



FOR OFFICE USE ONLY DATE RECEIVED _____ BY _____

VOLUNTEER APPLICATION

Thank you for your interest in Girls Incorporated of Durham. We appreciate you taking the time to complete the following application form. Girls Incorporated recognizes that each volunteer brings unique skills and experience to our agency. The information you provide will help identify these abilities and ensure that your volunteer experience with Girls Incorporated of Durham will be both enjoyable and rewarding.

Name: _____

Address: _____

City _____ Postal Code _____

Home () _____ Business () _____ Cell: () _____

E-mail: _____

Best time to contact: Day _____ Evening _____ Work/Home _____

How did you find out about Girls Incorporated of Durham?

- Sign Newspaper Radio Recreation Handbook
- Another Volunteer Friend Community Display/Information Booth
- Other (please specify) _____

Referred by: _____

Interests / Skills / Experience

Do you have previous volunteer experience? Please describe.

What skills and/or experience would you like to contribute to the Girls Inc? (i.e. fundraising, public speaking, computer skills, etc.)

What particular skills and/or experience would you like to gain from volunteering with Girls Incorporated?

Of the volunteer opportunities available, why did you choose to become involved with Girls Incorporated?

List names of members of Girls Inc. you may know (past or current members)

EMPLOYMENT:

Occupation:

Employer: _____ Phone _____

Address: _____

Describe your job briefly (skills, level of interaction with clients/children/vendors etc.)

How long have you been with your present employer? _____

EDUCATION:

Highest level of education attained:

Degrees/Diplomas/Certificates:

LANGUAGE PROFICIENCY: English Other _____

HOURS OF AVAILABILITY

Dates and Times		Morning Before 12pm	Afternoon 12pm-6pm	Evening After 6pm	Specific Times (Optional)
	Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

VOLUNTEER OPPORTUNITIES*: Please put check mark in boxes of interest

GIRLS PROGRAMMING * VOLUNTEER OPPORTUNITIES	
<i>Please note that In-school Program volunteers must be available to assist in programming between 8:00am and 3:00pm during the regular school year and Community-based Program volunteers must be available during the evening on weekdays between 6:00pm and 9:00pm</i>	
In-School Programs	<input type="checkbox"/>
In-School / Community Seminars	<input type="checkbox"/>
GirlSPACE Program for 6 – 12 year old (Wednesday)	<input type="checkbox"/>
GirlZONE Program for 13+ year old (Wednesday)	<input type="checkbox"/>
Summer Camp Program	<input type="checkbox"/>
GirlSTART Literacy Program	<input type="checkbox"/>
Beacon Street Girls Book Club	<input type="checkbox"/>
Weekend Workshops	<input type="checkbox"/>
PA Day Programs	<input type="checkbox"/>
FUNDRAISING EVENTS VOLUNTEER OPPORTUNITIES	
<i>Please note that these events are generally during the daytime both weekday and weekends between 9:00am – 4:00pm.</i>	
Girls Day Out Event	<input type="checkbox"/>
Golf Tournament Event	<input type="checkbox"/>
Purple Woods Maple Syrup Pancake Festival	<input type="checkbox"/>
Bingo (every Tuesday afternoon)	<input type="checkbox"/>
Face-Painting and/or Photography	<input type="checkbox"/>

BOARD AND COMMITTEE * VOLUNTEER OPPORTUNITIES	
<i>Please note that these committees generally meet in the evenings during the week from approximately 7:00pm – 9:00pm.</i>	
Board of Directors	<input type="checkbox"/>
Finance Committee	<input type="checkbox"/>
Fund Development & Communications Committee	<input type="checkbox"/>
Advocacy Committee	<input type="checkbox"/>
Girls Day Out Event Committee	<input type="checkbox"/>
Golf Tournament Committee	<input type="checkbox"/>
Paper Doll Campaign Committee	<input type="checkbox"/>
COMMUNITY OUTREACH VOLUNTEER OPPORTUNITIES	
<i>Please note that these events are generally during the daytime both weekday and weekends between 9:00am – 4:00pm.</i>	
Community Information Booths	<input type="checkbox"/>
Local Community Festivals/Events	<input type="checkbox"/>
Advocacy/Awareness Events such as Girls Rights Week	<input type="checkbox"/>
Corporate Employee Presentations	<input type="checkbox"/>
Volunteer Recruitment Fairs	<input type="checkbox"/>
United Way Events	<input type="checkbox"/>
Racing Against Drugs	<input type="checkbox"/>
Prenatal Nutrition Program	<input type="checkbox"/>
Program Driver	<input type="checkbox"/>

REFERENCES:

Please list names of three people we can contact for references (no relatives please). Please include at least one professional reference.

Note: References are individuals who have known you more than 2 years

1. Name: _____ Relationship _____
Address: _____
City: _____ Postal Code: _____
Phone: () _____ Fax: () _____

2. Name: _____ Relationship _____
Address: _____
City: _____ Postal Code: _____
Phone: () _____ Fax: () _____

3. Name: _____ Relationship _____
Address: _____
City: _____ Postal Code: _____
Phone: () _____ Fax: () _____

To facilitate my screening as a volunteer with Girls Incorporated of Durham, I hereby authorize the exchange of information between Girls Incorporated of Durham and the above listed references.

Signature of Applicant

Date

Volunteer Responsibilities and Agreements

Girls Incorporated of Durham: Confidentiality Agreement

I accept and understand that confidentiality in the performance of my duties as a volunteer with Girls Incorporated of Durham is an ethical obligation based on the rights of individuals and the community to protect the intimate disclosures of a professional relationship.

My obligation, and that of Girls Incorporated, is to maintain confidentiality extending to all aspects of contact from inquiry through the continuing relationship and after service has been terminated.

Girls Incorporated of Durham: Intellectual Property Agreement

I accept and understand that all curriculum and materials are copyrighted and the property of Girls Incorporated of Durham. They cannot be copied, altered or used for any other purpose as otherwise intended. Materials may not be taken off the premises or distributed without permission from the Executive Director.

I have read the Volunteer Role & Responsibilities defined above and I will commit to fulfilling the responsibilities to the best of my ability throughout the year. I also agree to be bound by the Girls Incorporated of Durham Confidentiality and Intellectual Property agreements.

Girls Incorporated of Durham: Confirmation of Criminal Background Check

Were you ever indicated or convicted of child abuse? Were you ever convicted of a criminal offense? (Omit minor traffic violations and any offense committed before your 18th birthday that was finally adjudicated in a juvenile court or under a youth offender law.) If yes, give details on a separate sheet of paper. Conviction of a criminal offense is not a bar to volunteer in all cases. Each case is considered on its merits.

Yes Please provide details on separate sheet. No

*All volunteer applicants over the age of 18 years old are required to submit a Criminal Background Check

Girls Incorporated of Durham: Media Release Agreement

There may be occasions where pictures of you will be taken. These photos will be used for newsletter, videos, brochures, annual reports, radio, television newspapers and our home website.

- I give my permission for my picture to appear in any Girls Incorporated of Durham publications.
- I do not give permission for my picture to appear in any Girls Incorporated of Durham publications.

Volunteer's Name (Printed)

Date

Volunteer Coordinator's Signature

Please forward application to:
Girls Incorporated of Durham, 1 – 398 Bayly Street West, Ajax, Ontario L1S 1P1
Phone: (905) 428-8111 ext. 27 Fax: (905) 428-9992
Email: econner@durham.girls-inc.org
www.girlsinc-durham.org