



Junior Frisco Women's League

Application Checklist Worksheet

A lot of documents need to be read before you apply for Junior FWL membership. We believe in communicating with you fully, and in making all expectations clear and open. This allows you to make a good decision about whether Junior FWL is right for you, and provide us the info we need to review your application. This checklist is simply an aid for your benefit to ensure you don't miss any of the various steps that we are asking you to take. (And, for what it's worth, our application is a drop in the bucket compared to a college application or scholarship essay. So consider this good practice.) ☺

_____ I have looked over the Junior FWL website and social media to get a feeling for the program and its members and membership requirements.

_____ My parent and I have read and discussed the Junior FWL Code of Conduct and Time Requirements (enclosed in this packet).

_____ I have completed all parts of the Online Application and the Application Signature Pages.

_____ I saw the "Successful Confirmation!" page when I submitted my Online Application.

_____ My parent has signed or initialed all the parent areas of the Application Signature Pages.

_____ I have made a scan or copy, or taken a picture of my completed Application Signature Pages to keep at home before mailing just in case the envelope I send goes missing.

_____ I put the 3 completed Application Signature Pages in an envelope with my name and return address on the outside.

_____ **I have addressed the envelope to**

**ATTN: Junior FWL Application
Frisco Women's League
P.O. Box 2151
Frisco, Texas 75034**

_____ I mailed my Application Signature Pages via a USPS mailbox or the USPS Post Office on or before **April 15, 2019**. I understand that the **April 15** postmark deadline is firm.

_____ I received an email confirmation that my application was received by Junior FWL.

You do not need to return this page with your application. Save for your records.

Junior Frisco Women's League Membership Application

Deadline: Monday, April 15, 2019

Please Read All Pages of This Document, Including “Time Requirements” and “Code of Conduct”

About Junior FWL

Junior FWL (JrFWL) is a program for Frisco-area high school women, sponsored by Frisco Women's League. Members have city-wide service, social and leadership opportunities that teach personal growth, community involvement and achievement.

Originally founded in 2006, the JrFWL program re--launched in 2013 with a new structure, new programming, and expanded leadership opportunities for Frisco high school students. Over the past three years, our members have volunteered over 4500 hours in the community.

JrFWL members have unique access to community events, scholarship opportunities, leadership and skills training, and college application support.

About Frisco Women's League

Frisco Women's League (FWL) was established in 2002 and is a non-profit 501(c)3 organization dedicated to supporting and enriching Frisco and its neighboring communities. Along with providing community services, FWL members also gain leadership opportunities and enjoy participating in social activities.

Our Mission as an organization:

Frisco Women's League is an independent organization of women, dedicated to strengthening our community and each other through volunteering, friendship and fundraising.

FWL recently celebrated its 15th anniversary in the Frisco community, and in 2016, Frisco Women's League was named “Small Non-Profit of the Year”.

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Important Info About Applying for Membership

- Must be a female student in the graduating classes of 2021 or 2022, at time of application.
- Must be a Frisco resident, or must attend a high school that serves Frisco residents. (Applicant may be asked to provide proof of age, residence or school registration.)
- It is not a requirement to have a family member in Frisco Women's League, in order to join JrFWL. In fact, the majority of our student members do not have a relative in FWL. Please Note: Parent membership in Frisco Women's League does not guarantee your membership in JrFWL
- Must commit to active participation in JrFWL programming (See enclosed "Time Requirements" Document)
- JrFWL follows the State of Texas "No Pass, No Play" guidelines. Members must maintain a passing grade in all classes in order to participate in Junior FWL activities. Before a student may join JrFWL, she and her parent(s) will be required to sign a consent form, acknowledging that JrFWL and Frisco Women's League have the right to request a copy of a member's progress report or report card as needed to establish academic eligibility.
- Transportation to JrFWL events and meetings is not provided. Most events are centrally located in Frisco.
- It is the policy of FWL and JrFWL that no person, on the basis of race, color, religion, national origin or ancestry, or handicap shall be discriminated against in our activities, programs, membership or leadership opportunities.
- Must agree to JrFWL Code of Conduct (enclosed in this packet), and maintain conduct commitment throughout membership.
- **Applications must be complete and meet the submission deadline.**
- **Please make sure your email address is correct in the Online Application, and that your name is on the envelope return address when you mail your Application Signature Pages.** We will send a confirmation of receipt to that address when your packet is received.
- All applicants will receive a notification of their JrFWL involvement no later than **May 15, 2019** via email.

You do not need to return this page with your application. Save for your records.

Before You Apply - Applicants and Parents, Please Read!

- Please know that we consider our application process highly confidential. Your personal information is never shared with anyone outside the Junior FWL Committee of Frisco Women's League, or FWL Board of Directors as absolutely necessary.
- Please be prepared to review and sign all parts of the application. **Incomplete applications will not be reviewed.**
- The JrFWL club calendar year is June through May. Officer terms are annual and will begin in May. New members are not eligible to apply for officer positions.
- Frisco Women's League is a private non-profit organization based in Frisco, Texas. We have 501(c)3 tax -exempt status as designated by the IRS, and we are incorporated with the State of Texas as a non-profit. Although we work closely with all our local youth and education partners, **Junior Frisco Women's League is not a program of Frisco Independent School District or the City of Frisco.**
- Annual membership dues are \$125 per student. There is also a first-year member fee of \$25 which covers one -time expenses such as attire, name tag, etc. Dues are due no later than **June 1, 2019** or the student's membership may be revoked. There may be additional optional expenses throughout the year.
- Dues are not refundable to a member who later leaves the program. All JrFWL purchases are final, including spirit wear and accessories.
- We offer membership scholarships, in the case of students who are otherwise eligible for membership but for whom dues and expenses are prohibitive. Please inquire for more information.
- If you or your parents have any questions, please contact the JrFWL Vice-Presidents at jrfwl@friscowomensleague.org.

You do not need to return this page with your application. Save for your records.

Junior FWL 2019-2020 Time Requirements for Members

JrFWL's primary activity is community service. It is our reason for existence, and the most important of all our programming. It is our intention that any student with two years of active JrFWL membership should easily be able to attain the 100-hour requirement to obtain the FISD community service cord recognition at graduation.

Following are the annual hours and meeting requirements for all members. These must be completed over the course of the club year, from June 1 to May 31.

Service Hours and Meeting Requirements

- 12 hours must be earned by each member. These hours can be earned through JrFWL sponsored events. Because these hours are in service to a 501(c)3 charity, they are also usually considered community service for school/NHS purposes.
- Attend 6 member meetings. JrFWL has 9-10 member meetings over the course of the club year. Community service opportunities are often available through member meetings.

Please note: JrFWL will not credit Service Hours for service performed on behalf of other organizations or clubs. For example: if a high school's NHS Chapter conducts a service project at school, one that is not available to all members of JrFWL, then it cannot count for JrFWL Service Hours.

If the service hours and/or meeting requirements are not met, it may lead to revocation of the JrFWL membership.

You do not need to return this page with your application. Save for your records.

Junior Frisco Women's League Code of Conduct

“The Highest Standards”

Junior FWL provides city-wide service, leadership and social opportunities that teach personal growth, community involvement and achievement. Membership is designed to encourage young people to strive for higher development than their peers. We expect our members to be the best of their community.

The conduct of each individual reflects on Junior Frisco Women's League, Frisco Women's League, and our sponsors and community partners. Therefore, we expect the highest standards for behavior and conduct. Having applied to / joined JrFWL voluntarily, and with full understanding of the League's expectations, we expect all prospective and active members to take our Code of Conduct seriously.

All prospective members along with their parents will be asked to sign a document stating they have reviewed and understand this Code of Conduct. We encourage prospective members to ask questions if they have any concerns or confusion about this document.

All new and active members along with their parents will be asked to sign a document pledging to adhere to this Code of Conduct. Violating the Code of Conduct document is grounds for losing one's good standing in JrFWL, or for having one's membership privileges and/or leadership privileges revoked. A member who is removed due to violation of Code of Conduct will not be permitted to re-apply for membership later.

Established in 2013, updated in 2016, reviewed in 2018, and continually approved by the Board of Frisco Women's League, the JrFWL Code of Conduct is a living document that will be periodically reviewed and expanded or amended under the authority of Frisco Women's League as needed.

You do not need to return this page with your application. Save for your records.

Junior FWL Code of Conduct

1. Safety Always Comes First

- a. Junior Frisco Women's League intends to provide settings that are conducive to excellence of mind, responsible social behavior, learning, and service leadership. We are dedicated to providing a healthy, safe and comfortable environment for our members, advisors and guests.
- b. When attending a JrFWL event or representing JrFWL in the community, members are expected to make choices that are safe and healthy for all involved.
- c. Endangerment of others, or knowingly putting people or property at risk, is unacceptable in any form.
- d. Members agree to abide at all times by local, state and federal laws, as well as those of any other body of authority that may be applicable such as a school district.
- e. Illegal possession and/or use of alcohol, tobacco, drugs or weapons by JrFWL members is unacceptable under any circumstances. This also applies to guests of JrFWL members, while attending a JrFWL event.
- f. Criminal behavior by JrFWL members will not be tolerated, whether or not it occurs during a JrFWL/FWL event. Criminal behavior is grounds for immediate revocation of membership in JrFWL.

2. Respect for Others

- a. JrFWL members will demonstrate maturity in their behavior and language. Coarse or hateful language and inappropriate gestures are never tolerated.
- b. Members are expected to use courtesy and appropriate titles with adults and peers at all times.
- c. Bullying and harassment will not be tolerated, whether it is physical, psychological or virtual. JrFWL is an inclusive environment where all members have worth and value, and diversity of life, experience, culture and belief are respected.
- d. These values should consistently convey outside the JrFWL environment as well. A member who has respect for herself and others would not behave acceptably in public but then behave differently when she is not being observed by the community.

3. Honesty & Integrity

- a. JrFWL members are expected to be truthful and ethical. Members should be honest in their words and deeds.
- b. Members agree to represent their JrFWL participation and activities accurately at all times for the purpose of tracking of hours and administration. Intentionally fabricating any material regarding hours served, or helping another member do the same, is grounds for membership revocation.

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c. Gossip can be fatal to an organization. Members are expected to refrain from gossip, and only share information about other people which is relevant and known to be the truth.

4. Service Before Self

a. JrFWL members are expected to put their community, academic, service and family commitments before personal desires.

b. Members are expected to think about the welfare and needs of others, by providing encouragement and positive attitudes to those around them.

c. Members are expected to view giving back to others and making a difference as a privilege, not an obligation or chore.

5. Responsibility

a. Members will accept responsibility for their actions.

b. Members will accept responsibility for their words.

c. Members will accept responsibility for their commitment to JrFWL which means students must accept responsibility for scheduling and their ability to balance community service with academic requirements.

6. Representing the League

a. At all times, a JrFWL member represents JrFWL, FWL, her school, her family and the City of Frisco. This is not a responsibility to be taken lightly.

b. Members should only wear the JrFWL logo or FWL logo when they are dressed neatly, in attire that meets their school's dress code, and while behaving in a manner that matches JrFWL values and standards.

c. The presence and conduct of the guest at a JrFWL event is the responsibility of the member who is serving as the host.

d. Any and all parts of this Code of Conduct should be construed by the member and her family to extend to social media and online communications.

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2019 JrFWL Application Signature Page 1 of 3

PLEASE HANDWRITE CLEARLY AND NEATLY

Applicant First & Last Name:

Cell Phone #: _____

High School **and** Graduation Year: _____

Applicant Email Address:

(Please note: JrFWL emails to k12.friscoisd.org addresses often bounce or get filtered)

Name of Parent(s) or Guardian:

Parent Email:

Parent Phone Number:

This three-page document must be completed and mailed to Junior FWL in addition to the Online Application for Membership. Your application is not finished until you have completed both parts.

Please submit all **three completed Application Signature Pages together VIA POSTAL MAIL** to the address below. Electronic submission of these documents will not be accepted.

Please make sure your envelope is postmarked by **Monday, April 15, 2019**. Please clearly write the Applicant's name as part of the return address. After receiving your envelope in the mail, we will notify the Applicant via email to confirm receipt.

**ATTN: Junior FWL Application
Frisco Women's League
P.O. Box 2151
Frisco, Texas 75034**

2019 JrFWL Application Signature Page 2 of 3

Applicant & Guardian Acknowledgments – Please Read and Initial

1. Membership in Junior FWL is limited. Not everyone who applies will be invited to join. Our membership numbers are capped in order to ensure a safe, positive and enriching experience for all members. During membership selection, preference is given to achieving equitable representation from all schools in the service area.

_____ *Student Initials:* “Yes, I understand that I may not be invited to join Junior FWL, regardless of my qualifications. I understand that this is not a reflection on me or my abilities.”

_____ *Parent Initials:* “Yes, I understand that there will be more applicants than there are membership invitations to be extended. I know that my student’s qualifications will be examined individually, and not in comparison with other applicants. I accept the final decision of the JrFWL Selection Committee and of the FWL Board of Directors.”

2. Members invited to join Junior FWL for 2019-2020 will be required to attend a new member orientation in May 2019, to meet JrFWL adult leadership and other new members, while also receiving important information about membership and service requirements. The date will be provided following the application process.

_____ *Student Initials:* “Yes, I will do my best to attend the new member orientation to be held in May 2019.” (Final date will be communicated via email.)

_____ *Parent Initials:* “Yes, I understand that there is an expectation for my student to attend the JrFWL new member orientation to be held in May 2019.” (Final date will be communicated via email.)

Applicant & Guardian Requirement Acknowledgments

- We, the undersigned, as a minor child and child’s guardian, acknowledge our authority to provide the information enclosed here and via the Online Application as part of Membership Application for Junior Frisco Women’s League.
- We declare the information we have provided is true and accurate. We understand that knowingly providing false information as part of the Applicant’s personal statement is grounds for suspension or removal from the organization.
- We have read and discussed all pages of the Application Information Packet, and understand the expectations of Junior FWL upon its members.
- We understand that any personal references provided to Frisco Women’s League by third parties regarding the Applicant are confidential.
- We have read and discussed the “Junior FWL Code of Conduct” and “Junior FWL Time Requirements” documents. If the Applicant is selected as a member, she is prepared to sign and agree to all the membership documents and policies, and adhere to them throughout her membership in the organization.

2019 JrFWL Application Signature Page 3 of 3

Applicant & Guardian Requirement Acknowledgments – Continued

- We understand that there will be a \$125 annual dues payment required by **June 1, 2019**, and a \$25 one-time new-member fee required by **June 1, 2019**, and that these fees are non-refundable even if the student later withdraws from the organization. We acknowledge that late payment of dues could result in revocation of membership invitation.
- We understand and acknowledge that the decisions of the Junior FWL Committee and the Executive Board of Frisco Women's League are final.

Applicant Name (Printed)

Applicant Signature and Date

Parent Name (Printed)

Parent Signature and Date
