

Cover Letter for Volunteer Application

Dear Volunteer:

We have enclosed an application form, a reference referral form, interest survey, and a mentor job description. Please answer all questions on the application thoroughly. A complete application will allow us to respond promptly to your request to volunteer. When you have completed the application, please mail it to the below address.

G.I.R.L.S. Club
1062 W. Mercury Blvd
Ste. 7237
Hampton, VA 23666

Email to: girlsclubhr@gmail.com

On behalf of the staff at G.I.R.L.S. Club, we thank you for your interest in our mentoring program. If you have any questions, please feel free to contact me at 757-598-4475.

Sincerely,



Chekesha T. White G.I.R.L.S.
Club
Founder & Executive Director

Mentor Application

Please PRINT all information and answer all questions. Only complete forms will be processed!
All information provided remains confidential and is used for both safety and funding purposes.

Personal Information

Name: _____ Date: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Home phone: _____ Work phone: _____

Mobile: _____ Email: _____

Date of Birth: ____/____/____ Instagram Name: _____

College/University:

Evidence of Community/Campus Involvement

Please provide relevant information, with most recent position held first.

Title of Community Service or Program:

Start Date (Mo/Yr):

Location of Community Service Activity/Program:

Goal of Community Service Activity/Program:

Please describe your specific involvement:

Title of Community Service or Program:

Start Date (Mo/Yr):

Location of Community Service Activity/Program:

Goal of Community Service Activity/Program:

Please describe your specific involvement:

Applicant's Name: _____

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. Why do you want to become a mentor with the G.I.R.L.S. Club?

2. Describe any previous experience volunteering or working with youth.

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

4. Can you commit to participate in the G.I.R.L.S. Club for a minimum of one year?

5. Are you available to meet with a mentee for a minimum of five hours per month and have contact at least once per week? Please explain any particular scheduling issues.

6. Describe yourself using three adjectives and explain each.

7. How would your friends, family, and co-workers describe you?

8. Have you ever been convicted of a crime? If so, what were the circumstances?

9. Have you ever used illegal drugs? If so, what substances were used and how often?

10. Have you ever been investigated or convicted of child abuse or neglect? If yes, please explain.

Applicant's Name: _____

11. Are you willing to attend an initial mentor training session and two in-service training sessions per year?
12. Please indicate the amount of volunteering you are interested in for the year (check one).
 Less than 5 hours 5 hrs 10 hrs 20 hrs 40 hrs Year-long
13. Are you interested in pledging a sorority in the near future?
14. If year-long, are you willing to communicate regularly and openly with program staff, provide monthly information regarding your mentoring activities, and receive feedback regarding any difficulties during your participation in the mentoring program?

Applicant's Name: _____

Please read carefully before signing:

G.I.R.L.S. Club appreciates your interest in becoming a mentor.

Please initial each of the following:

_____ I agree to follow all mentoring program guidelines and understand that any violation will result in suspension and/or termination of the mentoring relationship.

_____ I understand that G.I.R.L.S. Club is not obligated to provide a reason for the decision in accepting or rejecting me as a mentor.

_____ (optional) I agree to all G.I.R.L.S. Club to use any photographic image of me taken while participating in the organization. These images may be used in promotions or other related marketing materials.

_____ I understand I must return all of the following completed items along with this application, and that any incomplete information will result in the delay of my application being processed:

- Copy of your valid driver's license and proof of insurance
- Personal References Form
- Interest Survey Form
- Criminal History Release Form

_____ I understand that I must complete a background check before I can be matched with a mentee.

_____ I understand that I must communicate with my mentee(s) weekly and initiate outings outside of the regular meetings.

_____ I understand that I will be required to fundraise (2x) to help support the mission of the organization.

_____ I understand that I have the option to serve on sub-committees within the organization.

By signing below, I attest to the truthfulness of all information listed on the application and agree to all the above terms and conditions.

Signature _____

Date _____

Personal References

Please list three references whom you would like to use as character references (only people you have known for at least a year). Include at least one relative and one supervisor. Any information G.I.R.L.S. Club gathers from these references will be held as confidential and not released to you, the applicant.

a. Name _____ Relationship _____
Address _____ City _____ State _____
Phone _____ How long known: _____

b. Name _____ Relationship _____
Address _____ City _____ State _____
Phone _____ How long known: _____

c. Name _____ Relationship _____
Address _____ City _____ State _____
Phone _____ How long known: _____

Affirmation: The above information is true to the best of my knowledge. I grant permission to contact my references provided.

Signature _____ Date _____

Mentor Interest Survey

Name: _____ Date: _____

Please complete all of the following. This survey will help G.I.R.L.S. Club know more about you and your interest.

What are the most convenient times for you to assist with a mentee? Check all that apply.

____ Weekdays ____ Afterschool ____ Evenings ____ Weekends

Please indicate which age group you are interested in working with:

____ 4th-5th grade ____ Middle School ____ High School

What are some favorite things you like to do with other people?

What are your favorite subjects to read about?

What is your occupation and or major and how did you choose this field?

What is one goal you set for the future?

If you could learn something new, what would it be and why?

What person do you admire most and why?

Describe your ideal Saturday