



Girls Incorporated®
of Tarrant County

Girls Incorporated® of Tarrant County
Inspiring all girls to be strong, smart and bold

**VOLUNTEER APPLICATION
PACKET**

Thank you so much for your interest in volunteering at Girls Incorporated of Tarrant County, where we inspire all girls to be Strong, Smart and Bold!

Girls Incorporated of Tarrant County, could not operate without the thousands of hours of service so generously given by our volunteers each year.

Please review our volunteer opportunities. At Girls Incorporated of Tarrant County, we are dedicated to placing our volunteers in a job that is a good match for you and for us.

If you find an opportunity that appeals to you, please complete the enclosed volunteer application. Included in the application is a release for a criminal background check. In order to ensure the safety of the children we serve, we conduct criminal background checks on all volunteers.

You can return your completed application; along with the following items:

- **Legible Copy of Drivers License**
- **Copy of Social Security Card**

to us by mail or in person at:

Girls Inc. of Tarrant County
2820 Matlock Road
Arlington, Texas 76015
Attn: Volunteer Coordinator

After your volunteer application is received and processed, our volunteer coordinator will give you a call to set up a volunteer orientation, this process will take approximately 7-10 days. If you have any questions about volunteer service at Girls Inc. of Tarrant County, please contact us at (817) 468-0306 or via email at volunteer@girlsinctarrant.org.

Girls Incorporated of Tarrant County
2820 Matlock Rd., Arlington, Texas 76015
Phone: 817-468-0306
www.girlsinctarrant.org



Girls Incorporated®
of Tarrant County

Volunteer Service Opportunities

Girls Inc. Center

- Tutoring and assisting girls 11 to 17 with homework (flexible schedule)
- Group Mentoring (time commitment of 6 weeks)
- Mentoring and college preparation for girls ages 15 to 17 (flexible schedule)
- Coaching sports teams (flexible schedule)
- Arts & Craft Instructors to teach new skills
- Knitting and Crocheting Instructor
- Photographer to teach girls the art of photography
- Experienced referees to referee basketball leagues or supervise other sports events
- Speaking to girls ages 11-17 regarding your area of expertise

Special Events:

- Assisting with the Annual National Girls & Women's Sports Day during March.
- Assisting with the National Kick Butts Day during March
- Assisting with the Annual Sister to Sister Conference for girls 7-17 years of age during April and May
- Assisting with our Strong, Smart and Bold "NO LIMITS" luncheon during August
- Assisting with our Fall Festival during October
- Assisting with the Dorothy Henson & Erin Tierny Thanksgiving Dinner during November
- Assisting with the Giving Tree at Parks Mall during December

Business Office:

- Answering a multi-line phone, shredding, filing, faxing, copying
- Assisting with Spreadsheet creating and updating
- Assisting with bulk mailings
- Assisting with miscellaneous projects

Fundraising Events:

- Serving as a committee member for the Strong, Smart and Bold "NO LIMITS" Luncheon
- Creating, planning and facilitating a fundraiser/public awareness event or project, including securing underwriting funds to support it

Educational Programs:

- Program Facilitators – Facilitates programs to youth (predominately girls) throughout Tarrant County.
 - Programs include: Preventing Adolescent Pregnancy, Substance Abuse Prevention, Economic Literacy, Self-Esteem and Body Image, and Media Literacy.
- Program Assistants – Assist program facilitators in the delivery of the program.
- Time Commitment is 6 months.
- Program Training is provided by a national trained facilitator.

For more information on volunteer opportunities, Please call 817-468-0306 or email volunteer@girlsinctarrant.org

Girls Incorporated of Tarrant County
2820 Matlock Rd., Arlington, Texas 76015
Phone: 817-468-0306
www.girlsinctarrant.org



Girls Incorporated of Tarrant County Volunteer Application

Girls Incorporated®
of Tarrant County

We are thankful for your interest in the Girls Inc. of Tarrant County volunteer program. Volunteers are key members and contributors to our agency. Our volunteers are held to the same high standards as our staff. Criminal background checks are conducted to ensure the safety of our youth. Please complete the entire application and packet. Thank you again!

Name: _____ Date: _____

Driver's License & State: _____ Date of Birth: _____

Address: _____

City, State & Zip Code: _____

Home Phone: () _____ Work Phone: () _____

Cell Phone: () _____ E-mail: _____

I prefer to be reached at: _____ Home _____ Work _____ E-mail

Present Occupation: _____ Current Employer: _____

Are you a student: _____ If so, where? _____

Education: Circle highest level completed: 8 9 10 11 12 13 14 15 16+

Languages you speak (other than English): _____

List other volunteer experience: _____

Special Skills or Training: _____

Interests and Hobbies: _____

How did you learn about the Girls Inc. volunteer Program? _____

Personal and Professional References (Please list three):

Name: _____

City _____ State: _____ Zip: _____

Phone: () _____ Relationship: _____

Name: _____

City _____ State: _____ Zip: _____

Phone: () _____ Relationship: _____

Name: _____

City _____ State: _____ Zip: _____

Phone: () _____ Relationship: _____

Girls Incorporated of Tarrant County
2820 Matlock Rd., Arlington, Texas 76015
Phone: 817-468-0306
www.girlsinctarrant.org



Girls Incorporated®
of Tarrant County

Emergency Contact : _____

Name: _____

City: _____ Phone: () _____

Relationship: _____

Doctor: _____ Phone: () _____

Have you been convicted of a felony or misdemeanor offense in the last 10 years?

No Yes

If Yes, Please explain: _____

Please answer the following questions so that we can learn more about you and find the best fit for you in our agency.

How much time would you like to volunteer? _____

What days and times are you available? _____

What made you decide to volunteer for our agency? _____

What skills, interests and experiences do you possess that you would like to use as a volunteer at Girls Inc. of Tarrant County: _____

What past experiences do you have working with youth? _____

Signatures

Prospective Volunteer (Print): _____

Prospective Volunteer (Signature): _____

Parent/Guardian Signature, if applicant is under 18: _____

Girls Incorporated of Tarrant County inspires all girls to be strong, smart and bold and increased the social competence of girls and boys

Girls Incorporated of Tarrant County
2820 Matlock Rd., Arlington, Texas 76015
Phone: 817-468-0306
www.girlsinctarrant.org



Girls Incorporated®
of Tarrant County

**CONSENT TO INVESTIGATE PERSONAL BACKGROUND INFORMATION
CONSENT FOR CRIMINAL BACKGROUND HISTORY CHECK
AUTHORIZATION FOR PARTIES TO RELEASE INFORMATION
INDEMNIFICATION FOR ALL PARTIES INVOLVED IN BACKGROUND INVESTIGATION**

Each staff member or volunteer who is to be screened must sign an authorization/waiver/indemnity form, giving approval for Girls Incorporated of Tarrant County to perform the criminal background search.

I hereby give my permission to Girls Incorporated of Tarrant County, their staff, or their agents to obtain information relating to my criminal history record and character in any manner they see fit. I understand that these records are obtained through outside sources including, but not limited to, the Texas Department of Protective and Regulatory Services, the City of Arlington, Texas and any other companies and agencies available to provide such information according to the discretion of Girls Incorporated of Tarrant County.

The criminal history record, as received from the reporting agencies, may include, but is not limited to, arrest, conviction and driving record data as well as plea bargains, deferred adjudications and delinquent conduct as committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for an employment or volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history as received by Girls Incorporated of Tarrant County and a procedure is available for clarification. If I dispute the record as received, I also understand that the criminal history could contain information presumed to be expunged.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify The Texas Department of Protective and Regulatory Services, the City of Arlington, Texas, and any other local, state, and federal law enforcement or other agencies, and each of their officers, directors, employees and agents and hold them harmless from and against any and all courses of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever (including claims for negligence, gross negligence, and/or strict liability of The Texas Department of Protective and Regulatory Services, the City of Arlington, Texas, and any other companies and agencies used to provide information pertaining to the undersigned) and any and all related attorneys' fees, court costs and other expenses resulting from the investigation of my background in connection with my application to become a volunteer/staff member.

The undersigned acknowledges and agrees that (1) he or she is not obligated if called upon to perform employment or volunteer services herein applied for; and (2) the agency is not obligated to assign or seek to assign to him or her a position of employment.

I understand that the information provided by me will be used to determine my eligibility for a volunteer or employment position with Girls Incorporated of Tarrant County. I also understand that as long as I remain a volunteer or an employee, Girls Incorporated of Tarrant County may repeat these investigations at any time. I understand that in some cases, I will be required to complete a new consent/waiver/indemnity form in order to have these investigations repeated and thusly, to remain a volunteer or employee with Girls Incorporated of Tarrant County.

I certify that all statements above are complete and correct, and I agree that:

- A. Former employers, colleges and universities are authorized to furnish information concerning the applicant and are released from all liability for furnishing such information.
- B. My information as noted above may be investigated through The Texas Department of Protective and Regulatory Services, the City of Arlington, Texas, and any other companies and agencies available to provide such information according to the discretion of Girls Incorporated of Tarrant County .
- C. Any misrepresentation or omission made by me in this application or any supplement hereto will be sufficient grounds for immediate termination.

I hereby authorize the addressed institution(s), police department(s) and court house(s) to furnish to all entities listed under (B) above and requested criminal, civil, traffic or other background information they may have on record or otherwise, and or hereby release the addressed institution and all the individuals connected therewith from any and all liability for damage whatsoever incurred in furnishing such information.

Signature of Applicant

Date

Printed Name of Applicant

Girls Incorporated of Tarrant County
2820 Matlock Rd., Arlington, Texas 76015
Phone: 817-468-0306
www.girlsinctarrant.org



Girls Incorporated®
of Tarrant County

**CONSENT/AUTHORIZATION/WAIVER/INDEMNIFICATION
TO PERFORM PERSONAL OR CRIMINAL BACKGROUND INVESTIGATION**

PLEASE PRINT:

| |
|--|
| Complete Legal Name: _____ |
| Other names used (i.e. nicknames, maiden or married names, etc.): _____ |
| Gender: ____ M ____ F Height: ____ ft. ____ In. Race: _____ |
| Date of Birth: _____ Social Security Number: _____ |
| Drivers License Number: _____ State Issued: _____ |
| List all the counties and states where you have resided in the last five years: _____ |
| |
| |

I certify that all statements above are complete and correct, and I agree that:

- D. Former employers, colleges and universities are authorized to furnish information concerning the applicant and are released from liability for furnishing such information.
- E. My information as noted above may be investigated through The Texas Department of Protective and Regulatory Services, the City of Arlington, Texas, and any other companies and agencies available to provide such information according to the discretion of Girls Incorporated of Tarrant County.
- F. Any misrepresentation or omission made by me in this application or any supplement hereto will be sufficient grounds for immediate termination.

I hereby authorize the addressed institution(s), police department(s) and court house(s) to furnish to all entities listed under (B) above any requested criminal, civil, traffic or other background information they may have on record or otherwise, and or hereby release the addressed institution and all the individuals connected therewith from any and all liability for damage whatsoever incurred in furnishing such information.

Signature of Applicant

Date



Girls Incorporated®
of Tarrant County

Volunteer Guidelines

For Volunteers Working Directly With Youth

Here are some helpful do's and not okay's that that all staff and volunteers must follow while working with youth:

Positive Do's:

- Sign-in the Volunteer Log
- Listen and make eye contact
- Be on time and consistent (Remember: The youth are counting on you!)
- Be patient, progress comes slowly
- Be positive and point out the youth's strengths
- Be an active role model
- Teach problem-solving skills
- Talk to the Volunteer Coordinator if you have any worries or concerns
- Enjoy yourself and have a great time!

The "Not Okay" List

- Relationships with the youth stay at the site – no relationships outside of Girls Incorporated of Tarrant County with the youth.
- Please do not exchange phone numbers or addresses
- Please do not arrange outside meetings
- Never take a youth to your home
- Medication should never be given to the youth
- The youth cannot be transported in personal vehicles
- Physical contact with the youth should be limited
- Side hugs are okay if the youth is comfortable with it (Always ask)
- No frontal hugs
- Youth should never sit on your lap
- Please limit the amount of personal information that you release to the youth
- No physical discipline
- Never be alone in a room or area with a youth
- Please, no smoking on Girls Inc. property (Remember: you are a role model)

These guidelines help the youth and volunteer to be safe. We appreciate your compliance. "Violation can result in removal from volunteer placement."

Volunteer Name (print) _____

Volunteer Signature: _____ **Date:** _____

Girls Incorporated of Tarrant County
2820 Matlock Rd., Arlington, Texas 76015
Phone: 817-468-0306
www.girlsinctarrant.org