



Application for VOX Teen Staff

VOX is organized by teens who volunteer with VOX Teen Communications, a non-profit organization. Since 1993, diverse groups of Atlanta-area teens have joined VOX to develop many skills, express themselves effectively, and build a stronger community. Teens involved with VOX volunteer together to create the VOX newspaper and Web site, and often also organize community action activities.

Eligibility: Any teen, age 13 to 19, living in metro-Atlanta can apply. You do not have to have newspaper or other experience to participate! An interest in writing and/or art will ensure you enjoy your experience with VOX. We are interested in your skills, but most importantly your enthusiasm and interest.

Tell us a little about you _____ Today's Date _____

Name _____ Age _____

Home Address _____

City _____ Zip _____

School _____ Grade _____

Phone (____) _____ Date of Birth _____

Email _____

VOX means commitment

1. What do you really want to do as a staff member? Don't worry about skill; our job is to help teach you. (Writing? Art/photography? Graphic design? Web publishing? Community Action? Facilitating workshops? Other?) Please explain:

2. Our office is located in Peachtree Center, in Downtown Atlanta. What form of transportation will you use to get here? (VOX will provide MARTA passes.)

3. VOX staff members must meet in the newsroom at least 4 times each month. Do you commit to this requirement?
 ___ Yes ___ No
4. Where did you hear about VOX?

Show off your stuff

On a separate piece of paper, answer all of the following questions. **Be thorough** — we are interested in your motivation and energy. Please print neatly or type.

1. Why do you want to be involved with VOX? What personal interests or ideas do you bring to the organization? What do you hope to gain from the experience?
2. What is an important problem facing Atlanta teens? Why? What might teens do to solve it?
3. Describe your community. What does it look like? What are the people like? What are the best and worst things about it? Write as descriptively as possible.
4. Write about a life experience you have had that is important to you.

Questions? Call (404) 614-0040. You or your parents may call to ask questions before or after you apply. Office hours: M-Th, 10a.m.- 7p.m. and Fri-Sat, 10a.m.- 5 p.m.

**VOX Teen Communications
organization and office policies and procedures**

Individuals ages 13 through 19 are the target population for participation in the organization.

Teenagers who apply to participate in VOX Teen Communications' programs are invited to New Member Training.

VOX is not responsible for teenagers' transportation to and from our office or activities. Teenagers who apply to work on VOX projects are responsible for securing their own transportation, though the organization will provide MARTA passes to students who work here. Students must sign in and out of the office. As an informal procedure, VOX Teen Communications will make its best effort to implement a Buddy system in route to the MARTA station and/or while waiting for a ride. The signature on this policies page indicates the parent or guardian's consent for the teen to use whatever form of transportation she/he indicates on her/his application. By signing this form, parents/guardians consent VOX volunteers or staff may provide transportation to the youth participant on occasions, and by signing this form, parents/guardians relieve VOX Teen Communications and its agents from any and all liability.

The office hours of VOX Teen Communications are 10 a.m. to 7 p.m. Monday through Thursday, with some nights during the week designated as special work nights from time to time; during these nights, the office may remain open later than 7:00 p.m. Office hours for Fridays and Saturdays are 10 a.m. to 5 p.m. Special projects may take place before or after these official hours. The office is supervised by an adult at all times.

Weapons of any kind are not allowed in the VOX office.

No smoking is allowed in the office.

Teenagers must not be under the influence of any drugs or alcohol while engaging in a VOX Teen Communications project, in or out of the office.

Teens, adult volunteers and VOX staff may work together in the VOX Teen Communications office at any time in accordance with the participation policy above. They may conduct research, use computers, take photos, conduct interviews or other business in a public library, a volunteer's office or other appropriate locations. When volunteers serve in a mentor capacity and plan outings in the community or in their home, parental/guardian consent is required. Physical relationships between volunteers, staff and youth are inappropriate and prohibited.

The signatures on this page also indicate consent for VOX Teen Communications to publish the written or artistic work and or photos of the teen participant in any of VOX's printed or electronic material. Such material becomes the property of VOX Teen Communications.

Teen participant agreement

I agree to adhere to and support the policies of VOX Teen Communications for as long as I am affiliated with the organization. I understand that I must return this application with my parent or guardian's signature, and that my relationship with VOX will be ended if I violate any of the policies.

Signature

Date _____

Parent or Guardian Consent

I understand and agree to abide by and support these policies for as long as my child is affiliated with VOX Teen Communications. In the case that any policy is violated, I understand I will be notified that the relationship with the organization will be ended. I understand that the services provided are free of charge. I understand that VOX will make all reasonable efforts to provide safe activities and a safe environment, which may include transportation, and I relieve VOX Teen Communications and its agents from any and all liability.

Signature

Date _____

Relationship to teen

Send completed application to:

VOX Teen Communications
229 Peachtree St., Ste 725
Atlanta, GA 30303