



# VOLUNTEER PACKET



**Dear Potential Volunteer:**

I would like to thank you for your interest in becoming a Volunteer with Girls In Action (GIA). GIA is a youth development program in the District of Columbia. We are looking for qualified and caring volunteers to help us achieve our mission.

We ask that all volunteers make a 9 month commitment to our program (October - July). Each applicant is responsible for obtaining a background clearance through their local law enforcement agency prior to beginning work with our organization.

Again, we thank you for your interest in becoming a Volunteer with Girls In Action and hope to welcome you as part of our family real soon!

Sincerely,

Ikisha Little  
CEO/Founder

**59 L ST NW**  
**Washington DC 20001**  
**(202) 489-1305 (mobile)**  
**[Ikisha@girlsinaction.org](mailto:Ikisha@girlsinaction.org) (email)**  
**[www.girlsinaction.org](http://www.girlsinaction.org) (website)**

## **Mission Statement**

Girls In Action is committed to being a community staple program for maximizing girls' self development and empowerment. Girls will learn life skills to achieve in school, take responsibility for their behavior, cope with peer pressure, avoid teen pregnancy and other negative traps, and ultimately, use their personal power to reach their goals and dreams.

GIAgirls will practice important skills, including listening to and understanding the viewpoints of others, communicating clearly, thinking critically, and making sound decisions.

GIAgirls will develop social, emotional, and intellectual tools to help them create a positive life vision, develop success skills, serve as community role models, and access the resources they need to achieve their goals.

## **About Girls In Action**

GIA is an innovative leadership and empowerment program for African American girls, age 8-18, in the District of Columbia metropolitan who are exposed to high levels of risk in their family, home, community, and social environment. The goal of Girls In Action is to educate young girls to look inside of themselves to develop the inner strength, character, and skills that it takes to be a true leader.

Girls In Action is a nine (9) month program designed to:

- Assist young ladies in developing respect for themselves and others;
- Promote excellence in mind, body and spirit;
- Empower youth through positive relationships.

## **Purpose**

The purpose of this program is to empower young ladies in grades 3-12 through positive relationships while promoting excellence in mind (self esteem and self worth), body (image and nutrition) and spirit (God and our purpose in life).

Program activities include group discussions, empowerment workshops, creative writing, field trips, college tours, and guest speakers from our community. GIAgirls will learn to value the above-mentioned objectives, along with education, community involvement, and respect for themselves and others. The program will also include career exploration, community service projects, life and academic skills development. We will have group outings, seminars, workshops, recreational activities, and partake in cultural events.

## ***To participate in the program, volunteers must:***

- Be female, 21 and older
- Be drug free
- Consent to a background check
- Attend Mentor Training Session
- Complete a Volunteer Application
- Complete Volunteer interview/orientation session
- Commit to participating in our program for at least one (1) session year.

Girls In Action welcomes volunteers regardless of racial background or spiritual beliefs as long as they understand and support the mission of Girls In Action.

Your completed Girls In Action Volunteer Program Application Packet should contain the following materials:

- ✓ Initialed and Signed Volunteer Consent Form
- ✓ Completed and Signed Volunteer Application
- ✓ Volunteer Interest Survey
- ✓ Volunteer Confidentiality Agreement
- ✓ Completed Criminal Background Check paperwork with a copy of valid driver's license

When submitting an application for program consideration, please ensure that each of the above forms is filled out completely and signed where appropriate.

Submit the entire packet with this form on top either by mail or email All contact information has been provided on the cover page of this application.

# Girls In Action Volunteer Program Consent Form

**Please read this carefully before signing:**

**Girls In Action (GIA)** appreciates your interest in becoming a volunteer. We are honored that you are willing to step forward and assist the young ladies within our communities. If approved, we assure a meaningful volunteer experience!

Please initial each of the following:

\_\_\_\_\_ I have read the information given to me regarding the GIA and understand the mission and purpose of such program.

\_\_\_\_\_ I give my consent and agree to voluntarily participate in the GIA and its related activities.

\_\_\_\_\_ I agree to all mentor program guidelines and understand that any violation on my part may result in suspension and/or termination of the mentoring relationship.

\_\_\_\_\_ I agree to obtain a criminal background check and submit it to Girls In Action at my expense.

\_\_\_\_\_ I release Girls In Action and Sursum Corda Community of all liability of injury, death, or other damages to me that may result from my participation in the program and hold harmless any Girls In Action's member, program staff, or other representatives, both collectively and individually, of any injury, physical or emotional, other than where gross negligence has been determined.

\_\_\_\_\_ (optional) I agree to allow Girls In Action to use any photographic image of me taken while participating in the mentor program. These images may be used in promotions or other related marketing materials.

By signing below, you attest to the truthfulness of all information listed on the below application and agree to all the above terms and conditions. You agree to let our program confirm all information listed and to background criminal records check. If any information is found to be untrue, this organization shall have the right to terminate the applicant's contract.

I have read and understood the program's rules, regulations, and responsibilities for becoming a mentor. If selected I will follow the rules of the program and be a dedicated mentor.

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

# Girls In Action Volunteer Program Application

## Personal Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Date of Birth \_\_\_/\_\_\_/\_\_\_

## Employment Info

Please provide current employment information.

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ (month/year)

Position Held: \_\_\_\_\_

## Education

Please tell us about your education and training as it relates to our program.

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What other skills or experience do you possess that you feel would benefit our program?

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# Application Questions

Please answer all of the following questions as completely as possible. If more space is needed, use an extra sheet of paper or write on the back of this page.

1. What volunteer positions are you most interested in? Please list in order of interest.

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2. Do you have any previous experience volunteering or working with youth? If so, please specify.

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3. What qualities, skills, or other attributes do you feel you have that would benefit our youth? Please explain.

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4. Can you commit to participate in the Girls In Action Outreach Program for a minimum of one session year (9 months)?

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5. What are the most convenient times for you to volunteer? Please check all that apply.

Weekdays:  After school:  Evenings:  Weekends:

6. Please check all activities you are interested in:

Biking  Camping  Science  Cooking  Library  Hiking  Running

Music  Sports  Yoga  Golf  Swimming  Gardening  Parks  Movies

Fishing  Animals  Eating  Board Games  Shopping  Reading to Youth

Arts and Crafts  Public Speaking  Tutoring Youth  Field Trip Chaperone  Entertainer

Web Site Maintenance  Marketing/Graphics  General office work, typing, filing, copying, data entry

Sharing skills in music, arts and crafts, dramatic skits, cheerleading, sports

Neighborhood Clean-Up (One-day event – Beautification Day)

List any other areas of special interest \_\_\_\_\_

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# GIRLS IN ACTION VOLUNTEER CONFIDENTIALITY AGREEMENT

Volunteers of Girls In Action “the organization” have an ethical and legal obligation to keep confidential all information received from and/or about persons with whom the organization and the volunteers conduct business.

As a Volunteer,

1. I understand and support the organization and Girls In Action’s firm commitment to the principle of confidentiality.
2. I shall hold all confidential information disclosed to me hereunder in strictest confidence and shall not disclose said information to any person at any time.
3. I agree to consult with the Girls In Action’s Founder/CEO of the organization prior to disclosure if there is any question concerning the release of specific and confidential information.
4. I understand that violation of the privacy rights of individuals through unauthorized discussion, disclosure, or access to personal information could make me subject to termination of my participation in the program as well as civil and or criminal penalties.
5. I understand that this Confidentiality Agreement shall be governed by and construed in accordance with the laws of the District of Columbia.

By signing this document, I hereby consent to the jurisdiction of the United States District Court for the District of the District of Columbia and of the courts of the District of Columbia in any action, suit or proceeding arising out of this Confidentiality Agreement.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date