

# eliminating racism empowering women

ywca

YWCA Fort Worth & Tarrant County  
512 West 4th Street  
Fort Worth, TX 76102

T: 817-332-6191  
F: 817-332-6172  
www.ywca.org/fortworth

Dear Prospective YWCA Volunteer,

Thank you for your interest. We believe at the YWCA that we have the greatest jobs around. This is also true for our volunteers! The YWCA volunteer program strives to help meet needs of YWCA and its clients, as well as to provide you with a meaningful experience. Participants in the volunteer program must comply with certain guidelines to protect the YWCA, our clients and you, the volunteer.

Orientation is mandatory before beginning volunteer work. You will be contacted to complete an orientation once the following are complete:

- o Volunteer Application
- o Three returned reference forms from an adult who is familiar with you, but not related (i.e. neighbor, clergy member, teacher, etc.)
- o Signed Confidentiality Agreement
- o Signed Volunteer Code of Ethics
- o Volunteer dues paid (\$50 for Child Development Volunteers, due to extra licensing requirements; \$20 for all others)
- o Background check

Our intention is not to make you feel overburdened with our guidelines, but we find that explaining our expectations upfront makes the experience a more positive one for everyone.

We are anxious to have you work with us. We want this be a rewarding experience for you, as well as for the clients and staff of YWCA Fort Worth & Tarrant County. Please do not hesitate to contact me at 817-332-6191 or ebrumley@ywcafortworth.org should you need additional information or have further questions.

Sincerely,

Erika Brumley  
Director of Development

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**Marian Ross**  
*First Vice President*

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**volunteer application**

Thank you for your interest in and support of YWCA Fort Worth & Tarrant County. All volunteers are required to complete an application, sign the code of ethics, sign volunteer confidentiality agreement, have three complete references, have a complete criminal background check and pay \$20 application fee (volunteers providing regular, frequent care to children will be charged \$50 per year for processing the necessary background checks for licensing) prior to volunteering.

YWCA Fort Worth & Tarrant County  
Attn: Erika Brumley, Director of Development  
512 West 4th Street  
Fort Worth, Texas 76102

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

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

Mailing Address: \_\_\_\_\_

City, State zip: \_\_\_\_\_

Home phone/Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

Employer/job title: \_\_\_\_\_

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

Employer phone (if we may contact you at work): \_\_\_\_\_

Date of birth: \_\_\_\_\_

Preferred area of volunteer service: \_\_\_\_\_

\_\_\_\_\_

Special skills, interests or trainings: \_\_\_\_\_

\_\_\_\_\_

Are you volunteering with a group/organization? If so, please list \_\_\_\_\_

\_\_\_\_\_

Previous social service/volunteer experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever volunteered at YWCA Fort Worth & Tarrant County? If so, where? \_\_\_\_\_

\_\_\_\_\_

How did you learn about our organization? \_\_\_\_\_

As an adult, have you ever been convicted of anything other than a minor traffic violation? ( ) Yes ( ) No  
If yes, please list all such offenses and state, date and name of court disposition: \_\_\_\_\_

Times available:

Day	Times available
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Please list 3 references who are not related to you and have known you at least two years.

Name \_\_\_\_\_ Daytime Phone number \_\_\_\_\_

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

# of years known \_\_\_\_\_ in what capacity? \_\_\_\_\_

Name \_\_\_\_\_ Daytime Phone number \_\_\_\_\_

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

# of years known \_\_\_\_\_ in what capacity? \_\_\_\_\_

Name \_\_\_\_\_ Daytime Phone number \_\_\_\_\_

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

# of years known \_\_\_\_\_ in what capacity? \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Name	Relationship	Phone number
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I understand and agree that in the performance of my duties as a volunteer of YWCA Fort Worth & Tarrant County I must hold in strictest confidence any observations I may make or information I may hear regarding clients, clients' families, or staff.

I verify that all of the information provided by me in this application is true, correct, and complete to the best of my knowledge. I grant YWCA Fort Worth & Tarrant County to verify this information for my suitability as a volunteer. I understand that false or misleading statements or the omission of any information necessary to make this application complete may result in rejection of my application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
for office use only

Dues received \_\_\_\_\_  
Amount \_\_\_\_\_ date \_\_\_\_\_ check # \_\_\_\_\_

Volunteer Code of Ethics signed \_\_\_\_\_

Orientation \_\_\_\_\_

References received \_\_\_\_\_

Confidentiality agreement signed \_\_\_\_\_

Background check \_\_\_\_\_

\_\_\_\_\_ has applied to be a volunteer at YWCA Fort Worth & Tarrant County. Applicants are required to have three references before continuing in the process and you have been selected as one reference for this applicant. This will help us in determining the best volunteer placement.

(Please print)

<b>Name</b>	<b>Phone Number</b>
<b># of years you have known applicant</b>	<b>In what capacity?</b>

Please place a check mark in the box that you believe best indicates how you perceive this applicant ability in the following areas.

<b>Ability to</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Fair</b>	<b>Poor</b>	<b>Not Observed</b>
Be prompt						
Work as part of a team						
Work independently						
Handle stressful situations						
Communicate effectively						
Pay attention to detail						
Follow instructions, rules and procedures						
Get along with others – adults and peers						
Interact with and respect those with different background or beliefs than their own						
Accept criticism						
Resist peer pressure						
Show emotional maturity						
Exhibit compassion.						
Perform tasks effectively						

Additional Comments: \_\_\_\_\_

I  do  do not recommend this applicant as a volunteer for YWCA Fort Worth & Tarrant County.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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 YWCA Fort Worth & Tarrant County, Attention Erika Brumley-Director of Development, 512  
 West 4th Street, Fort Worth TX 76102

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**ywca fort worth & tarrant county**  
**volunteer reference information**

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Get along with others – adults and peers						
Interact with and respect those with different background or beliefs than their own						
Accept criticism						
Work well with children						
Show emotional maturity						
Exhibit compassion.						
Perform tasks effectively						

Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_

I  do  do not recommend this applicant as a volunteer for YWCA Fort Worth & Tarrant County.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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817.332.6191

## volunteer opportunities

Volunteers contribute hundreds of hours of service to the YWCA each year. Without them, our programs simply could not operate at the high quality level our clients have come to expect. Volunteers are critical to the YWCA's fulfillment of our mission. Whether the project is small or large, long-term or short-term, many people or just one, volunteers and everything they do to make the YWCA the best it can be are appreciated!

**Join REACT** The YWCA Racial Equality Action Network (REACT) is a grassroots movement dedicated to providing information about issues that impact women and people of color and helping members speak out about those issues. Sign up to receive updates and action alerts to help elected officials and the public understand how public policy impacts our lives. This might involve sending emails, letters, and may be as active as marching, visiting elected officials, etc.

**Women Who Care, Share Table Host** – each year approximately 100 women host tables at our fundraiser luncheon in October and agree to raise a minimum \$1,000 for YWCA programs and services. Each of these table hosts invites nine of their friends to attend the luncheon and make a contribution to the luncheon of at least \$100. It is a fun way to introduce friends to the YWCA, educate them on the work we do and make a difference in the lives of those we serve.

**Bus Buddy** – Each afternoon the YWCA bus transports the children back to the homeless shelters. The Bus Buddy rides with the children to help support them during this transition.

**Mailing Party** – From time to time we have large mailings that we need help stuffing. This would involve helping YWCA staff and other volunteers stuff the invitations or letters, enjoying the camaraderie while getting lots accomplished.

**Naptime Nannies** – Working in one of our three child development centers, Naptime Nannies rock and spend time with infants and young children. It is a wonderful way to show your compassion to the youngest and most vulnerable YWCA clients.

**Story Time** – Bring your own favorite age-appropriate children's book, or use one of ours to spend time with children and help them develop a love of reading, increasing their vocabulary and their ability to learn throughout their lifetime.

**Resale Shop Store Volunteer** – Volunteers greet customers, sort donated merchandise, make items ready for sale and help the store operate smoothly and efficiently. Volunteer hours are flexible and can be one-time only or a weekly scheduled time.

**Birthday Parties** – Organize monthly/quarterly birthday parties for preschool-aged children at any of our three child development centers. This could be as simple or elaborate as you wish.

**Life Skills Trainer** – If you are knowledgeable in any specific life skill (budgeting, relationships, healthy body image, healthy cooking, grocery shopping on a budget, knitting, scrapbooking, etc.), come share your skills by teaching them to small groups of residential clients.

**Annual “Hanging of the Greens”** – Deck the halls of the beautiful historic YWCA building. Spend a fun-filled day with YWCA staff, getting into the holiday spirit with music, lunch and enjoying the camaraderie. (Hanging of the Greens is the Monday after Thanksgiving. Greens are taken down just after Christmas Day).

**Supply Drive** - Organize a drive for art supplies, baby blankets, resale shop donations, children’s underwear drive, etc. with your family, office, church group, school or other group.

**Dialogue on Race Co-Facilitator** - Dialogue on Race is a unique opportunity for women and men of diverse cultures to speak frankly and safely about racial issues while learning from each other about the repercussions of prejudice and institutional racism. Dialogue on Race meets once a week for four weeks, two hour sessions. Facilitator training is required and provided by the YWCA. Participation in a dialogue series is required prior to attending facilitator training.

**Special Event Hosts** – The YWCA rents its historic downtown facility for weddings, receptions and special events. Our special event hosts direct guests and ensure the safety of our guests as well as our residents.

**Represent YWCA at Community Events** (i.e.: staff booths, tables, etc.) Attend a bridal show with staff and help answer questions about the YWCA facility, attend agency fairs and answer questions about YWCA programs and services.

Be a **My Own Place Mentor** – Mentors encourage the resident to participate in MOP programs, provide information about future careers and emphasize the importance of education. It involves meeting face-to-face one time per month, as well as making phone calls, texting, etc. The YWCA provides mentor training and mentor events regularly.

**Host a Party Benefiting YWCA Programs** Invite your friends to attend an event and bring either monetary contributions or wish list items to donate to the YWCA. This could be done in lieu of birthday presents or could be a party specifically to raise awareness of YWCA programs.

**Organize (non Christmas) Holiday Parties for Residential Clients** – (ie: 4<sup>th</sup> of July party, Valentine party, etc.) This could be as simple or as elaborate as your imagination and resources allow. This is a rewarding project for church groups, clubs and women’s groups to do!

**Playground Improvement** for child development centers (must be done on weekends), including: fence painting, adding mulch, or other necessary improvement.

**Volunteer at Tarrant Area Food Bank** on behalf of YWCA programs and earn \$5.15 per hour per person in credit toward our account. This account pays for the food items our clients and program participants receive each week. Volunteers will be sorting and boxing food items. Volunteers must be 16 or older and must wear closed-toe shoes.

**Assisting in Transition** - By adopting a residential client when they move out of our transitional housing program, you can help them make a successful transition. Adopt a client (by yourself or with a group of family and friends) and help set up a client's apartment. You can provide:

- Sheets, pillows and pillow cases

- Furniture (table, chairs, couch and bed)

- Alarm clock

- Toiletries (shampoo, soap, toilet paper, feminine hygiene products)

- Cleaning supplies,

- Microwave

- Toaster

- TV

- Kitchen items such as paper towels, rags, hot pads, measuring cups, etc.

**volunteer code of ethics**

Compliance with this code of ethics is a condition of service with YWCA Fort Worth & Tarrant County. I understand that violation of the following standards is regarded as engaging in unethical behavior and is grounds for immediate termination.

1. YWCA Fort Worth & Tarrant County is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all. Volunteers agree to support the philosophy of the YWCA and behave congruent with our mission.
2. Volunteers should be on time for their scheduled shift and must call assigned department director if they will be late or can not make a volunteer commitment as soon as possible.
3. Volunteers must not be on YWCA grounds under the influence of drugs or alcohol nor may they participate in the possession, sale or delivery of controlled substances.
4. Volunteers should treat all residents, other volunteers and YWCA staff with respect and dignity and should refrain from imposing their own values and beliefs upon clients, other volunteers and staff.
5. Volunteers should not solicit donations (in-kind or monetary) on behalf of the YWCA, unless part of a specific sanctioned campaign.
6. Volunteers must not discriminate against any person on the basis of age, sex, ethnic, or socio-economic background, creed or sexual orientation.
7. Volunteers involved in religious activities must refrain from proselytizing clients, YWCA staff or other volunteers.
8. Any abuse (substance or physical) witnessed by a volunteer of a client to another client or child must be reported immediately to YWCA department director and CPS.
9. YWCA does not offer on-site volunteer opportunities for children ages 11 and under. Any child volunteers ages 12 to 17 must be accompanied and supervised by an approved adult volunteer.
10. Volunteers working directly with children must fulfill additional requirements by Texas Department of Family and Protective Services licensing.
11. YWCA does not allow pets on campus. Please do not bring your pet with you to volunteer. (Service dogs do not apply).
12. While there is no formal dress code for volunteers, YWCA asks that volunteers dress appropriately and practice good hygiene (please wear sneakers, no open toed shoes and please make sure your clothes are free of pet hair). The YWCA reserves the right to ask a volunteer to leave the volunteer site for inappropriate dress.
13. Volunteers must report, in confidence, any suspected violation of the Code of Ethics to the Director of Development.
14. Purchases made by volunteers on behalf of agency or clients will not be reimbursed. Exceptions must receive prior, written approval.

Print Name \_\_\_\_\_

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

# **eliminating racism empowering women**

**ywca**

## **volunteer confidentiality agreement**

**Volunteer Name** (Please print): \_\_\_\_\_

I recognize that the services the YWCA Fort Worth & Tarrant County provides are confidential. To enable the facility to provide those services, families at times share with the staff confidential information concerning their affairs. While volunteering with the YWCA, I agree that, except as directed by the facility, I will not at any time during or after my volunteer time disclose any such information that I may overhear or be exposed to, to any person whatsoever. Protecting confidentiality is primary to the operation of the YWCA. I recognize that the disclosure of such information by me may cause irreparable harm to those served and to the YWCA Fort Worth & Tarrant County and that accordingly, the family or the YWCA may seek any legal remedies against me which may be available.

I have read the above statements and I understand them.

Print Name \_\_\_\_\_

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

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