



WRITEGIRL VOLUNTEER APPLICATION 2013-2014 Season

Please email this application, your resume and two writing samples (5 pages max.) to volunteer@writegirl.org. Your writing samples do not have to be published—you may send business writing or personal journal or blog entries.

Date of Application: _____

How did you hear about WriteGirl? _____

If referred by a member, who was it? _____

PERSONAL INFORMATION

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Fax: _____

Mobile: _____

Email (for WriteGirl communications): _____

Secondary email address: _____

BUSINESS INFORMATION

Company/Organization: _____

Occupation/Title: _____

Street Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

How long have you worked with your current employer? _____

Business Phone: _____ Extension: _____

Business Fax: _____

Where/when is the best time to contact you by phone? _____

EXPERIENCE & SKILLS

Are you fluent in any foreign language or sign language?

YES NO If yes, please describe: _____

What are your areas of writing expertise? (mark all that apply)

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Fiction | <input type="checkbox"/> Children's Literature |
| <input type="checkbox"/> Nonfiction | <input type="checkbox"/> Criticism |
| <input type="checkbox"/> Drama/Plays | <input type="checkbox"/> Marketing/PR/Business Writing |
| <input type="checkbox"/> Screenplays | <input type="checkbox"/> Translation |
| <input type="checkbox"/> TV | <input type="checkbox"/> Editing |
| <input type="checkbox"/> Journalism | <input type="checkbox"/> Proofreading |
| <input type="checkbox"/> Poetry | <input type="checkbox"/> Other (please describe) |
| <input type="checkbox"/> Songwriting | _____ |

Tell us about your writing background (include any publications, awards, blogs, etc.):

Do you have volunteering, mentoring or teaching experience? YES NO

If yes, please describe:

EDUCATION (mark all that apply)

- High School Some College
- College Degree Type and school: _____
- Graduate Degree Type and school: _____
- Other Type and school: _____

ETHNIC BACKGROUND (mark all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Asian | <input type="checkbox"/> Native American |
| <input type="checkbox"/> African-American | <input type="checkbox"/> Pacific Islander |
| <input type="checkbox"/> Caucasian | <input type="checkbox"/> Other |
| <input type="checkbox"/> Latino | |

SEX

- Female Male

INTERESTS

Please list any civic groups, clubs or associations of which you are a member.

What motivated you to apply to WriteGirl?

As a WriteGirl Volunteer/Mentor, you are required to participate on one of our work teams. *Please check areas where you have experience (paid or unpaid):*

- Member Communications (contacting girls, parents, other volunteers)
- Community Relations (with schools, community organizations, parents, etc.)
- Developing Curriculum & Writing Experiments
- Development (fundraising/grant research/grant writing)
- Special Event Planning (sourcing refreshments, food, locations, etc.)
- Publications (book sales, production support, editing, proofreading, book publicity, etc.)
- Public Relations/Media Relations
- Administrative Support (errands, filing, data entry, etc.)
- Other: _____

AVAILABILITY

Can you mentor at WriteGirl workshops, held one Saturday a month, 11am – 4pm?
(Dates on our website)

- YES NO

Are you interested in being a mentor at our In-Schools programs?

- YES NO

Are you willing to travel outside your live/work neighborhood to mentor at a school site?

- YES NO

Are you available during the daytime on weekdays?

- YES NO

Can you meet WriteGirl's minimum requirement of contributing at least 3 hours per month in addition to attending monthly workshops?

- YES NO

Is there anything else you would like to tell us?

REFERENCES

Please provide us with three references. If you are an employee, your business reference needs to be a supervisor. If you have your own business, the reference needs to be someone with whom you are currently doing business. We also ask for two personal references that can vouch for your reputation and character and speak of your potential in working with young women. We prefer local references who have known you for at least two years. Please do not use relatives.

BUSINESS REFERENCE

Full Name (Mr. Ms. Mrs. Dr./Title): _____

Company/Occupation: _____

Phone: _____ Email: _____

Relationship: _____

PERSONAL REFERENCE #1

Full Name (Mr. Ms. Mrs. Dr./Title): _____

Company/Occupation: _____

Phone: _____ Email: _____

Relationship: _____

PERSONAL REFERENCE #2

Full Name (Mr. Ms. Mrs. Dr./Title): _____

Company/Occupation: _____

Phone: _____ Email: _____

Relationship: _____

BACKGROUND CHECK

We will be conducting background checks on each applicant as required by our insurance company. Do you give us permission to conduct a criminal background check on you?

YES NO

* A "Livescan" fingerprinting is required by law of all volunteers who work with children in the state of California. The cost ranges from \$40 – \$60, depending on where you go; WriteGirl can reimburse for up to \$40 if this is a financial hardship for you. Please make arrangements with the WriteGirl office prior to your scan.

CERTIFICATION

I acknowledge that this application becomes the property of WriteGirl. To the best of my knowledge, the statements made by me on this application are true and complete, and I have withheld nothing that would, if disclosed, reflect adversely on my application. Please consider my application to participate in WriteGirl.

Signature: _____

Date: _____

Full Name (please print): _____

Please email this application to volunteer@writegirl.org along with your resume and two writing samples (5 pages max.) in the body of an email or as a Word or PDF attachment. *No links, please.*

Trainings are usually held in the fall and winter. Applications are reviewed in the weeks prior to trainings and qualified applicants are invited to attend. If you are applying at any other time, you will receive a confirmation that your materials were received. Further communications will follow, closer to training season. We appreciate your patience.

Thank you very much for your interest in WriteGirl.

Never underestimate the power of a girl and her pen.