



Thank you for your interest in Girls Incorporated of Greater Austin's (GIGA) Volunteer Program. Volunteers are a valuable resource to Girls Incorporated. 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 business plan, 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. of Greater Austin 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 Incorporated of Greater Austin

Attn: Rashaanne N. Lewis

P.O. Box 142934

Austin, TX 78714

Upon review of your application, you will receive an e-mail or phone call with instructions and orientation dates. You will be required to 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 512-423-8952 or [**gigavolunteer@gmail.com**](mailto:gigavolunteer@gmail.com). Thanks for your interest and support of Girls Incorporated of Greater Austin.



Volunteer Application

Girls Incorporated of Greater Austin

Name: _____

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

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Employer: _____ Phone # _____

Work Address: _____

City: _____ State: _____ Zip: _____

Title/Position: _____

Emergency Contact Name: _____ Relationship: _____

U.S. Citizen: Yes or No Birthday: _____ Month/ _____ day

TX Drivers License# _____ Liability Insurance: Yes or No

High School diploma/GED: Yes or No Business/Vocational Training: Yes or No

Professional licenses or certificates: _____

College Major: Yes or No If yes, degree type: _____

Other Languages: Spoken: _____ Written: _____

Special skills, interests, hobbies: _____

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

Times: **School year:** 3pm to 6:30pm **Summer:** 9am to 2pm 2pm to 4pm 4pm to 6pm

Frequency: One-Time Event Daily Weekly Bi-monthly Monthly

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

Locations: Lanier H.S. Windsor Park Branch Library _____ _____

Ever employed by Girls Incorporated: Yes No If yes, when/where: _____

How did you hear of Girls Incorporated: _____

TELL US ABOUT YOU:

Please tell us briefly why you would like to become a Girls Inc. of Greater Austin, volunteer.

What 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. of Greater Austin? _____

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

Volunteer Opportunity

(Please check all that you are willing to assist with)

- ☉ **Activity Assistant** – share your interest with a small group of girls (sports, photography, fashion, arts and crafts, cooking, writing, music, story telling, etc.)
- ☉ **Administrative Assistant** – assist basic office tasks in all departments.
- ☉ **Art Teacher** – share your art talent providing hands-on art instruction and helping girls explore different art mediums (seasonal crafts, scrap booking, sculpting with clay, etc)
- ☉ **Career/Education Speaker** – share your story about your career path and obstacles that you had to overcome to achieve your goals.
- ☉ **Fitness Instructor** – encourage girls to get physically fit by sharing your skills in fitness education (aerobics, yoga, kick boxing, etc.)
- ☉ **Girl Events** – assist staff with events and outings (Black History, Cinco de Mayo, Women's Herstory Bowl, Museum visits, Juneteeth Parade, GIGA Gala, Girls Summit, etc.)
- ☉ **Translator** – act as a liaison between Girls Inc. staff and Spanish speaking parents by translating agency correspondence and translating at parent meetings.
- ☉ **Tutor/Homework Assistance** – give support by providing homework assistance to students ages 6-12, individually and in groups.
- ☉ **Workshop Assistant** – assist in designing and/or delivering special interest workshops (babysitting, community service, teen pregnancy prevention, health and safety education, entrepreneur workshops, empowering parent workshops, etc.)

Please list three references:

- 1. Name _____ Phone _____
- 2. Name _____ Phone _____
- 3. Name _____ Phone _____

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 Greater Austin (herein after referred to the Girls Inc.). I understand the term VOLUNTARY means the way in which actions or services are rendered to Girls In. 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 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 there 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 Greater Austin harmless for any and all damages to my personal property while performing as a VOLUNTEER in a VOLUNTEER CAPACITY any and all duties for Girls Inc. of Greater Austin.
2. I agree that an 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 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, serves as a Girls Inc. volunteer while under the influence of drugs, alcohol, or any other substance.

I acknowledge that I have read and understand the terms and conditions of the forgoing VOLUNTEER AGREEMENT AND RELEASE and that I will comply with the same.

Applicant SIGNATURE

DATE

(Application must be signed & dated)

Volunteer Confidentiality Agreement for Girls Incorporated of Greater Austin

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 (records, conversations, information, financial information, etc.)
- Any information from the Girls Incorporated of Greater Austin employee team
- client or family records
- Girls Inc. data, materials, or knowledge (printed mater, 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 hard copy, 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 Incorporated of Greater Austin's CEO for approval.
- I agree to report activities by any individual or entity that 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 Incorporated of Greater Austin, Inc.

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 _____ Witness Initial _____

**Volunteer Background Investigation form
Girls Incorporated of Greater Austin**

Full Legal Name _____

Address _____

City/State/Zip _____

Social Security Number _____ - _____ - _____

Drivers License Number _____ **State** _____

Date of Birth _____ / _____ / _____

Maiden Name _____

Sex: Male or Female

Place of Birth: City _____ County _____ State _____

Ethnic Classification: African American American Indian Asian
Caucasian Hispanic Other _____

Consent for Criminal Background History

I hereby give my permission for Girls Incorporated of Greater Austin to obtain information relating to my criminal history record through _____. 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 Greater Austin. 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, executor and administrators, hereby revise, release and forever discharge and agree to indemnify the _____ and each of their officers, directors, employees and agents harmless from and against any and all causes of action, suites, 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