



Enchanted Closet, Inc.

1385 Oxford Road, NE, Suite B, Atlanta, GA 30307

Voicemail: 404-221-3498

Email: volunteering@enchantedcloset.org

Web site: www.enchantedcloset.org

Volunteer Application

(See volunteer and board service descriptions and qualifications at the end of the application)

Date _____

Name _____
First MI Last Familiar or preferred name

Shirt size (Please circle) S M L XL 2X 3X 4X

Residence

Address _____

Home Phone _____ E-mail _____

Cell Phone _____

Employer

Name _____

Your title _____

Address _____

Phone _____ E-mail _____

Type of business or organization _____

Primary service(s) and area/population served _____

Preferred method of email contact: () Residence () Work

Do you agree to give Enchanted Closet permission to conduct a background investigation?

() Yes () No

Please list boards and committees that you serve on or have served on (i.e. business, civic, community, fraternal, political, professional, recreational, religious, or social).

Organization	Role/Title	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please email your completed application and a photo to: volunteering@enchantedcloset.org no later than **February 15**. Your application and photo may also be mailed to 1385 Oxford Road, NE, Suite B, Atlanta, GA 30307, but **must arrive no later than February 15** to be considered.

Education/Training/Certificates

Optional – Have you received any awards or honors that you’d like to mention?

What about Enchanted Closet interests you?

Have you volunteered with Enchanted Closet before? If yes, please list dates/events:

How do you feel the Enchanted Closet would benefit from your involvement?

Are you interested in serving on a board? ____ Yes ____ No

If yes, which board and why?

How many days/hours during a week are you available to volunteer? _____

Are you willing to contribute \$20 (\$50 for board service) to Enchanted Closet to cover the cost of a background investigation? ____ Yes ____ No

Can you make a minimum one-year commitment to Enchanted Closet? ____ Yes ____ No

Skills, experience and interests (Please circle all that apply)

- | | |
|------------------------------------|---------------------|
| Finance, accounting | Special events |
| Personnel, human resources | Grant writing |
| Administration, management | Donation Management |
| Nonprofit experience | Fundraising |
| Volunteer Coordination | Outreach, advocacy |
| Policy development | Digital Media |
| Program development and evaluation | Graphic Arts |
| Public relations, communications | Social Media |
| Marketing and Brand Strategies | Law/Government |
| Education, instruction | Other _____ |

Please list any groups, organizations or businesses that you could serve as a liaison to on behalf of the Enchanted Closet.

FEEL FREE TO ATTACH RESUME

Enchanted Closet Volunteer and Board Service Descriptions

Volunteers may donate their talent and time to single activities or may regularly contribute to ongoing programs planned and implemented by the Youth Empowerment Board. Volunteers may also serve as advisors, coordinators, facilitators, and mentors. Volunteers must complete mandatory training and successfully perform volunteer duties at established times and places. Enchanted Closet reserves the right to terminate any volunteer not meeting the organization's needs.

Youth Empowerment Board is the advisory and program planning board of the Enchanted Closet. Youth Empowerment Board members may serve as advisors, coordinators, facilitators, and mentors. The Youth Empowerment Board consist of committees that coordinate programs and events such as the annual Prom Dress Giveaway and the GIRL\$ Programs. These committees are:

- Communications and Public Relations
- Dress Drive Coordination
- Hospitality
- Program Development
- Boutique Operations and Business Development
- Special Events
- Charitable Gifts/Sponsorships
- Student Outreach
- Volunteer Coordination

Commitment: Youth Empowerment Board members must be able to meet monthly and volunteer 8-12 times between January-December. However, board members may serve in an advisory and resource capacity only and may commit to provide resources that reduce the operational expenses of the organization instead of giving time. Volunteer times are flexible based on the position and tasks identified with each member. Youth Empowerment Board members must donate or raise \$100. Consideration will be given for donations secured that reduce the operational expenses of the organization. Members must complete mandatory training.

The Board of Directors (BOD) of the Enchanted Closet, Inc., a non-profit organization, is responsible for prudently governing the organization in regards to financial matters and strategic planning. Directors ensure that all actions further the mission of the organization. Directors serve on the Board on a volunteer basis. Prior board experience or training is a plus.

Commitment: BOD members must be able to meet monthly, attend events, and donate or raise \$500. Board members may serve in an advisory and resource capacity only and may commit to provide resources that reduce the operational expenses of the organization instead of giving time. Members must complete mandatory training.

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Thank you very much for applying!