

GIRLS 4 SCIENCE

Volunteer Handbook



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Welcome Statement

Dear Volunteer,

Welcome!

As the Executive Director of Girls 4 Science it gives me great pleasure to welcome you as a key member of our team. I know how many worthy causes are competing for your time, so I am sincerely grateful for your interest in, and commitment to, Girls 4 Science, and all of its participating members.

By volunteering you are investing in the lives of our students, furthering their education, and assisting in better serving our community by giving girls a chance to learn more about the science around us today.

You are essential to our successful operation, and I want you to know that I really appreciate all that you have, and will do for us. Looking forward to getting to know you - welcome to the Girls 4 Science family!

Best wishes,

Jackie Lomax

Founder/Executive Director

Introduction

Girls 4 Science intends to increase science literacy for girls ages 10-18 through scientific discovery and a collaboration of external partnerships. Girls 4 Science will build a corps of women to mold the future of Science, Technology, Engineering, and Math. Girls 4 Science (G4S) is a nonprofit organization in Chicago, Illinois founded in 2009. The purpose of G4S is to increase science literacy amongst underserved female youth ages 10-18 throughout the Chicagoland area. Girls 4 Science functions as a Saturday Science Academy where girls participate in Science, Technology, Engineering, and Math (STEM) exploration and discovery, themed field trips and activities while working with one on one mentors throughout each session. Saturday Science Academies are held quarterly in six week sessions for two hours, and are offered to eligible youth year-round and at no cost.

Girls 4 Science is a direct response to a lack of accessible and affordable STEM programs for female youth in the city of Chicago. Research from the GE Foundation in 2002 asserts that “programs for pre-college girls that combine hands-on activities and the provision of role models through mentoring, internships, and career field trips tended to lead to girls’ increased self-confidence and interest in STEM courses and career.”¹ A science initiative for the city of Chicago, such as Girls 4 science, is grounded in the promotion of education and future economic stability which is paramount for at risk youth and ultimately effects change at the micro and macro levels.

Since its inception in 2009 Girls 4 Science has conducted eight (8) six week sessions serving approximately 200 girls. Most recently G4S has expanded operations from one Chicago City College (CCC), Olive Harvey, to a second site, Malcolm X Chicago City College. G4S has maintained partnerships and support from a number of reputable companies and organizations and is led by a dynamic and committed leadership team including the Founder and Executive Director, Jackie Lomax, and a highly experienced Board of Directors. The President of the CCC is also a supporter of G4S initiatives. Many of the CCC have reputable STEM programs. Girls 4 Science collaboration with CCC creates the opportunity for G4S participants to learn more about CCC and other higher educational institutions as an option for their collegiate pursuits.

Over the past three years CCC has provided over \$30,000 in in-kind space donations. The in-kind space along with additional contributions from outside donors have totaled more than \$77,000 to date. These in-kind contributions along with corporate, private, and public grants allow G4S to be a sustainable organization for girls from underserved low-income communities. Expansion of G4S operations to include all seven CCC, will allow accessibility to Girls 4 Science girls throughout the entire Chicagoland area.

Continuous efforts of our Board of Directors, increased marketing and promotions, and additional programs outside of the Saturday Science Academy will occur over the next three years. Girls 4 Science will not only impact participants directly, but will positively impact communities and families through an annual 5K walk, All Girls Science Expo, and Women’s History Month Reception. Supporting activities will

¹ Upping the Numbers: Using Research-Based Decision Making to Increase Diversity in the Quantitative Disciplines (Campbell, et al. 2002)

not only increase awareness of G4S but will serve as an additional opportunity to engage girls in science outside of the classroom. In order to meet all objectives G4S will implement best practices in youth development including hiring additional staff, engaging curriculum development specialist(s), increasing training and development, and implementing systematic evaluation methods.

Girls 4 Science will continue to celebrate girls and women in a supportive, collaborative, and educational environment that will lead to a corps of women leading the advancement of Science, Technology, Engineering, and Math.

List of staff/board members

Jackie Lomax, Founder and Executive Director

Linda McGill Boasmond, Chairperson

Onome Alabi, M.A., Board of Directors Member

Robin L. Brown, M.B.A., Board of Directors Member

Amy E. Wilson, Ph.D., J.D., Board of Directors Member

Elaine Harris, Board of Directors Member

Alan D. Brazil, Board of Directors Member

Volunteer Program Information

Statement of purpose for volunteers

Volunteers play an integral part in fulfilling the mission of Girls 4 Science. They provide support, expertise, time, experience, ideas, and energy enabling projects and tasks to be accomplished that would not be possible without the volunteers. Volunteers work side-by-side with staff and learn from them, the collections, and the experiences they have with visitors of Girls 4 Science.

How to become a volunteer

Fill out and return an application. Applications are available online at www.girls4science.org, via phone at (773) 401-6685, or mail the forms found at the end of this packet Girls 4 Science, P.O. Box 288985, Chicago, IL 60628.

The director will set up an interview to discuss the volunteer opportunities in person, discuss areas of interest, and determine if your interests match an available position.

The director will make a placement based on available positions as well as the interests and skills of the applicant. The director will also introduce volunteers to their supervisor or schedule the volunteer for any upcoming special events.

What to expect from Girls 4 Science

- Girls 4 Science provides volunteers with the training needed to complete the task.
- Girls 4 Science treats volunteers in a professional, friendly manner.

Expectation of volunteers

A volunteer is someone who chooses to perform services for Girls 4 Science without compensation or expectation of compensation, and who performs a task at the direction of, and on behalf of, Girls 4 Science. A volunteer must be officially accepted and enrolled by Girls 4 Science prior to performance of the task.

Volunteers are not permitted to transport students in their personal vehicles at any time.

Volunteers who have regular contact with students will be asked to have a background check run on them.

Volunteers are expected to...

- Complete tasks as agreed upon and as listed in job description.
- Come in as scheduled, on time, and stay until the end of time committed.
- Be pleasant, helpful, welcoming, and understanding when interacting with our students and parents. They are our students and we want them to come back to Girls 4 Science continually.
- Follow Girls 4 Science policies and procedures as listed in this manual and report any safety concerns or maintenance issues.

Training

Training varies depending on the volunteer job.

Instructors are expected to review all class materials prior to class and coordinate with other liaisons for lab activities

One-time special events training will be on-the-job on the day of the event, with instructions and descriptions mailed to you before the event.

Ongoing positions will have thorough on-the-job training before volunteers are asked to do anything on their own.

Benefits

Gas cards and CTA cards are available upon request.

Dress Code

- All volunteers are to wear closed toe shoes on all field trips and inside of the science laboratory.
- Tank tops, shorts, cut t-shirts, and open toe shoes are not allowed on field trips and in the lab.
- Lab coats, gloves, and goggles will be provided during each lab assignment for safety.

Field Trips

- Group leaders should arrive at the pick-up location 20 minutes before the scheduled arrival time of the school bus.
- Group leaders should check to make sure all participants are wearing the Girls4Science t-shirt.
- If a participant does not have a G4S t-shirt they will not be allowed to go on the field trip.
- All participants must wear a laminated G4S emergency contact name badge.
- All participants must sign-in on the attendance list before boarding the bus.
- All chaperones must be 21 years of age and up.
- A final count should be made by the group leader and verified by an adult chaperone to confirm the number of passengers on the bus before and after the field trip.
- The group leader should exchange cell phone numbers with all adult chaperones on the trip to help facilitate communication during the field trip.
- Participants should be divided in groups with chaperones upon arrival to the field trip to help facilitate the tour.
- Each chaperone should keep a record of the names of the girls in their group.
- The departure time of a field trip should never be changed without confirmation from the group.
- All students should be signed out at the end of the field trip by a guardian.
- In the event that 2 buses are used on a field trip students and chaperones must ride on the same bus they were on when departing for the field trip.

- Field trips will only be open to participants and chaperones, (siblings, friends, and cousins of any age are not allowed on any field trips).
- Chaperones must be 21 years of age or older.
- Participants should arrive to all field trips on time and with a note pad and pen/pencil.
- Parents are to pick up their child promptly at the designated time unless otherwise noted.
Parents will be charged:
 - \$5.00 for every 15 minutes they are late. (All money collected will be used towards Girls 4 Science activities)
 - Repeated tardiness of 2 times with picking up your child will result in exclusion from the program.

Health & Safety

- Prescription and “over-the-counter” medications will not be dispensed by staff members.
- If your child has an allergy, please inform the staff and list it on your registration form.
- Please keep your child home if she has the following illness or communicable health problems:
 - Conjunctivitis (pink eye)
 - A chronic runny nose with colored discharge
 - A chronic cough
 - A fever
 - Vomiting or upset stomach
 - Signs of general fatigue or discomfort
 - An open rash
 - Head lice

Accidents /Emergencies

In the event of a medical emergency the staff will call 911 and the participant will be taken to the nearest hospital for any necessary treatment. The parent/guardian will be contacted and a staff person will accompany the student to the hospital. The incident will be recorded in G4S incident report. G4S does not incur the cost of medical treatment.

Volunteer Application

***Please return completed applications to Jackie Lomax of Girls 4 Science**

Applications can be submitted a variety of ways:

- Hand deliver
- Mail to Girls 4 Science, P.O. Box 288985, Chicago, IL 60628
- Email Jackie Lomax at: jlomax@girls4science.org

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Name:

<i>first</i>	<i>initial</i>	<i>last</i>
--------------	----------------	-------------

Address:

<i>number</i>	<i>street</i>	<i>Apt No., Unit No., P.O Box</i>
<i>City/Town</i>		<i>Postal Code:</i>

Email: _____ **Occupation:** _____

DOB: _____ **Age:** _____

Home #: _____ **Cell #:** _____

Position Applying For: *(Check the applicable circle)*

- One time volunteer
- Long term volunteer
- Unsure

Preferred Start Date:

- ASAP
- Date: _____

Area of Interest:

- Water
- Energy
- Resource Yard

Why are you interested in volunteering?

If you are looking for one-time/short term volunteer opportunities, which events are you interested in?

- Field Trips
- Workshops
- Teaching
- Other

If other please list

How did you hear about Girls 4 Science and its volunteer program?

List Any Previous or Current Volunteer Experience:

<i>Organization (yy/mm)</i>	<i>Position/Major Responsibility</i>	<i>Dates of service</i>	
		<i>From:</i>	<i>To:</i>
1 _____	_____	_____	_____
2 _____	_____	_____	_____

What is your preferred method of contact?

- Via email
- Via phone

Would you be interested in being a part of our email campaign that will update you on Girls 4 Science and its upcoming events?

- Yes
- No

Girls 4 Science would like to thank you for your expressed interest in helping our community to build a corps of women to mold the future of Science, Technology, Engineering, and Math. We look forward to working with you and hope this will be a great experience for you!

Signature of Applicant

Date

Privacy Policy

Personal information is considered confidential at Girls 4 Science. On occasion, G4S requests personal information from those who are Mentors. This information might include address, phone number (s), email address, social security number, driver's license number and certain demographic information (gender, ethnicity, etc.).

Use of Information

In most cases, personal information is only used to conduct a background check on a volunteer to ensure the safety of the students we serve.

Any personal information you provide G4S is kept in a secure environment and maintained and accessible only by G4S staff unless specifically stated otherwise. G4S may use the information it collects in any of the following ways:

Nonspecific, aggregate data is used for purposes of collecting general demographic information, and summarizing the collective characteristics of our volunteers. The collection of this information allows us to accurately reflect those characteristics when applying for grants from various sources. No personally identifiable information is ever disclosed.

From time to time, G4S may use this information to inform you of upcoming events or new information important to you as a volunteer or educator involved with G4S. We will NOT release your personal information to other companies or organizations without your permission.

We respond to subpoenas, warrants, or other court orders regarding information that is contained within our files concerning any volunteer or educator. We also reserve the right to release that information concerning a volunteer or educator who we believe is in violation of G4S terms and conditions or other published guidelines and official rules, even without a subpoena, warrant, or other court order. We also reserve the right to report any illegal activity to law enforcement.

GIRLS 4 SCIENCE

CHILD ABUSE POLICY

Girls 4 Science is dedicated to making a difference in the lives of its participants. The organization mission is to increase science literacy among girls 10-18 through a collaboration of external partnerships.

Unfortunately, child abuse exists in our society and has become a matter of critical national concern. Child abuse does damage to a child for which there is no “reasonable” explanation. It includes non-accidental physical injury, neglect, sexual molestation, and emotional abuse. As a provider of programs delivered by volunteer role models in a class room setting, this issue is of special concern to Girls 4 Science.

Girls 4 Science has developed a program to deal with the potential issues of child abuse in an attempt to prevent such abuse from occurring within the parameters of its operations. The program involves the establishment of Volunteer/Staff Conduct Standards that make it difficult for child abuse to occur within its programs, the training of its staff and volunteers about child abuse issues, the encouragement of prompt reporting of inappropriate conduct, and the swift removal of alleged offenders.

Girls 4 Science established the Volunteer/Staff Conduct Standards to protect all of its participants. The standards are presented both verbally and in writing by Girls 4 Science staff to all volunteers participating for the first time and all hired staff. All participants are required to sign this document indicating their agreement to abide by these standards before they enter the Girls 4 Science teaching environment. Any allegation of violation of these standards will result in the immediate suspension of a Girls 4 Science volunteer/staff member. If an investigation determines that a violation of a standard has occurred, it will result in the immediate and permanent dismissal of the volunteer/staff member. Additionally, a full report of the allegation and the investigation will be provided to the proper authorities.

Girls 4 Science believes that by working with responsible members of the community and by enforcing Volunteer/Staff Conduct Standards, it can confront the abhorrent issues of child abuse. Any questions regarding the administration of the Volunteer/Staff Conduct Standards or this policy should be brought to the attention of the Executive Director, Jackie Lomax (773) 401-6685.

Incident Report

Name _____

Date of Incident _____

Nature of Activity _____

Description of Incident:

[Empty rectangular box for incident description]

Witness _____

Phone _____

Email Address _____

If the police is contacted complete this area

Name of Police Officer and Badge Number _____

Address of Police Station _____

Phone Number of Police Station _____

Volunteer Conduct Standards (Volunteer Copy)

Each year Girls 4 Science staff shall convey these standards in writing to all volunteers prior to their first visit to the classroom. Staff shall review these standards verbally, as well, with volunteers teaching for the first time.

Girls 4 Science cares that its volunteers have healthy relationships with the youth they serve, therefore we have established these standards.

*Young people look to adults for examples of appropriate behavior. Girls 4 Science volunteers must use appropriate language and model honorable behavior, such as respect, integrity, honesty, and excellence. Profanity or sexualized language or jokes is inappropriate around students. Violating state law regarding interactions with youth, e.g., providing them alcohol or illegal drugs, is forbidden.

*Volunteers must take particular care when touching youth. Most people understand the difference between appropriate touching, like a handshake or pat on the back, and touching which is sexual or disrespectful. Volunteers must also consider how any physical contact may be perceived.

*Interactions with students must both be appropriate and appear appropriate. Volunteers will spend most time with groups of students, prior to any one-to-one interaction, a G4S volunteer should ensure another adult is present or aware of the situation. Favoritism, or the appearance of favoritism, should be avoided.

*Volunteers are responsible for the quality of interactions. Students often find it difficult to state discomfort or objections. Volunteers must be especially sensitive to physical and verbal cues that youth provide.

These are examples only, not a comprehensive list. Other actions not listed could result in suspension or dismissal as a volunteer.

Girls 4 Science takes all complaints of misconduct seriously. Credible allegations of misconduct will be promptly investigated by the appropriate authorities. During any such investigation the G4S volunteer will be placed on leave. If an investigation determines misconduct occurred, it will result in the immediate and permanent dismissal as a G4S volunteer.

Any G4S staff member or volunteer who reasonably suspects misconduct must report these suspicions immediately to the appropriate G4S staff person.

-----**Sign and Return**-----

I have received a copy of Girls 4 Science Volunteer Code of Conduct Standards and have read, understand, and will abide by these standards.

By signing, this I hereby certify that I have never been charged with a crime of violence or a crime involving a child or young person, or, if I have, that I have fully disclosed in writing the facts regarding such a charge to the Executive Director.

Signature _____

Printed Name _____

Date _____

PHOTOGRAPH CONSENT AND WAIVER: I understand that Girls 4 Science may photograph me or in group settings. I understand that photos may be used in brochures, web site, newspapers, presentations, and television spots to further publicize the mission of the organization. I give full consent for these and similar uses of my photographic likeness, waiving any liability for Girls 4 Science or its directors or employees.

Signature

Printed Name

Harmless Waiver

I understand all aspects of this program and release and hold-harmless Girls 4 Science from any and all liability associated with this program including but not limited to field trips, and laboratory. I fully understand that all precautions have been taken to protect me including use of any buildings, materials and transportation. I give permission with full understanding of the risks associated.

Signature

Printed Name

Confidentiality Waiver

As a volunteer with Girls 4 Science I agree to not make any statements to the media regarding Girls 4 Science programming without written permission.

Signature

Printed Name

