



## Steps To Become an Arizona Museum for Youth Volunteer

Thank you for your interest in becoming an AMY volunteer! Below is a summary of our screening and training process. This process is used to help you and AMY determine the best volunteer opportunities for you. Several factors will be taken into consideration in determining where an applicant may be considered for placement.

AMY does not discriminate on the basis of race, color, religious beliefs, age, sex, handicap or sexual orientation. All volunteers will be selected and placed at the discretion of AMY staff.

*Our Volunteer application process may take up to two weeks to complete.*

1. Attend an AMY Exploratory Session to decide if our programs are right for you.
2. Complete a volunteer application and return it to the AMY Volunteer Manager.
3. Students under 18 must have signed parent or guardian permission to Volunteer
4. Obtain a Volunteer Badge from City Badge Department (Directions are on the back of the Authorization form).
5. A background check is required if you are over 18. The yellow and green forms will both need to be filled in and taken to Preferred Support Services for you to be fingerprinted. Directions to Preferred are on the bottom of the Fingerprint Authorization.
  - a. Fill in the required information at the top of the Fingerprint Authorization Form (green) and Sign the Consent Agreement at the bottom.
  - b. Fill in the required information at the top of the Application information form (yellow). Be sure you have Preferred Support Services date stamp in the bottom box and mail or return to Sandy Johnson at AMY. **IMPORTANT** You will not be able to volunteer until this form has been received by the Museum
6. Distribute two reference forms and ask your references to mail or fax them directly to the Volunteer Manager. You may also request that an email letter attachment be sent to you that can be forwarded to your references. The letter will instruct them where to return the email.
  - Mailing Address: **35 N Robson St Mesa, AZ 85201-7326**
  - Fax: 480-644-2466
  - Email: [Sandy.Johnson@mesaaz.gov](mailto:Sandy.Johnson@mesaaz.gov)
7. Complete one or two interviews with AMY staff members.
8. Attend AMY Volunteer 101 Training Session; additional training may be offered during the year.
9. If you are placed in the Docent/Tour Guide program, more training is required.