

# BOLD INK WRITERS VOLUNTEER APPLICATION

2015 – 2016 Season

[writegirl.org/bold-ink-writers](http://writegirl.org/bold-ink-writers)



Please email this application, your resume and two writing samples (5 pages max.or urls) to [boldinkwriters@gmail.com](mailto:boldinkwriters@gmail.com). 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 the Bold Ink Writers Program? \_\_\_\_\_

If referred by a WriteGirl member, who was it? \_\_\_\_\_

## PERSONAL INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

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: \_\_\_\_\_

**ETHNIC BACKGROUND**

**GENDER**

**INTERESTS**

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

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What motivated you to apply to volunteer with the Bold Ink Writers Program?

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**In addition to volunteering at writing workshops, would you be willing to help with any of the following?**

- Member Communications (contacting youth, 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**

Please let us know your general availability to volunteer. (Are you free only on weekends? Do you have time to volunteer on weekday afternoons or mornings?)

## **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 youth. We prefer local references who have known you for at least two years. Please do not use relatives.

### **BUSINESS REFERENCE #1**

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

Company/Occupation: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

**PERSONAL REFERENCE #2**

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

Company/Occupation: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

**PERSONAL REFERENCE #3**

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

Company/Occupation: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

**BACKGROUND CHECK**

The WriteGirl organization conducts background checks on each applicant as required by our insurance company. Are you willing to undergo a criminal background check?                      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 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 the WriteGirl Bold Ink Writers Program. 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 boldinkwriters@gmail.com along with your resume and two writing samples (5 pages max. or urls) in the body of an email, as a Word or PDF attachment. Thank you.**