



# VolunTeen and Parent/Guardian Contract

Please return to Volunteer Office via **Email:** [ksc.volunteer@louisvilleky.gov](mailto:ksc.volunteer@louisvilleky.gov) or **Mail:**  
Attn: Volunteer Office, Kentucky Science Center, 727 W Main St., Louisville, KY 40202

The agreement between the Kentucky Science Center, \_\_\_\_\_ (teen's name) and the VolunTeen's Parent or Guardian is as follows:

## The VolunTeen agrees to:

1. Attend an orientation session as scheduled.
2. Abide by all policies and procedures of the Science Center as outlined in the VolunTeen Handbook.
3. Provide a minimum of 24 hours notice if unable to work, except in the case of emergency or sudden illness.
4. Successfully complete all required training for his/her particular VolunTeen position.
5. Perform the services and duties as outlined at orientation and training.
6. Volunteer a minimum of one 6 hour shift a week during the summer.
7. Commit to a specific work schedule.
8. Arrive on scheduled day on time, willing to carry out assignments and duties in good spirits and with responsibility.
9. Communicate with your staff supervisor when giving feedback and suggestions, resolving any problem situation, or requesting changes in schedule or assignment. If no satisfactory resolution is made, you may ask to consult their supervisor.

## The parent(s) or guardian(s) of the VolunTeen agree to:

1. Complete the Science Center's **medical release and emergency authorization form** with accuracy.
2. Provide their son/daughter with knowledge of family obligations so he/she will be able to fulfill his/her obligation to the Science Center.
3. Provide or help their son/daughter work out reliable transportation so that he/she may arrive and depart at the times specified in the VolunTeen handbook.
4. Provide or help their son/daughter work out proper attire for their VolunTeen position.
5. Understand that the KSC VolunTeen Program is a job experience and all scheduling, evaluation, and (although there is rarely a problem) if disciplinary action should become necessary, it will be handled between the Science Center staff and VolunTeen.

**We have read the above contract and agree to adhere to its conditions.**

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

\_\_\_\_\_  
\*Signature of VolunTeen

\_\_\_\_\_  
Printed Name of VolunTeen

\_\_\_\_\_  
\*Signature of Parent/Guardian

\_\_\_\_\_  
Printed Name of Parent/Guardian

\*Electronic signatures accepted