

Volunteer Application



All potential volunteers are required to complete an application, agree to release information for a background check (if required) and reference check, attend an interview and will receive notification within two weeks of their acceptance into the Girls Inc. volunteer program. Each accepted volunteer will be provided orientation and all resources needed prior to beginning their assignment. Girls Incorporated reserves the right to decline a volunteer applicant for any reason at any time.

PERSONAL INFORMATION

First Name: _____ Last Name: _____

Address: _____ City: _____ Zip: _____

Home/Cell Phone: _____

Email Address: _____

Place of Employment: _____ Job Title: _____

EDUCATION AND TRAINING

Please include information from high school, college, and/or other educational training.

Institution Name	Address	(Anticipated) Year of Graduation

PREVIOUS EXPERIENCE

Please include information from your most current work and volunteer experience.

Institution Name	Position Held	Dates

TIME COMMITMENT/AVAILABILITY

Volunteer Schedule: Fixed Schedule (Same Day/Time Weekly) Flexible Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Evening					

Inspiring all girls to be strong, smart and bold.

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REFERENCES

Name: _____

Relationship: _____

Phone Number: _____

Name: _____

Relationship: _____

Phone Number: _____

VOLUNTEER INTERESTS

WHAT VOLUNTEER OPPORTUNITIES INTEREST YOU AT GIRLS INC.?

SUMMER CAMP ASSISTANT

- Assist staff with summer programming facilitation.
- Assist with set-up/clean-up of activities and other needed areas.
- Chaperone Field trips.
- Monitor girls during lunch hour and assist with recreational sports.

SPECIAL EVENTS

- Assist program staff with special events, such as:
Mother Daughter Tea
Father Daughter Banquet
Rock N Roll Bingo
- Assist staff with welcoming guests and check-in
- Represent Girls Inc to the general public.

AFTER SCHOOL PROGRAM ASSISTANT

- Assist program staff with curriculum, arts and crafts, copies and printing needs

HOMEWORK HELPERS

- Homework Help ages 5-14
- Reading Help grades K-3rd

SPECIAL PROGRAMS

- Develop and lead a special program around your hobbies and/or talents.
- Engage girls in a meaningful and impactful way.

Any other areas of interest not listed: _____

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VOLUNTEER AGREEMENTS

Please read and initial below to signify that you will adhere to the following guidelines:

- Acceptance into the volunteer program begins as a trial period. Your performance will be evaluated by program staff to determine if you will stay as a volunteer. _____ (initial)
- You must be actively involved in an activity with the girls or another assignment the entire time you are here logging hours. _____ (initial)
- You must be accompanied by an instructor when with the girls. **You may not be left unattended with girls at any time.** _____ (initial)
- Show enthusiasm and remain positive. You are a role model for the girls. Should a staff member ask you to do something you don't want to, try it and encourage the girls to do the same. _____ (initial)
- Cell phone use is prohibited—no texting or talking while logging hours. If you need to use your cell phone, please step outside. _____ (initial)
- Please refrain from giving the girls your personal contact or social media information. _____ (initial)
- Do not pick girls up or put them in your lap. You may give a girl a hug, if she initiates it, but physical contact should be kept to a minimum. _____ (initial)
- Use appropriate language. Keep discussion topics appropriate. Ask girls about their lives, but keep your personal stories to a minimum. _____ (initial)
- Dress neatly and appropriately, Closed-toed shoes are required. Please no exposed midriffs, short skirts or shorts, or inappropriate tops. _____ (initial)
- It is essential to understand how to work effectively with the girls. At Girls Inc., we stress the importance of using inclusive language, fostering inquiry vs. providing the answers, and challenging them to explore ideas and possibilities vs. “rescuing them”. We encourage them to make discoveries and take healthy risks—all a part of a **strong** Girls Inc. Experience. _____ (initial)

PARENT/GUARDIAN CONSENT:

I, _____, authorize my child to volunteer at Girls Inc. of Dothan.

Parent/Guardian Signature: _____ Date: _____

Parent Contact Number: _____

Emergency Contact Name: _____

Emergency Contact Number: _____

Permission to complete background check (IF REQUIRED):

I give permission to Girls Incorporated of Dothan to perform a background check, including criminal record, past employment, volunteer history, educational and professional status and personal references. I understand that I do not have to agree to this background check, but refusal to do so may exclude me from acceptance into the Girls Inc volunteer program. I understand that information collected during this background check will be limited to that which is appropriate to determining my suitability for particular types of volunteer projects and that all such information collected during the check will be kept confidential. I understand that Girls Incorporated of Dothan provides equal volunteer opportunities to all qualified applicants without regard to race, religion, sex, gender, age, disability, marital status, sexual orientation or identity, socioeconomic status, veteran status or national origin. I hereby also extend my permission to those individuals or organizations contacted for the purpose of this background check to give their full and honest evaluation of my suitability of the described volunteer project and such other information deemed important.

Applicant Signature: _____ Date: _____

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