or scent free environment.

**How to apply:** To apply for a volunteer position, complete an information form and a parental consent form, and email to [andrea@batashoemuseum.ca](mailto:andrea@batashoemuseum.ca)

Forms are available for download on the museum's website at [www.batashoemuseum.ca/volunteering](http://www.batashoemuseum.ca/volunteering)

Those selected will be contacted by email.

# Youth Volunteer Information Form

Tips for completing this form:

- \* Use pen and print neatly
- \* Respond to all of the questions (read through all of the questions first before responding)
- \* If you don't have a scanner, use a camera and send the images instead - that's okay too!

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Email Address: \_\_\_\_\_

Which event(s) would you like to volunteer for? Circle all that apply.

**Halloween**

**Christmas**

**Family Day**

**March Break**

Tell us about yourself and why you want to volunteer at the Bata Shoe Museum?

Tell us about any skills you have that makes you a good fit for this volunteer position.

Describe any paid or non-paid experience you have had working with children (i.e. babysitting, art camps, etc.). What did you learn from those experiences?

Is there anything else you would like to tell us about yourself? Specific days that you would like to volunteer, schedule conflicts (i.e. dentist appointments), how you heard about volunteering at the Bata Shoe museum, etc.

Send your completed Youth Volunteer Information Form and Youth Volunteer Parental Consent Forms to Andrea Field, Manager of Education and Volunteer Resources [andrea@batashoemuseum.ca](mailto:andrea@batashoemuseum.ca)

Volunteers selected for the roles will be contacted by email. Thank you for applying to volunteer at the Bata Shoe Museum!