

# 2019-2020 Junior Service League of Rome Community Application and Guidelines

Please fill out this application in full. If you have questions or for more information you may contact [jslofromeCA@gmail.com](mailto:jslofromeCA@gmail.com). The application cannot be saved, so it is recommended that you print out the paper application available from [www.jslofrome.com](http://www.jslofrome.com), prepare your responses and then enter into this form.

Applications are due FRIDAY, FEBRUARY 1st.

Please remember that in addition to this form you must scan and email or mail (PO Box 1003, Rome, GA 30162) a copy of the following (there are additional requirements, listed below for applicants applying for year-long volunteers).

- 1) 501(c)3 Status Letter
- 2) Financial Statement

Thank you so much for your interest We hope that we are able to partner with you in the future.

\* Required

1. **Email address \***

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2. **Agency Name \***

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3. **Contact Person- Name \***

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4. **Telephone \***

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5. **Mailing Address \***

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**6. Street Address (if different)**

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**7. Fax Number**

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**8. Executive Director \***

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**9. Executive Director Phone Number \***

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**10. Board Chair \***

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**11. Board Chair Phone Number \***

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**12. Please choose one of the following \***

*Check all that apply.*

- New agency (any agency with no prior relationship with JSL)
- Prior Partner Agency (An agency with a prior JSL partnership- if checked please answer the next question.)

**13. For previous partner agencies, please enter the last year of your JSL partnership.**

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## **Secton 1- Agency Overview**

This section must be completed by all applicants.

**14. Agency Name \***

Please re-type your agency name below.

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**15. Agency Purpose/Mission: \***

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**16. Agency Programs/Services: \***

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**17. Agency geographic areas served: \***

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**18. Agency client populations served: \***

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**19. Please briefly summarize your past and present affiliation, if any, with the Junior Service League of Rome:**

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**20. The focus of the Junior Service League of Rome is to promote self-sufficiency in women and children, specifically as it relates to education, women and children at risk, and health. Please check which of the following apply to your agency and program. \***

Please check all that apply.

*Check all that apply.*

- Women and Children at Risk
- Education
- Women and Children's Health Issues

**21. In what year did your agency begin operation?**

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## Partnership Type Descriptions

There are a variety of ways an agency might partner with the Junior Service League of Rome. Please review the list below and complete all areas for which your agency is requesting assistance from the JSL. All agencies receiving JSL volunteers will be asked to submit a year-end report with 1) documentation of progress on program outcomes and community impact, 2) a summary of activities participated in by JSL members, and 3) demographic data about people served.

### Volunteers Only - (complete Section 2)

The JSL provides volunteers to agency programs that reflect our mission, vision, and values and offer volunteer opportunities that have a measurable impact on your agency and the population(s) you serve. Each volunteer completes approximately 12 hours of service annually with the placement agency.

### Project Opportunities (complete Section 3)

JSL volunteers can assist with special short-term projects for your agency. Sampler and "Done-in-a-day" projects can be just about anything your agency needs – from painting and cleaning to building a place for the children you serve to live. Our new and transfer members are required to perform a certain number of hours in a community project. Please let us know if your agency has a one-time project that can be completed in 3 or 6 hour shifts. Community projects are a great opportunity for our volunteers to learn more about your agency and for your organization to explore various volunteer opportunities with JSL.

### Board Participation Request (complete Section 4)

JSL volunteers who are qualified specifically in non-profit Board membership are available to sit on your agency's Board of Directors or Advisory Committees. Please let us know if we can assist you in this role.

### Good Samaritan (Item Drive) Request (complete Section 5)

The JSL holds membership drives two or three times a year to collect items from our members to be distributed to local agencies and fulfill immediate need. Drives include collection of items such as children's books, clothing items, food, diapers, toiletries, etc. Please let us know if your agency would like to be one of our drive recipients. Let us know your donation needs, and we will try to help meet them.

### Financial Request (complete Section 6)

Bi-annually, JSL grants small financial awards (several hundred to several thousand) to organizations to fund projects and other needs that fit with our vision and mission. Before applying, please read the full description in Section 6.

## Volunteer Placements

Before determining if you would like to request volunteer placements, please consider the following:

Since we look for opportunities to make the greatest impact on our community in the time our volunteers spend with our agency partners, we do not approve requests that require JSL volunteers to:

Serve in clerical positions only or functions typically filled by a paid member of your staff, participate in fundraising projects, or join an auxiliary, guild or support group.

During our member placement selection process in Spring 2018, JSL volunteers must sign up to work with your agency in numbers sufficient to meet your minimum volunteer number. If the minimum volunteer

number is not met, or if the volunteer hours needed exceeds what our volunteers are able to provide, then the placement may not be able to go forward. Agencies that offer evening, weekend, early morning and/or summer volunteer opportunities are especially attractive to our volunteers who work during regular business hours.

**22. Does your organization wish to apply for year-long volunteer placements? \***

*Mark only one oval.*

Yes      *Skip to question 22.*

No, you will be taken to the next section of the application.      *Skip to question 32.*

## Section 2- Volunteer Placement Request

**23. Agency Name \***

Please re-type your agency name below.

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**24. Number of volunteers requested: June 2019-May 2020 \***

Please enter the minimum to maximum requested (ex. 5-10). \*When determining the maximum please keep in mind that all volunteers must be able to complete approximately 12 hours of meaningful volunteer work annually (including any necessary training).

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**25. Briefly describe the projects/jobs for which you are requesting JSL volunteers. \***

When answering this question, please consider the following: What will they be doing? How will they schedule their volunteer work? What kind of schedule will it be? Will it be flexible and can the work anytime (during the day, after work, on the weekends)? Or is there a set schedule (for example, every Wednesday, or during certain weekends in the year)? Help us understand exactly what the JSL volunteer will be signing up to do with your agency. Please keep in mind that each volunteer commits approximately 12 hours annually to her placement.

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**26. What training will you offer JSL volunteers? \***

Please be specific as to who will conduct the training, where and when it will be and what tools or training materials will be used.

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**27. Where will JSL volunteers do their work? What types of security do the volunteer sites offer (i.e. adequate lighting after dark, escort, etc.)? \***

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**28. Who will supervise the JSL volunteers? \***

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**29. How will you evaluate the impact of JSL volunteers on your program? \***

Please be specific as to what tools you will use and what measurable outcomes you are looking for.

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

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**31. Is there a cost for the training of JSL volunteers? If so, what is the cost per volunteer? \***

Please be specific.

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**32. What percentage of your total volunteer force would JSL volunteers comprise if your maximum volunteer request were granted? \***

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### Community Project Request.

Before applying for this project type, please consider the following:

Community Projects give JSL volunteers an opportunity to volunteer with an agency on a one-time basis. A suitable project would allow groups of volunteers to work together in groups of five (5) or more for a three (3) to six (6) hour shift on a one-time basis between June 2019 and May 2020. These are “episodic” or “done-in-a-day” type projects. Examples include staffing an event, building/renovating a home or activity room or assistance in preparing resources for clients. JSL has a very limited budget for these projects (\$250), however, small items, such as cleaning supplies, might be supplied by the league. While some JSL members are able to provide weekday assistance, weeknights and weekends are especially attractive.

**33. Does your organization wish to apply for a community project request? \***

*Mark only one oval.*

Yes      *Skip to question 33.*

No, you will be taken to the next section of the application.      *Skip to question 39.*

*Stop filling out this form.*

### Section 3- Community Project Request

**34. Agency Name \***

Please re-type your agency name below.

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**35. Please describe the project(s) for which you are requesting JSL Community Project Volunteers. \***

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**36. When (dates and times) do you request volunteers? \***

Please be as specific as possible.

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**37. How many volunteers would you request per project? \***

Please answer as a minimum to maximum (ex. 20-50).

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**38. What is the purpose of this project? How does the project fit within the focus areas of education, women and children at risk, and women and children's health issues? \***

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**39. Please let us know if any of the above listed events could also be attended by family members, including young children. \***

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### Board Participation Request

Before filling out this section, please consider the following:

PLEASE NOTE that while the Junior Service League of Rome, Inc. (JSL) encourages board and advisory committee service by its members as a means of further strengthening ties between JSL and the organizations we partner with, and as a means of assisting its members in expanding their community involvement, any board or advisory service will be outside of and in addition to a member's league service and membership requirements. Please note that fundraising by a JSL member is not permissible through JSL affiliations or in the JSL name, only on an individual basis. JSL members are not to be identified as representatives of JSL. They can represent their respective employers, or be identified as a community member, as applicable.

**40. Does your organization wish to apply for board participation? \***

Mark only one oval.

- Yes      *Skip to question 40.*
- No, you will be taken to the next section of the application.      *Skip to question 50.*

*Stop filling out this form.*

### Section 4- Board Participation Request

PLEASE NOTE that while the Junior Service League of Rome, Inc. (JSL) encourages board and advisory committee service by its members as a means of further strengthening ties between JSL and the organizations we partner with, and as a means of assisting its members in expanding their community involvement, any board or advisory service will be outside of and in addition to a member's league service and membership requirements. Please note that fundraising by a JSL member is not permissible through JSL affiliations or in the JSL name, only on an individual basis. JSL members are not to be identified as representatives of JSL. They can represent their respective employers, or be identified as a community member, as applicable.

**41. Agency Name \***

Please re-type your agency name below.

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**42. Please list any of your Board or Advisory Committee Members who are also Active or Sustaining Members of the Junior Service League of Rome, Inc. \***

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**43. Is there an opportunity for JSL members to serve voluntarily on your Board of Directors or an Advisory Committee? If yes, what are the pre-requisites or requirements for Board or Advisory Committee participation (including fundraising requirements, meeting dates/times, etc.)? \***

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**44. What financial obligations, if any, are expected of Board or Advisory Committee members initially and on an annual basis? Could these obligations be waived for a JSL volunteer? \***

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**45. Who would be the appropriate contact for Board or Advisory Committee opportunities? Please provide name, telephone and email. \***

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46. What current Board of Directors or Advisory Committee positions are open? Please describe the positions available. \*

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47. Do you carry Directors and Officers insurance for Board members? \*

Mark only one oval.

Yes  
 No  
 Other: \_\_\_\_\_

48. How many people currently serve on your Board and Advisory Committee? \*

\_\_\_\_\_

49. What is your agency's fiscal year? \*

\_\_\_\_\_

50. Please briefly describe your Board and Advisory Committee recruitment process and timing. What are the expectations for transitioning Board and Advisory members? \*

Please also include the length of term in your response.

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### Member Drive Request

Before applying for the following section, please consider the following:

Please let us know if your agency or the people it serves are in need of any of the items below in which the JSL may do a community drive, and briefly describe your intended use of these items and if there are any specific requests such as particular items or sizes.

51. Does your organization wish to apply for a member drive? \*

Mark only one oval.

Yes      *Skip to question 51.*  
 No, you will be taken to the next funding area.      *Skip to question 62.*

*Skip to question 62.*

### Section 5- Member Drive Request

**52. Agency Name \***

Please re-type your agency name below.

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**53. Books/Magazines for early childhood development.**

If not requested, leave blank. If requested, please give the following information: how many of the items are needed, when are they needed needed, description of the items.

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**54. Food- canned and lunch items**

If not requested, leave blank. If requested, please give the following information: how many of the items are needed, when are they needed needed, description of the items.

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**55. Baby Items**

If not requested, leave blank. If requested, please give the following information: how many of the items are needed, when are they needed needed, description of the items.

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**56. Clothes for Women**

If not requested, leave blank. If requested, please give the following information: how many of the items are needed, when are they needed needed, description of the items.

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**57. Clothes for Children**

If not requested, leave blank. If requested, please give the following information: how many of the items are needed, when are they needed needed, description of the items.

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**58. School Supplies**

If not requested, leave blank. If requested, please give the following information: how many of the items are needed, when are they needed needed, description of the items.

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**59. Toiletries**

If not requested, leave blank. If requested, please give the following information: how many of the items are needed, when are they needed needed, description of the items.

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**60. Blankets**

If not requested, leave blank. If requested, please give the following information: how many of the items are needed, when are they needed needed, description of the items.

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**61. Toys**

If not requested, leave blank. If requested, please give the following information: how many of the items are needed, when are they needed needed, description of the items.

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**62. Other**

If not requested, leave blank. If requested, please give the following information: how many of the items are needed, when are they needed needed, description of the items.

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## Funding Requests

Before applying for the following section, please consider the following:

On a bi-annual basis (coinciding with our Follies shows), JSL offers small grants for organizations that have projects that fit with our vision and mission. These small grants are designated for projects that can be funded in amounts of a few hundred to several thousands of dollars. Funds requested for projects that will have a measurable impact in our community are given priority. As our main fundraising efforts are used for our League for Learning School Supplies project, funding requests in this area are not typically granted. We encourage you to describe, as specifically as possible, how these grant funds will be used to better our community.

**63. Does your organization wish to apply for a funding request?**

*Mark only one oval.*

- Yes
- No, you will be asked to submit your application. *Stop filling out this form.*

## Funding Requests (Section 6)

**64. Agency Name**

Please re-type your agency name.

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**65. How much money would you like to request (grants between several hundred and several thousand dollars are typically the ones granted)?**

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**66. Please describe how the funding will be used by your organization.**

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Send me a copy of my responses.

