



**Fort Bend Junior Service League**

PO Box 17387 Sugar Land, TX 77496

Phone: (281) 636-6272 • [www.fbjsl.org](http://www.fbjsl.org)

**MISSION STATEMENT:**

The Fort Bend Junior Service League is an organization of women committed to promoting volunteerism, to developing the potential of women and to improving the Fort Bend County community through the effective action and leadership of trained volunteers. Our purpose is exclusively educational and charitable as well as providing an atmosphere of friendliness, goodwill and camaraderie for all members.

**Core Placement Application**

*A core placement is a charitable organization that the Fort Bend Junior Service League has chosen to support by providing volunteers (FBJSL members) to serve the agency on a regular basis. A core placement must be located in Fort Bend County and must provide services to Fort Bend County residents.*

Please fill out this application and email the completed form to [communityrelations@fbjsl.com](mailto:communityrelations@fbjsl.com).

**Applications are due by January 6, 2017**

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**Agency Name**

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**Agency Contact**

**Telephone**

**Email Address**

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**Mailing Address**

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**Street Address (if different)**

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**Website**

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**Executive Director**

**Telephone**

**Email Address**

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**Volunteer Coordinator**

**Telephone**

**Email Address**

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**Board Chair**

**Telephone**

**Email Address**

**1. Does this agency have a prior relationship with FBJSL?**

Yes

No

**2. If yes, what is the nature of that relationship? Check all that apply.**

a.  Core Placement

b.  Community Assistance Fund (CAF) Recipient

c.  Event Beneficiary

**3. Please describe the Purpose/Mission of your agency:**

**4. Please describe the Programs/Services provided by your agency:**

**5. Please describe the geographic areas and client populations served by your agency:**

**6. How many FBJSJL volunteers is your agency requesting?**

\_\_\_\_\_ Minimum Needed\*

\_\_\_\_\_ Maximum Needed

*\*The minimum number of volunteers requested should accurately reflect the minimum needed to successfully carry out your program. When determining a maximum, keep in mind that volunteers must be able to complete fifty-four (54) hours of meaningful volunteer work (including training), or an average of 6 hours per month.*

**7. What percentage of the agency's total volunteer force would be comprised by FBJSJL volunteers if the maximum volunteer request were granted?**

**8. Briefly describe the projects/jobs for which you are requesting FBJSJL volunteers. What will they be doing?**

**9. How will the FBJSJL volunteers schedule their volunteer work? Will the schedule be flexible or will they work the same days each week/month? Are weekend and/or evening volunteer opportunities available?**

Please keep in mind that each volunteer commits a minimum of 54 hours per League year (September to May) to her placement. Please attach a separate sheet of paper if necessary.

**10. What training will you offer the FBJSJL volunteers? Please be specific as to who will conduct the training, where and when it will be held and what tools or training materials will be used.**

**11. Where will the FBJSJL volunteers work? What kind of security do the volunteer work sites offer?**

**12. How will the agency supervise the FBJSJL volunteers?**

**13. How will the agency evaluate the impact of the FBJSL volunteers on the program? Please be specific as to what tools will be used and what measureable outcomes are desired.**

**14. What, if any, out-of-pocket expenses will be incurred by the FBJSL volunteers (i.e., uniforms, parking, supplies, etc.)?**

Application is hereby made this \_\_ day of \_\_20\_\_.

Signature of Authorized Agency Representative

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Printed Name

Title

**Please note: A site visit is required and will likely take place on a mutually agreeable date between January 6, 2017 and February 21, 2017.**