

NATIONAL  
MUSEUM *of*  
NATURAL  
HISTORY

☀ Smithsonian



*Q?Crew Volunteer*  
Application

The National Museum of Natural History is currently accepting applications to the Q?Crew Teen Volunteer Program.

## About the Program

### Description

Q?Crew teen volunteers are the passionate and enthusiastic face of the Museum, greeting and orienting visitors from around the world to Q?rius, the Coralyn W. Whitney Science Education Center at the National Museum of Natural History. Q?Crew volunteers encourage visitor exploration of natural history science and culture with fun, experimental and creative hands-on activities, and a collection of 6,000 objects. This program is a way for teens to obtain community service credit in an environment that allows them to connect with peers who share similar interests, learn more about the research that goes on behind-the-scenes in the Museum, and gain valuable public speaking and leadership skills. Each new Q?Crew volunteer will receive training in communication techniques for visitor engagement, natural history science, and collections handling. Q?Crew volunteers participate in behind-the-scenes opportunities, enrichments for skill-building, and teen socials.

### Program Requirements and Perks

Q?Crew volunteers must attend an onsite training and orientation **June 29 – July 3, 2020**; shadow an experienced volunteer in early July; serve at least two, four-hour shifts per month; and commit to completing at least 100 service hours within a year of starting the program.

Q?Crew volunteers are also required to attend at least **three additional enrichment opportunities** throughout the year that will allow them to dive deeper into their science and communication interests.

Q?Crew volunteers will learn more about science and museum careers while earning Service Learning credit in an engaging and interactive way. Q?Crew volunteers enjoy exclusive museum perks such as: free admission to the Butterfly Pavilion; 20% off in all Smithsonian Museum stores; one free Smithsonian IMAX film per week; and access to Smithsonian Libraries.

## Applying for the Program

### Application Procedure

Submit a complete application package:

**Application Form (attached)**

**Application Survey (attached)**

**Required Essays (see Application Form)**

**Two Letters of Recommendation (forms attached)**

*Please note: Applications missing any of the documents listed above will be considered incomplete and will not be processed. Due to the high volume of application submissions, Youth Programs staff is not able to confirm receipt of applications.*

You can either E-mail **OR** Mail your application package:

- **E-mail** the application package to:  
**YouthNMNH@si.edu** with  
**Q?CREW APPLICATION** as the subject.  
*(This method of submission is preferred.)*
- **Mail** the application package to:  
**Attn: Youth Programs**  
**Smithsonian Institution- NMNH**  
**Office of Education & Outreach**  
**PO Box 37012 MRC 158**  
**Washington, D.C. 20013**

### Eligibility

- Applicants must be between the ages of 13-19 and currently enrolled in high school.
- Applicants must be US citizens or US permanent residents.
- Applicants must live in the Washington, D.C., metropolitan region (D.C., MD, or VA).
- Applicants must have an interest in community engagement and museum education.

### Application Deadline

**Applications must be submitted no later than January 31, 2020.** Incomplete applications will not be accepted. If you are mailing in the application packet, it must be post-dated no later than the due date.

### Questions?

If you have any questions or concerns, please contact:  
YouthNMNH@si.edu or (202) 633-4588



# Application Form

In addition to this form, all applicants must include the application survey, essays, and two letters of recommendation. Please print clearly. If names, e-mails, and phone numbers are illegible, we will not be able to contact the applicant.

Applicant Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

Cell Phone Number: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

<b>Gender:</b>	<b>Preferred Pronouns:</b>	<b>Ethnicity (Optional):</b>	
<input type="checkbox"/> Male	<input type="checkbox"/> He	<input type="checkbox"/> African American/ Black	<input type="checkbox"/> Native American
<input type="checkbox"/> Female	<input type="checkbox"/> She	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Pacific Islander
<input type="checkbox"/> Other: _____	<input type="checkbox"/> They	<input type="checkbox"/> Asian	<input type="checkbox"/> White
	<input type="checkbox"/> Other: _____		<input type="checkbox"/> Other: _____

Name of School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian's Name(s): \_\_\_\_\_

Parent/Guardian's Phone Numbers: (phone 1) \_\_\_\_\_ (phone 2) \_\_\_\_\_

Parent/Guardian's Email: \_\_\_\_\_

I am a US Citizen or US Permanent Resident:  Yes  No  Other: \_\_\_\_\_

How did you hear about Q?Crew?

- |  |  |
|--|--|
| Current or past Q?Crew members. Name _____ | <input type="checkbox"/> Teen Night Out @Natural History                       |
| School teacher/counselor                   | <input type="checkbox"/> Natural History Investigations After School Program   |
| Family member                              | <input type="checkbox"/> Presentation at your school or community organization |
| Natural History Museum website             | <input type="checkbox"/> Other: _____  |

## Required Essays

Please respond to BOTH of the following questions. Essays must be typed and 500-700 words each. Be sure to put your name on both essays!


- Why are you interested in volunteering? What aspects excite you about working with visitors? What qualities do you have that will contribute to a successful experience in the Q?Crew program, and what do you hope to gain by participating in the program?
- What interests you about science and what does science mean to you? Elaborate on your academic and personal experiences with science and tell us what makes you hungry for more.


## Submission Packet Checklist


_____ <b>Application Form</b>	_____ <b>Two Letters of Recommendation</b>
_____ <b>Application Survey</b>	<input type="checkbox"/> <b>included in this packet</b>
_____ <b>Required Essays</b>	<input type="checkbox"/> <b>being sent separately by my recommenders</b>

# Application Survey

1. Are you in a magnet or science-related track program at school?  Yes  No
  
2. Are you enrolled in Free/Reduced Lunch at your school?  Yes  No
  
3. Have you ever volunteered before? If so, please list where and the number of hours you volunteered:  
 \_\_\_\_\_ # hours \_\_\_\_\_ # hours \_\_\_\_\_
  
4. Will you be the first in your immediate family to attend college/university?  Yes  No
  
5. If you answered "No" to the question above, please specify who went to college:  
 \_\_\_\_\_
  
6. Are you involved in any extracurricular activities (band, sports, part-time job, etc.)? If so, please list them:  
 \_\_\_\_\_  
 \_\_\_\_\_
  
7. Q?rius has over 6,000 specimens which demand absolute care and attention, especially when handling fragile specimens. Please rate your level of comfort working with and handling fragile specimens on a scale of 1 to 5, where 1 is not comfortable and 5 is most comfortable.  

Not Comfortable  Comfortable
  
8. How comfortable are you interacting with people? Please rate your comfort level on a scale of 1 to 5, where 1 is not comfortable and 5 is most comfortable.  

Not Comfortable  Comfortable
  
9. How comfortable are you conveying scientific information to others? Please rate your comfort level on a scale of 1 to 5, where 1 is not comfortable and 5 is most comfortable.  

Not Comfortable  Comfortable
  
10. List any other teen programs you are currently participating in (for example, Mary's Center, LAYC, Bridges 2 Independence, For Love of Children, Boys & Girls Club, P.O.W.E.R., etc.):  
 \_\_\_\_\_  
 \_\_\_\_\_

I certify that the information given above is true:

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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



# Letter of Recommendation Form

In order to better assess whether this applicant has the potential for success with our program and to assist us in determining their candidacy, please fill out this form as a request for a recommendation. All information that you provide to the Youth Programs Department will be kept in strict confidence. Please email the recommendation to **YouthNMNH@si.edu** with the applicant's name in the subject line. Email is preferred, but you may also return this recommendation in a sealed envelope to the applicant or to our return address below. Letters of recommendation should not be submitted by family or friends. They should be from teachers, mentors, counselors, and/or community leaders. We thank you for your cooperation and time.

**Attn: Youth Programs  
Smithsonian Institution- NMNH  
Office of Education & Outreach  
PO Box 37012 MRC 158  
Washington, D.C. 20013**

### Your information

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

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

E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

1. How long have you known the applicant?
2. Do you have concerns about the ability or motivation of the applicant? If so, please explain why.
3. Please describe the applicant's ability to communicate effectively with others, both orally and written.
4. What characteristics, both personal and academic, will make this candidate stand out?
5. What would you consider to be the applicant's strengths and weaknesses?
6. Does the applicant have any limitations that may require special consideration to help their adjustment to the program?
7. We would appreciate any additional comments or observations (attach separate sheet).



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

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

E-mail: \_\_\_\_\_

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