



Junior Frisco Women's League Application Packet

Checklist Worksheet

A lot of documents go into applying 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 help us provide the info we need to review your application. This checklist is simply an aid 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 paperwork 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. My parent and I have read all pages of the Membership Application.

_____ I have read the Tips for References page at <http://jrfl.org/how-to-join/references/>, and I have requested references in enough time for my reference writers to meet the April 14th deadline.

_____ I have completed and/or signed all the written parts of the Application.

_____ My parent has signed or initialed all the parent spots of the Application.

_____ I have made a photocopy of my completed application to keep just in case.

_____ I put the 7 application pages (along with any additional pages I may have elected to include) in an envelope.

_____ I have written my email address on the back of the envelope.

_____ **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 via a USPS mailbox or the USPS Post Office on or before April 14, 2017. I understand that the April 14th 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: Friday, April 14, 2017

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 not-for-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 grades 9-11 at time of application in March 2017.
- 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, please review), and maintain conduct commitment throughout membership.
- **Applications must be complete and meet the submission deadline. This includes your references, which we must receive from your reference writers no later than Friday, April 14th.**
- Please write your contact email address on the outside back of your envelope before mailing your application. 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 Monday, May 1, 2017 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 and discarded.**
- The JrFWL club calendar year is June - 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 \$100 per student. There is also a first-year member fee of \$50 which covers one-time expenses such as attire, nametag, etc. Dues are due no later than June 1, 2017 or the 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.
- 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 Kathleen McCoy or Jennifer Konetzny, Co-Vice Presidents of Junior FWL, at jrfl@friscowomensleague.com

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Junior FWL 2016-2017 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 can easily meet 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

- 14 hours must be earned by each member. These hours can be earned at member meetings (if a volunteer event is conducted at a meeting. For example, a food drive), tribe meetings, or via committee/club service. Because these hours are in service to a 501(c)3 charity, they are also usually considered community service for school/NHS purposes.
- Attend six member meetings. JrFWL has 10 member meetings over the course of the club year.

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

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

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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 and 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.

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.

You do not need to return the Code of Conduct with your application. Save for your records.



About the Applicant – PLEASE PRINT CLEARLY AND NEATLY

Applicant Full Name:

Preferred First Name:

Home Address:

Birthday (MM/DD/YY):

High School **and** Graduation Year:

Applicant Email Address:

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

T-Shirt Size:

Name of Parent(s) or Guardian:

Parent Email:

Parent Phone Number:

This space for FWL use only. Applicant, please proceed to next page.

Please list family members or family friends who are active or former members of Frisco Women’s League. (Please note: this is for information only; affiliation with a member of FWL is not a pre-requisite or guarantee of membership in JrFWL.)

Please take this space to share anything else you think it would be helpful for Frisco Women’s League to know as we consider your application. (You may use 1 additional page to answer this question, if you like.)

Applicant Acknowledgments – Please Read and Initial

1. JrFWL requests at least two letters of reference from adults in the community, for each applicant. One must be from an educator, and another must be from any adult who is not also a family member of the applicant. When you request a reference, please direct your reference writers to www.JrFWL.org/references and advise them of the deadline for completion.

_____ *Student Initials: “Yes, I understand that I am responsible for securing my own letters of reference, and I will make my request and provide the information in enough time that my reference writers are able to meet the Reference Deadline of April 14, 2017.”*

2. 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 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."*

_____ *Student Initials: "Yes, I will do my best to attend the new member orientation to be held in May 2017." 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 2017." Final date will be communicated via email.*

Please submit your completed application VIA POSTAL MAIL to the address below. Electronic applications from students will not be accepted.

Please make sure your packet is postmarked by Friday, April 14, 2017.

Please write the Applicant's email address on the outside back of the application envelope.

Upon receiving your application in the mail, we will notify you via email to confirm receipt.

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

Applicant and Parent Acknowledgment Form

- We, the undersigned, as a minor child and child’s guardian, acknowledge our authority to provide the enclosed information 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 this Application Document, and understand the expectations of Junior FWL upon its members.

- We understand that the personal reference documents that are provided to Frisco Women’s League by third parties regarding the Applicant are confidential, and that they will not be disseminated back to the Applicant or Applicant’s family under any circumstances.

- 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.

- We acknowledge that there will be a \$100 annual dues payment required by June 1, 2017, and a \$50 one-time new-member fee required by June 1, 2017, and that these are non-refundable. We acknowledge that late payment of dues will result in revocation of membership.

- We 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
