



Thank you for your interest in the Girls Inc. of Metropolitan Dallas Volunteer Program. Volunteers are a valuable resource to Girls Inc. They add extra value by sharing their expertise and time with the girls who pass through our doors. They gain the benefit of making an impact in the lives of young human beings.

Whether you want to spend meaningful time reading with girls, assisting with homework or even working on a paint project, it all plays an essential role in helping girls be successful.

It is our intention to ensure that every volunteer is in agreement with their placement as a “best fit” and that they receive a rewarding experience by getting the opportunity to make an impact in the lives of girls that they come in contact with. There is nothing more satisfying than witnessing the genuine smiles on the girls’ faces.

The mission of Girls Inc. is to inspire all girls to be *strong, smart and bold*. Without volunteers we could not accomplish or further this mission. Please complete and return this volunteer application to:

Girls Inc. of Metropolitan Dallas
Attn: Volunteer Resource Director
2040 Empire Central Drive
Dallas, TX 75235

Upon review of your application, you will receive an e-mail or phone call with instructions and orientation dates. Before beginning your volunteer work, you will be required to complete a background check and attend a volunteer orientation where you will learn more about Girls Inc. programs. Certain volunteer jobs require additional training.

If you have any questions, please contact the Volunteer Department at 214.654.4506 or volunteer@girlsincdallas.org. Thanks for your interest and support of Girls Inc. of Metropolitan Dallas.



VOLUNTEER APPLICATION
Girls Incorporated of Metropolitan Dallas

Name: _____

Phone: Home# _____ Work# _____ Cell Phone# _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Employer: _____ Position _____

Work Address: _____ Send mail to: Home [] Work []

City: _____ State: _____ Zip: _____

Emergency Contact Name: _____ Relationship: _____

Emergency Contact Phone: _____

Please list any physical limitations or conditions we need to be aware of in case of an emergency: _____

U. S. Citizen: Yes [] No [] Date of Birth: _____ Are you over 18 years of age? Yes [] No []

TX Drivers License# _____ Liability Insurance: Yes [] No []

High School Diploma/GED: Yes [] No [] Business/Vocational Training: Yes [] No []

Professional licenses or certificates: _____

College Major: Yes [] No [] If yes, college attended and degree(s): _____

Other Languages: Spoken: _____ Written: _____

Special skills, interests, hobbies: _____

Best shift and days for your schedule: Monday [] Tuesday [] Wednesday [] Thursday [] Friday []

Times: School Year: 3:00 p.m. to 5:30 p.m. [] Summer: 10:00 a.m. to 2:00 p.m. [] 2:00 p.m. to 6:00 p.m. []

Administrative opportunities: 10 a.m. to 12 p.m. [] 1 p.m. to 3 p.m. []

Frequency: Daily [] Weekly [] Bi-monthly [] Monthly [] One-Time/Occasional []

Age Preference: Any Age [] 6-8 [] 9-11 [] 12-14 [] 15-18 []

Locations: Love Field [] Oak Cliff [] South Dallas [] West Dallas []

Ever employed by Girls Inc.: Yes [] No [] If yes, when/where: _____

How did you hear of Girls Inc.: _____

Have you ever been convicted of a crime other than a minor traffic offense? Yes No

If yes, please briefly describe the circumstances of your conviction *or current* charges, indicating the date and disposition of the case. (A conviction may not automatically disqualify you for volunteer work.)

VOLUNTEER COMMITMENT AND CONFIDENTIALITY AGREEMENT

1. I, _____, hereby agree to accept a position in a voluntary capacity as a volunteer for Girls Incorporated of Metropolitan Dallas (herein after referred to as Girls Inc.). I understand that the term VOLUNTARY means the way in which actions or services are rendered to Girls Inc. Such actions or services are rendered to Girls Inc. with generous and charitable motives. No liability whatsoever will be incurred by Girls Inc. to anyone who performs voluntary actions or services. I understand that the term VOLUNTEER means a person who freely chooses and renders services to Girls Inc. in a voluntary capacity.
2. I fully understand and agree that my services are provided strictly in a VOLUNTEER capacity and that I am providing services to Girls Inc. strictly as a VOLUNTEER.
3. I shall hold as absolutely confidential all information that I may obtain directly or indirectly concerning girls, their parents and/or staff and not seek to obtain confidential information from a girl. I promise to maintain the confidentiality of client information and understand that unauthorized access to such information or release of such information will result in discipline and can include termination.
4. I fully understand and agree to provide my services to Girls Inc. as a volunteer in a volunteer capacity without any express or implied promise of salary, commission, or payment of any kind whatsoever.
5. I fully understand and agree to provide my services to Girls Inc. as a volunteer in a voluntary capacity without any employment-type benefits, including but not limited to employment insurance programs, workers compensation accrual in any form, or sick, holiday, or annual leave time.
6. I fully understand and agree to assume all risks involved in any and all duties that I perform for Girls Inc.
7. I agree to familiarize myself with Girls Inc. policies and procedures. I will fully comply with both the letter and the spirit of these procedures.
8. I fully understand that Girls Inc. expects high standards of moral and ethical treatment of the girls in its care. I agree to strictly adhere to these standards in my voluntary capacity at Girls Inc.
9. I fully understand and agree that either for failure to fully comply with any and all of the obligations outlined in this Volunteer Agreement, or for any reason whatsoever, while performing my voluntary services to Girls Inc. in a voluntary capacity, Girls Inc. at its sole discretion, may immediately terminate my volunteer services.

RELEASE

1. I agree to release, discharge, indemnify and hold Girls Inc. of Metropolitan Dallas harmless for any and all damage to my personal property while performing as a VOLUNTEER in a VOLUNTEER CAPACITY any and all duties for Girls Inc. of Metropolitan Dallas.
2. I agree that any written or oral misrepresentation in making this application is just cause for dismissal.
3. I understand that a criminal background check will be conducted.
4. I understand for my own protection, it is important that I carry medical insurance.
5. I hereby authorize references listed on this application to answer any questions and to furnish any accurate information from the records concerning me, and I hereby release such companies and persons from any liability for such action.
6. I understand that public relations are an important part of volunteering at Girls Inc. of Metropolitan Dallas. I agree, therefore, on behalf of myself, my heirs, personal representatives, and executors to allow Girls Inc. to use any photograph or video recording taken of me for use in public relations efforts. Any photographic or video images which I produce, in a VOLUNTARY CAPACITY, will become the sole property of Girls Inc. and as such, they may use them in any ways they see fit. Girls Inc. will use reasonable efforts to notify me but such notification is not a condition of use under the auspices of Girls Inc.
7. I will not, under any condition, serve as a Girls Inc. volunteer while under the influence of drugs, alcohol or any other substance.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF THE FORGOING VOLUNTEER AGREEMENT AND RELEASE AND THAT I WILL COMPLY WITH THE SAME.

APPLICANT SIGNATURE (APPLICATION MUST BE SIGNED)

DATE

PARENT SIGNATURE (IF APPLICANT IS UNDER AGE 18)

DATE

TELL US ABOUT YOU:

Please tell us briefly why you would like to become a Girls Inc. volunteer _____

What prior volunteer experiences have you enjoyed _____

Have you had prior experience working with children or in a related field? _____

If so, where? _____

What personal special skills would you like to use at Girls Inc.? _____

What tasks would you like never to be asked to do as a volunteer? _____

VOLUNTEER OPPORTUNITIES

WITH THE GIRLS:

- Tutor/Homework Assistance** - give support by providing homework assistance to students ages 6-12, individually and in groups.
- Mentor** – assist a girl with homework, life skills, navigating the college application process, or just be there to support her. Mentors are matched one-on-one with a girl. Additional application is required.
- Activity Assistant** - share your interests with a small group of girls, i.e. sports, photography, fishing, arts and crafts, cooking, writing, music, story telling, etc.
- Workshop/Summer Camp Instructor**- assist in designing and/or delivering special interest workshops or summer camps, i.e. babysitting, community service, teen pregnancy prevention, health and safety education, assertiveness training, substance abuse prevention, science & technology, etc.
- Drama Assistant** - assist Arts Coordinator with practices and performances
- Career/Education Speaker** - share your story about your career path and obstacles that you had to overcome to achieve your goals
- Art Teacher** - share your art talent providing hands-on art instruction and helping girls explore different art mediums, i.e. seasonal crafts, scrap booking, sculpting with clay, etc.
- Computer and Technology Teacher** - share your expertise on Dell Computer system with a group, i.e. Microsoft Office products such as Power Point Presentations, Excel, etc.
- Fitness Instructor** - encourage girls to get physically fit by sharing your skills in aerobics, yoga, kick boxing, Zumba and more!
- Self Defense Instructor** - share your expertise on self defense tactics
- Girl Events** - assist campus staff with events and outings, i.e. Cinco de Mayo carnival, sleepover, Dallas Museum of Art exhibits

FOR THE GIRLS:

- Receptionist** – handle all incoming calls and visitors to Girls Inc. campuses, and provide clerical assistance to campus staff
- Decorator** - assist campus staff with monthly thematic and event décor
- Administrative Support** - basic office tasks in all departments
- Translator**- translate newsletters and other agency documents into Spanish
- Special Projects** – Lend your professional expertise in the areas of curriculum development, branding & marketing, volunteer management, technology and more! Area of expertise: _____