**The Junior League of Midland, Inc.**

 **Volunteers in Midland Application for 2018-2019 Program Year**

Instructions: This form must be filled out in its entirety, including attachments, to be considered and may be submitted in hard copy or electronically.

Required Attachments:

* One copy of 501-(c)-(3) status letter from IRS
* One copy of agency’s annual report

Please send the completed application packet to:

 The Junior League of Midland, Inc.

 ATTN: Volunteers in Midland/Randis Butts

 902 West Dengar Avenue

 Midland, TX 79705

 Or email to: jlmvolunteersinmidland@gmail.com

Packets are reviewed monthly and should be approved within six weeks of submission.

The final part of the process will be for the agency to provide us with dates and times for your selected project. Keep in mind that our volunteers prefer:

* Evenings (6:00 p.m. - 10:00 p.m.), excluding Tuesdays
* Daytime (9:00 a.m. - 2:00 p.m.)
* Working with other volunteers
* Training opportunities

**Project Criteria:**

Proposed community projects should address a community need that is directly related to the Junior League’s mission and when possible, community focus.

**Mission Statement:** The Association of Junior Leagues International, Inc. is an organization of women committed to promoting voluntarism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

***Focus Area:*** *Keeping Kids in School: Every Age, Every Stage. Literacy, Self-Esteem, College/Life Preparedness*

* The mission of the partner agency and of the agency’s proposed project must comply or be compatible with the mission of The Junior League of Midland, Inc.
* Junior League volunteers may not be asked to drive clients during project related activities, solicit funds or services as representatives of the League for other non-profit agencies or plan/participate in another organizations’ fundraiser.

Agency Name:

Address:

Phone:

Contact Person:

Project Title:

Signature of Executive Director or President of Board of Directors:

Print Name & Title: Date:

**Your Program**

1. Briefly describe your agency and its mission. Include the founding date of the program or agency.
2. Describe the community impact of your organization.
3. Describe in detail what the program is and why your program needs Junior League volunteers.
4. Describe the population that you serve through this program.
5. Indicate the number of people you anticipate will be served by this program annually.
6. Give two quantitative benefits of this project.
7. Give one qualitative benefit of this project.

**Volunteer Request**

1. Describe in detail Junior League volunteer duties. Please be as specific as possible.
2. Describe the skills needed by the Junior League volunteer and the skills or training the volunteer will acquire through her placement experience.
3. Are there specific requirements for the volunteers that must be satisfied prior to volunteering (background checks, tests, pregnancy restrictions)? If training is required, please state approximate amount and how it will be facilitated.
4. Describe the location of the site at which volunteers will be located.
5. How will each volunteer in this program be supervised and coordinated?
6. Is there a minimum or maximum number of Junior League volunteers needed?
7. Will additional community volunteers or paid staff be used?

**Partnership Commitment**

1. Does your organization have prior experience with the Junior League of Midland? If so, please describe the scope of the relationship and time frame.
2. Would your organization be willing to:
	1. Submit to an annual review of your program operations wherein Junior League volunteers are utilized?
	2. Provide a link to the Junior League of Midland’s website on your agency’s website?
	3. Allow our website to list you as an agency partner and link to your website?
	4. Allow the Junior League of Midland logo to be included in printed material relating to the project?
	5. Allow the Junior League of Midland to be recognized in any publicity related to the project?