



VolunTEEN Application Packet



PROGRAM INFORMATION

The Myriad Gardens' VolunTEEN Program is an 8-week summer experience that provides high school students with an opportunity to gain leadership and communication skills, practical horticulture knowledge, be a part of a team, and have a summer full of fun! Teen volunteers will work in our Children's Garden on educational walk-up programs, assist with educational and public events, and receive training from our expert horticulture staff. While working in this exciting, fast-paced environment, teens will have the opportunity to earn volunteer hours, give back to the community, and make new memories and friends.

Qualifications of VolunTEEN Applicants

- Students entering grades 9 – 12.
- Dedicated and have the time to commit to the Myriad Gardens VolunTEEN Program, including attending all meetings, trainings, and scheduled hours.
- Open to interacting with visitors of all ages.
- Comfortable speaking in front of a group, giving instructions, etc. or willing to learn.
- Able to get along well with other like-minded high school students and work well in a team atmosphere.
- Interested in learning more about the Myriad Gardens and horticulture.

VolunTEEN Program Schedule

The 2025 VolunTEEN Program is June 9th – August 1st. If accepted to the program, each teen will be required to complete:

- 25 hours (13 shifts) in the Children’s Garden teaching Weekly Walk-ups (2-hr. shifts available Mon.-Thurs. 10:00 AM – 12:00 PM)
- 6 hours of public events activities of their choice, including Summer Movie Nights, Beat The Heat, and Swap nights (Calendars will be available showing public events/activities, and each VolunTEEN will make their own selections. Shifts for Public Events and activities vary in length and days of the week.)
- 5 2-hour shifts with our horticulture staff learning about garden maintenance (Mon-Fri) 8:00 AM – 10:00 AM) – 10 hours total
- 7 hours of Electives

Teens will also attend one “Matching Interests with Careers” class at the Gardens which covers topics such as how to determine careers that might be right for you, how to prepare for your future career, and how public gardens utilize a variety of staff with different interests, skills, and education (2 hours total.)

At the end of the program, VolunTEENS who complete the program will be awarded a certificate and given a detailed letter of completion. Teens who complete the program may also request a letter of recommendation for college applications, employment, etc.

VolunTeen 50 Hour Requirements

- Education Walk-Ups: 25 hours
- Horticulture: 10 Hours
- Public Events: 6 Hours
- Electives: 7 Hours
- Career Class: 2 Hours

Timeline and Dates for the 2025 VolunTEEN Program

- Deadline to submit applications: Monday, May 5th, 2025
- Interviews: Dates TBD
- Notification of Acceptance: Tuesday, May 19th, 2025
- Meet and Greet & Training: Tuesday, May 27th, 2025, from 2-4pm **MANDATORY**
- Program Officially Begins: Monday, June 9th, 2025
- End of Summer Celebration: Time and Date in August TBD **MANDATORY**

APPLICATION

VolunTEEN Applications must be submitted by Monday, May 5th, 2025 to Morgan at mblink@myriadgardens.org or by mail. *ALL submissions must include a completed Application, Agreement Form, and Reference Form. We highly encourage parents to assist in helping their teens fill out the application, but we prefer that the applicants write the answers themselves and in their own words. This is a part of the experience that will help them learn valuable skills! We will not judge grammar/punctuation, so we encourage teens to express themselves to the best of their ability. Interviews will be conducted after the application deadline. Space in the Myriad Gardens VolunTEEN Program is limited.*

CONTACT INFORMATION

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Cell Phone Number: _____

Parent/Guardian Name(s): _____

Parent/Guardian Phone Number(s): _____

School: _____ Grade Entering: _____

T-Shirt size: _____

Where did you hear about the VolunTEEN Program?

Why are you interested in the VolunTEEN Program? (What makes you excited to spend valuable summer hours here?)

What skills or personal characteristics can you contribute to the program?

What are your interests and hobbies? Please list organizations, school groups, and community activities in which you participate.

What do you hope to learn/gain from the program?

APPLICANT AGREEMENT

The Myriad Gardens VolunTEEN Program requires commitment from the teen and the parent/guardian in order for everyone to have a positive experience. Parents and applicants: please read the contract below that outlines the expectations and requirements for the VolunTEEN Program and sign at the bottom of this page. By signing this document, both the parent/guardian and the applicant state that they understand the requirements and commitment necessary to be part of this program.

As a member of the Myriad Gardens VolunTEEN Program I will:

- Make the VolunTEEN Program a priority by actively participating in all trainings and events.
- Be open to learning and practicing new skills.
- Act in a friendly and professional manner with all staff, fellow VolunTEENS and guests at the Myriad Gardens.
- Dress appropriately for the job (comfortable footwear, pants/shorts that follow school dress codes, Myriad Gardens uniform vest/t-shirts when appropriate).
- Respond within 24 hours to emails or phone calls regarding the VolunTEEN Program.
- NOT use any electronic devices, including phones or iPod/mp3 players, while volunteering.
- Give at least 24-hour notice if I cannot complete my regular scheduled shift.
- Agree to use the Myriad Gardens volunteer software for signing up to work activities and events.
- Alert the Volunteer Program Manager if I trade any of my shifts with another VolunTEEN member.
- Arrive 15 minutes before my shift and be checked-in, ready to start when my shift time begins.
- Recognize that I will not be paid or compensated for my participation in this program.
- Give permission to the Myriad Gardens staff to use any photos of me in marketing and social media.

As the parent/guardian of a teenager in the Myriad Gardens VolunTEEN Program I will:

- Make the Myriad Gardens VolunTEEN Program a priority for my teenager's summer.
- Commit to assisting my teenager in attending all trainings and events if they cannot drive, and encourage them to keep track of their hours and shifts on their own. Checking in to ensure they are making it to their shifts if they can drive.
- Ensure that my teenager is the primary communicator with the Volunteer Program Manager and other Myriad Gardens staff.

All high school volunteers must have a parent or guardian signature, regardless of if they are over 18. By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that I am making a commitment to attend and actively participate in all required trainings, events and assigned shifts. I have reviewed the schedule to make sure it will not conflict with my current activities.

VolunTEEN Applicant (Printed Name): _____

Applicant Signature: _____ Date: _____

Parent/Guardian (Printed Name): _____

Parent/Guardian Signature: _____ Date: _____

***Please return your application packet to the address or email below by:
Monday, May 5th, 2025***

Morgan Link, Volunteer Coordinator
Myriad Botanical Gardens
301 West Reno
Oklahoma City, OK 73102
mblink@myriadgardens.org

REFERENCE INFORMATION

*Provide the name, phone number and email address of a teacher, counselor, coach, mentor or employer to serve as a reference for you. We recommend that you provide a stamped and preaddressed envelope to your reference so that they can mail it in. This is a sign of respect to the individual and shows them that you take the program seriously. **This individual must complete the Reference Form (pages 8-9) and submit it to the Myriad Gardens by Monday, May 5th, 2025.***

Reference Name: _____

Phone Number: _____ Email: _____

REFERENCE FORM

Thank you for providing a reference for the Myriad Gardens VolunTEEN applicant. The VolunTEEN Program provides a fun and educational summer volunteer experience for high school students. Students will work with a variety of guests of the Myriad Gardens in our Children's Garden, at our events and with our horticulture staff. VolunTEENS will train with Myriad Gardens staff to help them grow as individuals as well as enable them to provide our guests with engaging, interactive experiences.

VolunTEEN Applicant's Name: _____

Reference Contact Information

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone Number: _____

How long have you known the applicant? _____

How do you know the applicant?

*Please rank the applicant in the following areas, with 1 being the lowest and 5 being the highest.
We appreciate your honest evaluation.*

	Never shows this quality		Sometimes shows this quality		Always shows this quality
Leadership	1	2	3	4	5
Communication Skills	1	2	3	4	5
Commitment	1	2	3	4	5
Responsibility	1	2	3	4	5
Motivation	1	2	3	4	5
Works well with children	1	2	3	4	5

Please tell us more about the applicant's strengths and in what areas the applicant can grow.

Why would the VolunTEEN Program be a good fit for this applicant?

*Thank you for your time and support of this applicant.
Reference Forms must be submitted by:
Monday, May 5th, 2025*

Please return this form by mail or email to:

Morgan Link, Volunteer Coordinator
Myriad Botanical Gardens
301 West Reno
Oklahoma City, OK 73102
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