Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Information Packet

Girls Incorporated of Bristol

**Girls Incorporated of Bristol**

**Volunteer Job Description**

**Position:** Volunteer

**Reports To:** Director of Operations

**Qualifications:** Personal Reference check, Criminal History Check/Background Check

**Responsibilities:**

**Assists with Paperwork:**

* Making Copies
* Putting together packets
* Filing, etc.

**General Staff Assistant:**

* Exhibits a professional attitude and presence and acts as a positive role model.
* Helps prepare for programs, set up supplies, make copies, etc.
* Assists in supervision of children.
* Acts as a program facilitator.
* Assists with homework, serving as a tutor when needed.
* Assists on field trips.
* Acts as a helper for weekend activities, etc.
* Help to prepare and set up for snack and other special events.
* Helps to maintain a clean, safe and organized environment for the children.
* Assists with fundraisers.

**Girls Incorporated of Bristol / Outreach**

**Volunteer Application**

**PLEASE COMPLETE BOTH SIDES OF THE APPLICATION. TYPE OR PRINT IN INK.**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mailing Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School/Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**School/Organization Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3 Personal References (include name, address and phone)**

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**Please list previous volunteer experience/ Or what you are interested in doing as a**

**volunteer.**

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**Have you visited a Girls Incorporated center before? If yes please give the**

**location**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you are aware of Girls Incorporated programs already in place, are you interested in implementing one or more of them specifically? If yes, please indicate which ones\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**What days of the week and hours of the day are you available for volunteer service?**

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**Please check what category of service you are interested in. Check all that apply.**

**\_\_\_\_\_\_ Homework Helper \_\_\_\_\_\_ Program Helper**

**\_\_\_\_\_\_ Staff Assistant \_\_\_\_\_\_ Cleaning/Organizing**

**\_\_\_\_\_\_ Other (Specify)**

**Please list any specific programs or activities you are interested in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Is there any age group you prefer to work with or any that you are uncomfortable with? Specifiy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\***

**Signature of Applicant Date**

**Release of Liability**

In consideration of my desire to serve as a volunteer at Girls Incorporated of Bristol and promotion of the mission of Girls Incorporated, which is to inspire all girls to be Strong, Smart, and Bold, I hereby assume all responsibility for any and all risk of property damage or bodily injury that I might sustain while participating in any voluntary activity of any nature, including the use of equipment and facilities of Girls Incorporated.

Further, I myself and heirs, executors, administrators and assigns, hereby release, waive and discharge Girls Incorporated and its officers, directors, employees, agents, members and volunteers of and from any and all claims which I or my heirs, administrators and assigns ever may have against any of the above for, on account of by reason of or arising in connection with such volunteer efforts or my participation therein and hereby waive all such claims, demands, and causes of action.

I understand that working with this organization may involve risks and hazards which may include but are not limited to: the use of tools and chemicals and other risks and hazards that may vary depending on the volunteer position. I am aware of these and other risks and hazards inherent in participating as a volunteer and hereby assume sole responsibility for all such risks and hazards.

I currently have no known physical or mental condition that would impair my capability for full participation as intended or expected of me.

Further, I have carefully read the foregoing release and indemnification and understand the contents thereof and sign this release as my own free act.

**\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\***

**Signature of Applicant Date**

**\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\***

**Signature of Parent/Guardian Date**

**Girls Incorporated of Bristol**

**Volunteer Time Record Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Time In** | **Time Out** | **Total Hrs** | **Type**  **Volunteer/**  **Community**  **Service** | **Staff Initials and Date** |
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**Signature of Volunteer Date**