



Greetings from Fairytale Town!

Fairytale Town is a 2.5-acre nonprofit children's museum. Our mission is to help promote imagination, creativity and education of children. We offer a variety of programs throughout the year to our guests and the community. All of our programs are guided by and dependent upon the hard work and integrity of our volunteers.

Fairytale Town is always on the lookout for new volunteers, or as we call them Fairytale Town's own "Magic makers." In order to become a volunteer at Fairytale Town you must be 13 years of age or older, sorry no exceptions. To become an active volunteer at Fairytale Town you must attend volunteer orientation. Volunteer orientations are offered four times a year in the months of January, April, July & October. Currently, Fairytale Town has more than 500 volunteers that work with us on an ongoing basis. Fairytale Town is looking for mature, dedicated, hard-working youth and adults that are serious about their commitment to the community. We ask that our volunteers have a clear goal in mind and strive to achieve that goal whenever they volunteer. We like to develop strong relationships with our volunteers, so that they keep coming back year after year to renew their commitment to the community and to Fairytale Town. We thank all of our Magic Makers each year with a *Volunteer Appreciation* event, which usually takes place in the summer and all volunteers are invited and encouraged to attend.

Fairytale Town offers three different types of volunteer opportunities, to offer flexibility and compliment any volunteer's schedule. As a Fairytale Town volunteer you can choose to be a part of one program or all three. Please read about all of the opportunities we have to offer and find a program that would best suit your schedule and accommodate your needs. Attached you will find all the information you need about the Volunteer programs at Fairytale Town. Please read this information packet carefully if you are considering volunteering with us. Once you have decided that you would like to join Fairytale Town's team of volunteers please fill out the Volunteer Application and submit it to Fairytale Town via fax, email, drop off or post. If you have read through this packet and still have questions please contact me directly. Thank you for your interest in helping us make magic!

Sincerely,

Sharlene Lal,  
Education and Program Manager  
Fairytale Town  
3901 Land Park Drive  
Sacramento, CA 95822  
916-808-7979  
[volunteers@fairytaletown.org](mailto:volunteers@fairytaletown.org)



## Volunteer Opportunities

### *Special Event Opportunities*

Volunteers can sign up to work many of Fairytale Town's special events. Fairytale Town offers a wide variety of special events each year with exciting themes like *Farms, Friends & Fairytales* and *Fairytale Town Goes Green!* among others. Some special events are centered on approaching holiday seasons such as the classic *Safe & Super Halloween* and *Winter Wonderland* events. Volunteer assignments on special event days are unique and are customized to meet the specific needs of each event. No job is too big or small, regardless of the assignment our volunteers take pride in the fact that what they do helps to create a magical memory for our guests. All volunteer assignments are given out on the day of the event on a first come first serve basis, no exceptions. This is a policy that was instituted in order to be fair to the growing number of volunteers that work with us. A **sample** of the type of assignments offered at a special event are listed below:

Costumed Characters  
Theater Usher  
Stage Hand

Trash Pick-Up  
Front Gate Greeters  
Storytelling

Arts & Crafts  
Animal Patrol  
Candle Making

In order to sign up for any special event opportunity a volunteer must be able to work the entire shift listed on the recruitment announcement. Some of our larger events such as the *Children's Book Festival* can have a shift that equals a total of seven hours, 9:30am – 4:30pm. We recommend that volunteers bring a brown bag lunch or lunch money so that they may purchase lunch at our Dish & Spoon Café. Volunteers receive a 30 percent discount on items purchased at the Dish & Spoon Café on the day of the event. A volunteer support station is typically set up behind Farmer Brown's Barn with snacks, veggies and water for volunteers to have during breaks. There is no limit to the amount of breaks a volunteer can take during a special event, but each break must not exceed a total of fifteen minutes and a volunteer may never leave a station unattended. Special event volunteering is our most popular program with our volunteers. They realize that though it is very rewarding when the event has ended it is hard work and volunteer hours are well earned.

### *On-Demand Volunteering*

Volunteers can sign up to work any day the park is open to the public. *On-Demand Volunteering* lets a volunteer give their time to the park any day of the week. These shifts are organized into a maximum of three hours and only two or three volunteers are allowed to sign up per shift. Typically there are two shifts offered each day, 11am – 2pm & 1pm – 4pm. Volunteer assignments on non-event days vary with the needs of the park on that particular day, a **sample** of the type of assignments offered during an *On-Demand* shift are listed below:

Costumed Characters  
Event Prep  
Animal Assistant

Maintenance Help  
Arts & Crafts  
Stage Hand

Raking Leaves (Fall/Winter)  
Office Assistant  
Theater Usher



Since On-Demand Volunteering shifts are a maximum of three hours, volunteers are encouraged to bring a snack with them or money to purchase a snack at our Dish & Spoon Café or snack shack area. Volunteers receive a thirty percent discount on items purchased at the Dish & Spoon Café on the day of their shift. Volunteers are usually able to take breaks freely during *On-Demand Volunteering* shifts but no break may exceed the amount of fifteen minutes. On-Demand Volunteering shifts are most popular during the winter and summer seasons but are offered year round. Although On-Demand shifts are not as demanding as a special event, our volunteers must always be prepared to work any assignment needed for their shift.

### *The Volun-Teen Program*

Volunteers between the ages of 13 and 18 can sign up for the *Volun-Teen* program. The *Volun-Teen Program* requires a volunteer to commit to volunteering a minimum of three hours a week at Fairytale Town each week for three months. This program was added to Fairytale Town's Volunteer Program in 2009 and is set up to teach young adults how to inspire and educate children in the arts, cultural and literary programming all while learning introductory job skills that will make them more prepared to enter the workforce when they are ready. *Volun-Teens* will meet once a month to outline their availability and create monthly schedules for themselves. They will learn necessary job skills by having the responsibility of signing in and out for each shift on their own and will learn how to follow the "chain of command" to obtain their daily duties and assignments. *Volun-Teens* will also be given uniform T-Shirts and a dress code that they must follow during their shift. A **sample** of some of the typical job duties of a *Volun-Teen* are listed below:

|                          |                               |                  |
|--------------------------|-------------------------------|------------------|
| Theater Assistant        | Arts & Crafts                 | Office Assistant |
| Animal Assistant         | Maintenance Assistant         | Event Prep       |
| Inventory & Organization | Theater Usher (apron-cashier) | Computer Tasks   |

The goal of the *Volun-Teen Program* is to teach young adults about the responsibilities of having that first job and equip them with the experience they need to go out and obtain a job in the Recreation/Community Service field. *Volun-Teens* will learn how to sign in and out for breaks and when the need arises how to relieve others in need of a break. *Volun-Teens* will track their hours on a "time sheet" that will be turned in each month to make sure they have met their hour requirements for that month. Once the three-month period has expired *Volun-Teens* can sign on to commit for another three months, or opt out of the program.



## ***What Happens Next?***

Now that you are acquainted with the three different programs Fairytale Town has to offer a potential volunteer, please take a moment to decide which program(s) interest you and if you will be able to meet the needs required for that program. If you feel you will be able to commit to a program we offer please complete the Volunteer Application Parts I & II in this packet. Return your completed questionnaire & application to Fairytale Town via fax, email, drop off or post. Unfortunately at this time Fairytale Town cannot accept Volunteers within the court system.

Once you have submitted your questionnaire & application please notify me via email so that I can notify you of the next Volunteer Orientation. Remember Volunteer Orientations are offered four times a year only, January, April, July & October. After you attend Orientation Training you will be added to the Volunteers database and will begin receiving bi-monthly (every two months) recruitment announcements via email. You can begin your volunteer career here by signing up for opportunities offered in each issue of the announcement.

Once again, thank you for your interest in helping us make magic. I look forward to hearing from you soon.

## ***Other Sacramento-Area Volunteer Resources:***

City of Sacramento  
Contact Name: Mary Lynn Perry  
Job Title: Volunteer Coordinator  
915 I Street, 2<sup>nd</sup> Floor  
Sacramento, CA 95814  
Phone: (916) 808-8317 or [www.sacvolunteers.org](http://www.sacvolunteers.org)  
Email: [mperry@cityofsacramento.org](mailto:mperry@cityofsacramento.org)

Volunteer Center of Sacramento  
Contact Name: Christine Wallace  
Job Title: Community Resources Coordinator  
1111 Howe Avenue #200  
Sacramento, CA 95825  
Phone: (916) 567-3114 ext. 106  
Email: [cwallace@volunteersac.org](mailto:cwallace@volunteersac.org)

The Sacramento Zoo  
Contact Name: Valorie Schneider  
Job Title: Volunteer Coordinator  
3930 West Land Park Drive  
Sacramento, CA 95822  
Phone: (916) 808-7444  
Email: [vschneider@cityofsacramento.org](mailto:vschneider@cityofsacramento.org)

Sacramento Food Bank & Family Services  
Contact Name: Kelly Siefkin  
Job Title: Volunteer Manager  
3333 Third Avenue  
Sacramento, CA 95817  
(916) 456-1980 or [www.sfbs.org](http://www.sfbs.org)  
[kelly@sfbs.org](mailto:kelly@sfbs.org)

Hands On Sacramento  
Contact Name: Kathy Chow  
Job Title: Director  
909 12th Street, Suite 200  
Sacramento, CA 95814  
(916) 447-7063 ext.304 or [www.handsonsacto.org](http://www.handsonsacto.org)  
[kchow@handsonsacto.org](mailto:kchow@handsonsacto.org)

Saint Johns Shelter  
Contact Name: Twyla Teitzel  
Job Title: Volunteer Services Coordinator  
[www.stjohnsshelter.org](http://www.stjohnsshelter.org)  
(916) 453-1482  
[tteitzel@stjohnsshelter.org](mailto:tteitzel@stjohnsshelter.org)



## Volunteer Application

**Please Note:** Please complete the Volunteer Application in its entirety (Parts I & II) **only** if you have decided that being a Fairytale Town volunteer is right for you.

### **Part I. Getting to Know You**

Please answer the following questions to the best of your capability. These questions are used to assess your interests, maturity, motivation and personal goals. Remember to answer all parts of the question.

1. Why are you interested in volunteering at Fairytale Town, what made you choose us as your service location?

---

---

---

---

2. What are your service hours going towards (i.e. school credit, personal hobby, resume, court mandated, service group / club, etc.)?

---

---

---

---

3. What is your goal as a volunteer? How do you envision yourself achieving your goal?

---

---

---

---

4. List at least three things that you pledge to do each time you volunteer at Fairytale Town?

---

---

---

---

5. Which month are you planning on attending orientation? (January, April, July or October)

---



## Part II. Personal Information

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

Phone Number: \_\_\_\_\_ Birth date: \_\_\_\_\_

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

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Emergency Contact Information

Contact Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

Which of the Volunteer Programs are you interested in? (Check all that apply)

- Special Event Volunteering     On-Demand Volunteering     The Volun-Teen Program

Which of the following areas interest you? (Check all that apply)

*Please Note: Volunteer assignments are dependent upon the needs of the program and are varied, your responses below are used to identify what your interests are, not to assign your responsibilities.*

- Arts & Crafts     Animal Assistant     Maintenance Assistant     Theater Usher  
 Event Prep     Office Assistant     Theater Assistant     Costumed Characters

If you are currently a high school student, or enrolled in a local college/university please provide the name of the school you attend:

\_\_\_\_\_

If you are a member of a service group please provide the name(s) of the club, service group/fraternity, program, etc.

Organization Name: \_\_\_\_\_

Contact Person/Group Liasion: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_



**Part II. Personal Information Cont'd**

Have you ever been convicted and/or arrested for a misdemeanor/felony  Yes  No

If you answered yes please specify the nature of the incident including date of conviction and any other information you wish to include:

---

---

---

**Please read the agreement below carefully and thoroughly before signing.**

Whereas, the undersigned has made a request for permission to participate as a volunteer at Fairytale Town and has further requested permission to accompany and/or assist an employee or employees of said Volunteer Program during the active performance of official duties as a volunteer.

And, whereas, the undersigned acknowledges that the work and activities at Fairytale Town involve the possible risk of injury, expense or loss to the person or property.

Now, therefore, in consideration of the Friends of Fairytale Town, a not for profit corporation, by and through its cooperation in making available to the undersigned the necessary personnel and the use of its equipment and other facilities for the aforesaid purpose, the undersigned expressly agrees to and knowingly hereby does assume all risks arising in the course of said activities specifically agrees to indemnify and hold harmless the Friends of Fairytale Town, loss or damage of liability caused by the negligence of the Friends of Fairytale Town, its agents or employees, or otherwise, and the officers, agents and employees from and against any and all claims, loss, damage and liability injury to the person or property of another or occurring while participating as a volunteer in the Volunteer Program or while accompanying and/or assisting an employee of said Volunteer Program during the active performance of his/her official duties as a volunteer.

By completing the following, the undersigned expresses his/her agreement with the terms and conditions specified previously.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

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

*Once your application is received we will contact you for the next available Orientation meeting*

**Please submit completed application (Parts I & II) to:**

Fairytale Town  
3901 Land Park Drive  
Sacramento, CA 95822  
Fax: (916) 808-5356  
Phone: (916) 808-7462

**For Office use only**

Date Received: \_\_\_\_\_

Entered into DB: \_\_\_\_\_

Added to email on: \_\_\_\_\_