



Group Volunteer Application

Thank you for your Group's interest in volunteering at Girls Inc. of Metropolitan Dallas! 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 your Group wants 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 receives 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 Group Volunteer Application, along with the completed waiver forms and background investigation forms for each participant to:

Girls Inc. of Metropolitan Dallas
Attn: Leanne Hall
2040 Empire Central Drive
Dallas, TX 75235

Upon review of your Group application, your authorized contact will receive an e-mail or phone call for an interview and to schedule a Group orientation date. Your Group members will be required to attend a volunteer orientation where each will learn more about Girls Inc. programs. Certain volunteer jobs require additional training.

Please note: Group volunteers must identify a Group Coordinator that is responsible for the safety and well being of Group members. The Group Coordinator will provide coordination and supervision for the Group during the volunteer activity and ensure all members adhere to procedures. It is the responsibility of the Group Coordinator to obtain a list of emergency contact information for each participant. These forms must be on file with the Group Coordinator during the volunteer activity.

If you have any questions, please contact the Volunteer Department at 214.654.4506 or email volunteer@girlsincdallas.org.

Thank you for your interest and support of Girls Inc. of Metropolitan Dallas!



GROUP VOLUNTEER APPLICATION
Girls Incorporated of Metropolitan Dallas

Organization/Group Name: _____

Contact's Name: _____ Position: _____

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

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Please provide dates (if you have something specific in mind) or days of the week and times that your group is available to work.

Is your group looking for a one-time project or an ongoing program? _____

Requested Date(s) for Volunteer Activity/Project: _____

From: _____ am [] pm [] To: _____ am [] pm []

Number of Group Volunteer Participants: _____ Are all group members ages 18 and over? _____

Which day(s) is your group generally available? _____

Times: School Year: 3:30 p.m. to 6:30 p.m. [] Summer: 10:00 a.m. to 2:00 p.m. [] 2:00 p.m. to 4:00 p.m. []

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

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

Areas of Volunteer Interest:

- Job Shadow Field Trip for Employee Groups
Workshop Instructors
Tutor/Homework Assistant
Activity Assistant
Summer Camp Instructors
Career Night Event (Fall and Spring)
Field Trip Chaperones
Beautification Day
Host a college shower for graduating seniors
Other

How did you hear of Girls Inc. of Metropolitan Dallas?

- | | |
|--|--|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> DFW Women's Business Connection |
| <input type="checkbox"/> Website/Internet | <input type="checkbox"/> Friend/Family/Neighbor |
| <input type="checkbox"/> Television PSA/News story | <input type="checkbox"/> Co-worker |
| <input type="checkbox"/> Radio Station | <input type="checkbox"/> High School/College/University: _____ |
- Other: _____

TELL US ABOUT YOUR GROUP:

Description of Organization/Group: _____

Has your Group volunteered before at Girls Inc. of Metropolitan Dallas? Yes No

If yes, what was the project/activity? _____

Please tell us briefly why your group would like to volunteer at Girls Inc.: _____

Are you planning to fulfill a certain number of hours with us, and if so, how many? _____

What special skills would your group like to use at Girls Inc.? _____

Are there any physical, age or other limitations that we should consider when assigning a project to your group? _____

What is your Group hoping to gain from this volunteer experience? _____

Does your Organization run criminal background checks on all members? Yes No

Is your Group able to provide supplies needed for this project? Yes No Comments: _____

As a representative of the above-named organization, I have read and understood the Group Coordinator's responsibilities and the Volunteer Commitment and Confidential Agreement. I affirm my group's cooperation in complying with these guidelines. Failure to follow these guidelines could impact my group volunteering in the future.

GROUP COORDINATOR SIGNATURE (MUST BE SIGNED)

DATE



GROUP VOLUNTEER PARTICIPATION FORM
Girls Incorporated of Metropolitan Dallas

*Group Coordinators, please copy and give one to each volunteer group participant to complete.
Return all forms with the Group Volunteer Application a minimum of 10 days prior to your scheduled volunteer date. Thank you.*

Name: _____
Volunteer Group Name: _____
Phone: Home# _____ Work# _____ Cell Phone# _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____

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's Signature

Date

Parent Signature (if under 18)

Date



VOLUNTEER BACKGROUND INVESTIGATION FORM
Girls Incorporated of Metropolitan Dallas

*Group Coordinators, please copy and give one to each volunteer group participant to complete.
Return all forms with the Group Volunteer Application a minimum of 10 days prior to your scheduled volunteer date. Thank you.*

Full Legal Name _____

Address _____

City/State/Zip _____

Social Security Number _____ - _____ - _____

Drivers License Number _____ State _____

Date of Birth _____ / _____ / _____

Maiden Name _____

Sex: Male Female

Place of Birth: City _____ County _____ State _____

Ethnic Classification: Caucasian African-American Hispanic American Indian Asian

Consent for Criminal Background History

I hereby give my permission for Girls Incorporated of Metropolitan Dallas to obtain information relating to my criminal history record through the Volunteer Center of Dallas County. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudication. I understand that this information will be used, in part, to determine my eligibility for a volunteer position with Girls Incorporated of Metropolitan Dallas. I also understand that as long as I remain a volunteer here, the criminal history records check may be repeated at any time. I understand that I will have the opportunity to review the criminal history and a procedure is available for clarification, if I dispute the record as received.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby revise, release and forever discharge and agree to indemnify the Volunteer Center of Dallas County and each of their officers, directors, employees and agents harmless from and against any and all causes of action, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever, and any and all related attorney's fees, court cost, and other expenses resulting from the investigation of my background in connection with my application to become a volunteer.

Applicant's Signature

Date

Parent Signature (if under 18)

Date



Volunteer Confidentiality Agreement

Girls Incorporated of Metropolitan Dallas

I understand that as a volunteer, I may have access to confidential client or participant information or confidential information about the family of a client including, but not limited to:

- Direct contact with clients and families (e.g. records, conversations, information, financial information, etc.)
- Any information from the Girls Incorporated of Metropolitan Dallas employee team
- Client or family records
- Girls Inc. data, materials, or knowledge (e.g. printed matter, statistical records, internal reports, curriculum, memos, email messages and lists, contracts, peer review information, communications, computer programs) which extends to all forms and formats in which the information is maintained and stored, including, but not limited to hardcopy, photocopy, automated and/or electronic form. All information is confidential and the sole property of Girls Inc.

Every client with whom I work has the right to expect that nothing that happens to or about her will be repeated to anyone other than authorized Girls Inc. employees, as designated. I understand that any information that I learn about a client is confidential and that information may not be disclosed to anyone. As a volunteer, I recognize the value and sensitivity of confidential information and understand it is protected by law. For example:

1. There may be times, that a client, individual or family may share information with me that is personal and confidential. I understand my relationship with the client, individual or family, their situation, and their personal affairs are privileged and confidential information.
2. I will only talk in generalities about the client, individual or family. I will not talk about their personal lives, names, where they live, etc. *This includes electronically or in direct person-to-person conversation.*
3. As a volunteer, when I talk about Girls Inc. I will discuss the program, benefits, pride in my service, but will not talk about specific persons, their homes, their situational challenges, etc.

I agree that I will not:

- Reveal to anyone the name or identity of a client.
- Repeat to anyone any statements or communications made by or about the client.
- Reveal to anyone any information that I learn about the client as a result of discussions with others providing support to the client.
- Write or publish any articles, papers, stories or other written materials which will contain the names of any client or information from which the names or identities of any client can be discerned. If a paper is written about my volunteer work here, I agree that I will submit it to the Girls Inc. of Metropolitan Dallas CEO for approval.
- I agree to report activities by any individual or entity that I suspect may compromise the confidentiality of confidential information. Reports made in good faith about suspect activities will be held in strict confidence to the extent permitted by law.

I understand the law provides for the possible civil and criminal penalties for disclosure of confidential client information. I understand that my obligations under this agreement will continue after I cease to be a volunteer for Girls Inc. of Metropolitan Dallas.

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I understand failure to adhere to the above Rules of Confidentiality will result in immediate dismissal as a volunteer and will subject me to possible prosecution according to any applicable laws. I hereby agree by signing below that I have read this document, fully understand its meaning and promise to adhere to the confidentiality agreement described above.

Volunteer Signature _____

Date: _____

Printed Name _____

Parent Signature (if under _____

Date: _____

Parent Printed Name _____