



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.

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.

A current list of opportunities can be found online or can be obtained by requesting a copy from the Volunteer Coordinator. If you find an opportunity that appeals to you, please complete the 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.

**Your application is not complete without the following items:**

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

**Return completed application, copy of Driver's License, and 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. 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](mailto:volunteer@girlsinctarrant.org).

**Girls Incorporated of Tarrant County**  
2820 Matlock Rd., Arlington, Texas 76015  
Phone: 817-468-0306  
[www.girlsinctarrant.org](http://www.girlsinctarrant.org)



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## Girls Incorporated of Tarrant County Volunteer Application

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: \_\_\_\_\_

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

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

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ (Circle preferred contact)

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

Date of Birth: \_\_\_\_\_ Highest Level of Education: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

List any languages you speak other than English: \_\_\_\_\_

Special Skills/Training: \_\_\_\_\_

Interests/Hobbies: \_\_\_\_\_

What interests you about volunteering with us? \_\_\_\_\_

How did you hear about the Girls Inc. Volunteer Program? \_\_\_\_\_

List other volunteer experience \_\_\_\_\_

What experience do you have working with youth? \_\_\_\_\_

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

If yes, please explain: \_\_\_\_\_

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**Availability**

What days and times are you available?

(Put an 'X' by the available days and times available in the blank next to each day.)

\_\_ Monday \_\_\_\_\_ \_\_ Tuesday \_\_\_\_\_ \_\_ Wednesday \_\_\_\_\_

\_\_ Thursday \_\_\_\_\_ \_\_ Friday \_\_\_\_\_

\_\_ Saturday \_\_\_\_\_ \_\_ Sunday \_\_\_\_\_

**Emergency Contact**

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

Daytime Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**Please list two professional and one personal reference not related to you**

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

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

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**CONSENT TO INVESTIGATE PERSONAL BACKGROUND AND CRIMINAL BACKGROUND 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

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**CONSENT/AUTHORIZATION/WAIVER/INDEMNIFICATION**

**TO PERFORM PERSONAL OR CRIMINAL BACKGROUND INVESTIGATION**

**Complete Legal Name:** \_\_\_\_\_

**Other names used (i.e. nicknames, maiden or married names, etc.):** \_\_\_\_\_

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**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:

- A. Former employers, colleges and universities are authorized to furnish information concerning the applicant and are released from 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.

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\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

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## **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:** \_\_\_\_\_

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