



## Instrumental Petting Zoo Volunteer Corps Guidelines

### JOIN US!

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

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

The annual instrumental petting zoo calendar shall be set by October 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 no more than 3 petting zoo 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 the Director of Education or Petting Zoo Liaison (if applicable) 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 a VSO t-shirt to wear on campus visits. Please be careful to dress appropriately to work with young children.

### ADDITIONAL INFORMATION

The VSO Liaison will be authorized to supervise volunteers in all school situations, and all volunteers will follow the Liaison's directions and requests (applicable if a Petting Zoo Liaison is currently employed by the VSO).

IRS guidelines for volunteers can be found at: <http://www.irs.gov/publications/p526/aro2.html>

*\*\*Approved volunteers who work with the instrumental 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:  
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